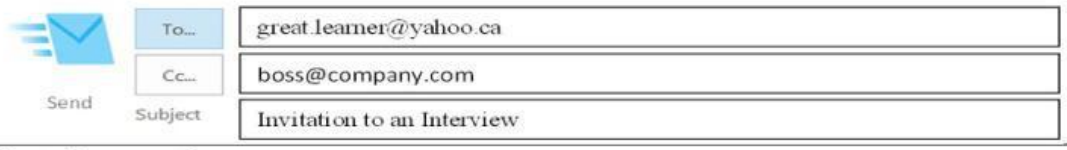
Understanding the instructions in an email Interview Invitation	AT
Skill: Reading **Module Topic:** Employment /Emails	**CLB Level:4**
Competency Area: I. Interacting with others	
II. Comprehending Instructions	
Criteria: I. Gets the gist. Identifies specific important details (such as sender, date and response required). Identifies words that indicate politeness and tone. Q 1-8 **IV.** Recognizes common sentence patterns, phrases and symbols commonly used in instructions. Follows instructions in the appropriate sequenced order Q-9	

Name: Date:

1. Instructions: Read this email. It is inviting you to an interview. Answer the questions



Great Company Inc.
Ph: 587-931-1111
Fax: 587-931-2222
Email: new.boss@company.com

September 22, 2026_

Dear Candidate,

Thank you for sending us your application. We notice you applied for a few positions at our company including outdoor and indoor jobs. Please note that we don't have any outdoor jobs right now. The hiring process for summer positions will be in March.

We would like to invite you for an interview for an indoor position. Please bring a copy of your resume and your references with you. As well, bring copies of any certificates or tickets you have.

Please come to a group interview at 1234 Future Road next Thursday at 3 p.m. When you arrive, check in with the person at the front desk. After you receive a name tag, please wait in the lobby. We will be doing interviews from 3 p.m. to 6 p.m. Please listen for your name to be called. We can't give you a specific time, so please be prepared to wait.

We look forward to hearing from you. Please reply to this email if you will or won't be accepting this invitation to an interview.
Sincerely,
David Zhang

LIVEWORKSHEETS

1. What is the main idea of the email?
    a. instructions for interview
    b. application process for outdoor jobs
    c. what to bring for the interview
    d. feedback on your job application

2. What is the main purpose of the message?
    a. to inform you about the interview process
    b. to invite you to an interview
    c. to introduce you to the Manager
    d. to explain about the hiring process

3. Is the message formal or informal? 2pts

    a. Choose: **FORMAL / INFORMAL**

    b. Why do you say that? _____

4. Would this email have been a complete surprise to you or would you have been expecting it? 2pts

A) **A COMPLETE SURPRISE or I WOULD HAVE BEEN EXPECTING IT**

B) Why do you say that? _____

5. What should you bring to the interview?_____

_____

6. What address do you go to for the interview? _____

7. When are interviews happening?_____

8. What time is your interview? _____

LIVEWORKSHEETS

9. Connect the instructions to the numbers in order from the email.

1	h. **listen for your name**
2	i. **wait in the lobby**
3	j. **bring resume and references**
4	k. **come to Future road**
5	l. **check in at the front desk**
6	m. **bring certificates and tickets**
7	n. **receive a name tag**

LIVEWORKSHEETS