

HOMWORK

INTERMEDIATE 5C

4 GRAMMAR gerunds and infinitives

a Match the sentence halves.

- | | |
|--|--|
| 1 I don't mind ☒ | 5 He's afraid of ☐ |
| 2 He forgot ☐ | 6 It's difficult ☐ |
| 3 She would love ☐ | 7 Why don't you try ☐ |
| 4 I can't afford ☐ | 8 Being self-employed ☐ |

- a applying to smaller companies?
b can be hard work.
c to tell the company he was getting married.
d getting sacked.
e to get a good job as soon as you finish university.
f travelling a lot for my work.
g to have more responsibility.
h to accept a lower salary.

b Circle the correct answer.

- 1 I really enjoy learning / to learn new skills.
2 She regrets not going / not to go to university.
3 We find it easy training / to train new employees.
4 I can't remember sending in / to send in the application form.
5 He's going to practise being / to be interviewed.
6 Did the company promise giving / to give you a permanent contract?
7 She's not very good at typing / to type.
8 Don't forget including / to include a letter with your CV.

c Correct any mistakes in the **highlighted** phrases. Tick (✓) the correct sentences.

- 1 She would like **getting** a job abroad, preferably in the US. to get
2 I've decided **to resign** from my job. _____
3 Don't accept anything – you must go on **looking** for your ideal job. _____
4 We spent two months **to interview** all the candidates. _____
5 They must increase the salary **to attract** the right applicants. _____
6 He gave up **to study** at university after he got the job. _____
7 It's impossible for me **moving** to the new office. _____
8 **To work** at the computer gave her back problems. _____

More Words to Learn

Write translations and try to remember the words.

Word	Pronunciation	Translation
contestant <i>noun</i>	/kən'testənt/	
industry <i>noun</i>	/'ɪndəstri/	
judge <i>noun</i>	/dʒʌdʒ/	
marketing <i>noun</i>	/'mɑ:kɪtɪŋ/	
MP (Member of Parliament) <i>noun</i>	/em pi:/	
sales <i>noun</i>	/seɪlz/	
TV series <i>noun</i>	/'ti:vi: 'sɪəri:z/	
pretend <i>verb</i>	/'prɪ'tend/	
regret (doing) <i>verb</i>	/'rɪ'ɡret/	
seem <i>verb</i>	/'si:m/	

Formal letters and a CV

- a Look at the job advertisement. Which job could you apply for?
b Complete the CV (Curriculum Vitae) with a heading from the list.
Additional information Career history Computer skills
Education Languages Personal information
c Read the covering letter. Circle the more formal phrase in each pair.

The Olympic Committee is looking for dedicated, enthusiastic, and energetic people to work in different areas for the forthcoming Olympic Games. There are vacancies in the following areas:

- Administration
- Translation and language services
- Hospitality and catering
- Medical support

All applicants must be appropriately qualified and a good level of English is essential. Send your CV and a covering letter (in English) to:

Job applications: The Olympic Committee, PO Box 2456

Mehmet Bolat

Personal information

Address Alper Apt. Daire 3
Turgut Özal Caddesi Seyhan, Adana
Telephone home: 0090 322 6587688
mobile: 0090 535 9428190
Nationality Turkish
Marital status Single
Date of birth 12th September 1982
Email bolatmehmet@superonline.com.tr



Alper Apt. Daire 3
Turgut Özal Caddesi
Seyhan, Adana
30th April

Olympic Committee
PO Box 2456

Dear Sir / Madam,

¹I am writing / I'm writing to apply for a job with the medical support staff in the forthcoming Olympic Games.

I am a qualified physiotherapist and ²I've been working / I have been working at a Rehabilitation Centre here since January 2006. I have a good level of English, and ³my German is great / I speak German fluently.

⁴I enclose / I'm sending you my CV as requested.

⁵Hope to hear from you soon. / I look forward to hearing from you.

⁶Best wishes / Yours faithfully

Mehmet Bolat

Mehmet Bolat

2

2006– Junior physiotherapist at Rehabilitation Centre, Balcali: University Hospital, Adana

I work mainly with patients who need rehabilitation after an operation. In my free time, I also work as a physiotherapist for a local basketball team.

3

2001–2005 Degree in physiotherapy, University of Gaziantep
1997–2001 Atatürk High School, Adana

4

English (CEF level B2). I have a good level of written and spoken English.

I have been studying English at a private language school for the last three years.

German (fluent). My mother is German.

5

Windows XP

6

Full driving licence

Member of the university basketball team

d Complete the **Useful language** box with *Yours sincerely* and *Yours faithfully*.

Useful language: a formal letter

Formal letters

Start

Finish

You don't know the person's name Dear Sir / Madam

You know the person's surname Dear Mr / Ms / Mrs García

Layout / style

- Put your address in the top right-hand corner with the date underneath.
- Put the name and address of the person you are writing to on the left.
- Don't use contractions.
- Write your full name under your signature.
- Put *I look forward to hearing from you* if you would like a reply.

WRITE your CV and a covering letter to apply for a job in the Olympics.

PLAN what you're going to write.

CHECK the letter for mistakes (grammar , punctuation , and spelling).

Ginny

ENGLISH & ART



Click here to see the answers!

LIVEWORKSHEETS