

WRITING 2A

Answer these questions:

What do you do?

.....

Do you work long hours?

.....

What are your main responsibilities?

.....

How long have you worked there?

.....

What do you like about it?

.....

What don't you like about it?

.....

Look at the adjectives in the box

hard-working	independent	creative	sociable	well-organised
		good at languages		
fun	ambitious	energetic	elegant	flexible
good with people	confident		intelligent	good at teamwork
				polite
				patient

Which of these qualities make a good teacher/ politician/ engineer...?

I think a good ...

.....

.....

Write an e-mail applying for this position:

Restaurant Manager

Competitive salary offered

Requirements:

- At least 5 years' relevant experience
- Fluent in English and Chinese
- Excellent communication and interpersonal skills
- Immediate availability preferred

