

Unit 11 Grammar test

Time clauses describing stages of a process with *when*

1. Look at the advice for someone applying for a job. Complete the sentences using the words from the box.

have received have sent in have written know send in will know will receive write

1. When you _____ your application, include covering letter with your CV.
2. When you _____ your CV, make sure the experiences and skill you list match the job you're applying for.
3. When you _____ your CV, check it for spelling and grammar mistakes.
4. When you _____ your application, you will often have to wait several weeks for a reply.
5. When you don't hear anything for several weeks, you _____ that your application was probably unsuccessful.
6. When a company is interested in your application, you _____ an invitation to an interview.
7. When you _____ an invitation to an interview, start preparing for it by researching the company on the Internet.
8. When you _____ that you have got the job, tell your current employer.

2. Look at the bank's explanation of what happens when you open a new account. Match the beginnings of the explanations 1-5 with the correct endings a-e by writing the letters (a, b, c, d, e) at the end of the beginnings.

Southern Star Bank plc

PROCEDURE FOR OPENING A BANK ACCOUNT

- 1 When you open a new account, ...
- 2 When you bring your proof of identity to the bank, ...
- 3 When you have opened your account at the branch, ...
- 4 When you receive your bank card, ...
- 5 When you have registered your bank card, ...

- a please ensure that it shows your current address.
- b the bank will send you a cheque book and bank card in the post.
- c you will need your passport and proof of identity, such as a driving licence or electricity bill.
- d the bank will send you a PIN number for the card a few days later.
- e you must register it by phone or on our website.