

CHAPTER 9 – LETTERS OF APPLICATION

PART A: Vocabulary

Choose an expression from the box to complete each sentence. More than one answer may be correct.

Therefore	As a matter of fact	But	However	In addition to
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Example: Eli is an excellent student. As a matter of fact, he is the best student in class.

- Andrew is a very good swimmer. _____, he has won six major competitions.
- We're going on a long trip tomorrow. _____, you should go to sleep early tonight.
- You should talk about your best qualities on a job interview, _____ you should also show that you are modest.
- Boston is a beautiful city. _____, it is also very expensive to live there.
- _____ being a talented lawyer, Nancy is also an excellent singer.

PART B: Language Focus

Complete the conversations below by providing advice. Use the words in parentheses.

Example: A: My computer is making strange noises.

B: (*should/repair shop*) You should take your computer to a repair shop.

1. A: I'm new to this school and don't know any of the students here.

B: (*should/orchestra or basketball team*) _____

2. A: I've had a terrible headache for three weeks.

B: (*must/doctor tomorrow*) _____

3. A: I don't have enough money to go on vacation with my friends this summer.

B: (*should/part-time job*) _____

4. A: I don't know what to write in the first paragraph of this letter of application.

B: (*It's a good idea/interesting and original*) _____

5. A: And what should I say at the end of my letter of application?

B: (*Conclude/interview*) _____

PART C: Comprehension

1. It is to mention salary requirements in a letter of application?

- A. wise
- B. unnecessary
- C. inadvisable

2. A letter written in response to a help-wanted ad is - letter?

- A. an unsolicited
- B. a solicited
- C. a reference

PART D: Reading comprehension

Read the passage and answer the questions that follow.

First Week on the Job

Your application letter was written with flair and your stunning résumé got you in the door. Your charming personality saw you successfully through the interview process. Pat yourself on the back—you got the job. Now what?

Get Ready

If you are like most people, in the excitement of getting a new job, you forget to actually prepare for the role you will be expected to fill. To ensure success with your new employer, you need to make a good first impression. Your first week on the job can set the tone for your entire career. Here are some tips to make it work.

Dress the Part

Be sure to dress appropriately. Check with the human resources department or other employees to see what is expected of your appearance. If you are given a uniform, wear it. If there is no formal dress code, dress professionally until you have a *feel* for what others are wearing.

Be Prepared

Come prepared! Bring any supplies that you expect to need. There is no better indication of carelessness than showing up unprepared. You will also waste time locating the things you need on the spot, so have everything you need the moment you step through the door.

Ask Questions

Don't be afraid to ask questions. If you don't understand something or an explanation was too fast, do not hesitate to politely request things be repeated or clarified. This will save time in the end and your

boss will appreciate your attention. Taking notes can also be a good way to make sure you have all the information you need.

Go Offline

Lose the technology. Turn off your cell phone and stay off the Internet unless it is required for your job. You can return calls and check e-mails during a break or mealtime; don't do it while you are supposed to be focused on the job at hand.

Pace Yourself

As you get started on tasks, be sure to pace yourself. Don't get ahead of yourself and try to work too fast. Always have someone check your work when you're first starting out to verify you're doing it correctly. Once you've learned the task you will naturally become faster, but don't try to impress everyone with your speed. You will make fewer mistakes if you take your time.

Be a Team Player

Finally, stay upbeat and always try to be a team player. Starting a new job is stressful enough, don't make it more so by competing with other employees or letting things get you down. Demonstrate an endless amount of energy so that all anyone sees is a productive, confident addition to the team.

1. The reading is primarily about _____.
 - A. how to get a job
 - B. how to prepare for the start of a job
 - C. how to succeed in an interview
 - D. how to make friends at a new job
2. The author says that after getting a new job, most people forget to _____.
 - A. make a good impression
 - B. show their excitement
 - C. prepare for their new role
 - D. set the tone for their career
3. Under what heading can you find information about what to wear?
 - A. Dress the Part
 - B. Ask Questions
 - C. Go Offline
 - D. Be a Team Player
4. Under what heading does it tell you to turn off your cell phone?
 - A. Be Prepared
 - B. Go Offline
 - C. Pace Yourself
 - D. Be a Team Player
5. Under what heading does it warn against going too fast?
 - A. Be Prepared
 - B. Ask Questions
 - C. Pace Yourself
 - D. Be a Team Player