Globe English
Way to the future

Read the following passage and answer the questions 1-3.

Receptionist Wanted at Landmark Hotel

Landmark Hotel is now **seeking** a receptionist to work in the Front Office team at the Boston branch. As one of the leading hotel systems in England, we always try to provide customers with the most efficient and friendly check-in and check-out service.

The ideal candidate should have:
- A bachelor's **degree** in hotel management or other related fields
- A minimum of 4 years of experience in a similar position
- Certificate of English Proficiency and excellent communication skills

We offer:
- A professional working environment with **skillful**, supportive and friendly **colleagues**
- **Opportunities** for job security and **career** development
- A **competitive** salary, bonuses and travel expenses
- Onboard training
- Benefits including health and social **insurance**

1. What type of text is this?

(A) An email

(B) A report

(C) An advertisement

2. Which sentence best describes the purpose or main topic of the text?

(A) As one of the leading hotel systems in England, we always try to provide customers with the most efficient and friendly check-in and check-out service.

(B) A professional working environment with skillful, supportive and friendly colleagues.

(C) Landmark Hotel is now seeking a receptionist to work in the Front Office team at the Boston branch.

3. What is being advertised?

(A) A bachelor's degree program

(B) An employee training

(C) A job vacancy

(D) A hotel system

LIVEWORKSHEETS

Globe English
Way to the future

Read the following passage and answer the questions 1-3.

EXECUTIVE CHEF WANTED *THE PARADISE RESTAURANT*

Salary: 3000$/month
Location: Manchester, UK
Job term: Full-time, 5-year contract
Reference: 545686555
Contact: David Villa, HR Manager

Do you want to work in a professional but challenging environment? Are you interested in joining a team of talented and creative chefs?

Paradise Grill is a 2 - Michelin star restaurant based in Manchester. For the past 2 decades, we have been widely acclaimed for our delicious seafood and excellent service, serving nearly 1000 customers a day. We are seeking an experienced executive chef this month. You are expected to have at least 10 years of experience in a similar position in the Hospitality industry, and be fluent in English. In addition, since we usually cater for VIP customers, you must be able to work under pressure with high standards of food quality and hygiene.

Please note that this is a full-time and five-year contract position. We expect to fill the position by the end of this month.

We want to work with an innovative and hardworking individual. If you feel that you meet these requirements and want to apply for this job, please send your application including a résumé, a reference letter and a cover letter to David Villa, at hrd.@paradise.com.

1. What type of text is this?

(A) An email

(B) An article

(C) An advertisement

2. For whom is the advertisement intended?

(A) People looking for a full-time position

(B) Someone wanting to start a restaurant

(C) Someone looking for a part-time job

3. Which sentence helps you answer question 2?

(A) Please note that this is a full-time and five-year contract position.

(B) Do you want to work in a professional but challenging environment?

(C) We want to work with an innovative and hardworking individual.

LIVEWORKSHEETS

Globe English
Way to the future

Read the following passage and answer the questions 1-3.

Jennifer Pham
222 Park Hill Road
California, NY 85655
February 22, 2015

Mr. Peter Lynch
APC Industries
555 North Highway
Manchester, UK 854326

Dear Mr. Lynch,

I am writing in response to the job advertisement on your website for the marketing executive position in the European branch. I think I am a suitable candidate and would like to apply for this role. I have attached my résumé detailing my experience in this field for your consideration.

I have been working as a marketing specialist at NIC Corporation for more than ten years. I really love my current job, however, I am not averse to new job opportunities. In fact, I plan to work abroad to gain more experience in an international environment and widen my perspectives. As advertised, the selected candidates can choose to work in one of the three countries Germany, France and England. This is exactly what I am looking for.

Regarding my background, I obtained a bachelor's degree in business marketing with distinction. After graduation, I worked for Regis Agency as a marketing analyst for five years. After the company went out of business, I was employed by NIC Corporation as a marketing specialist. My main duties are to develop, execute and monitor marketing campaigns across many channels. In addition to marketing experience, I have strong leadership, management and communication skills.

Moreover, I can speak German and French fluently. I was born and lived in Germany until I was ten. I also took many French classes at my university and achieved the Certificate of French Proficiency. Language barriers are the biggest problem for anyone who wants to work abroad. However, if I am chosen for this position, I am confident that I am able to work well in either Germany or France.

I believe that I am a good fit for this position. If you need any further information, you can contact me at (654) 822-5554 or at jeniferpham@gmail.com.

I really appreciate your consideration for my application. I hope to receive your reply soon.

Sincerely,

Jenifer Pham

LIVEWORKSHEETS

1. What type of text is this?

(A) An email

(B) A letter

(C) An article

2. Why did Jenifer Pham send the letter?

(A) To apply for a vacancy

(B) To promote a job opening

(C) To ask about an application

(D) To offer a job to a candidate

3. Which sentence helps you answer question 2?

(A) I was born and lived in Germany until I was ten.

(B) I think I am a suitable candidate and would like to apply for this role.

(C) I have been working as a marketing specialist at NIC Corporation for more than ten years.

LIVEWORKSHEETS

Globe English
Way to the future

Read the following passage and answer the questions 1-3.

Mr. James Wilson
NewWay Telecommunication, Inc.
255 Maple Street
Vancouver, CA

Dear Mr. Wilson,

I would like to give a strong compliment to you and your company for the good work yesterday. Your company helped us to solve our communication system problems, and I am very satisfied with the results. There is no damage to the telephone system, which was a serious problem before. Most importantly, our internet connection is now faster and more reliable.

I was thoroughly impressed by the performance of your staff. Initially, Daniel Henny estimated that the repair would take a week to finish, but your team could complete everything in just four days. Additionally, I really appreciate their effort in keeping our office clean and tidy during the work. I understand it is not easy to do that, so I am very grateful.

Finally, I would like to commend two of your employees for their outstanding work. George Michael and Henry Lee were absolutely brilliant and knowledgeable. They are genuinely experts in their field. Not only did they help to figure out the solution quickly, but also their presentations about preventing future problems were amazing. They are truly valuable assets of your company, so please treat them well and tell them we are very satisfied with what they have done.

Again, thank you so much for your great work. We will definitely continue using and recommend your service to others.

Sincerely,

Sophia Loren

Customer Service Manager

1. What type of text is this?

(A) An email

(B) A letter

(C) An article

LIVEWORKSHEETS

2. Which sentence best shows the main idea of the passage?

(A) I would like to give a strong compliment to you and your company for the good work yesterday.

(B) Initially, Daniel Henny estimated that the repair would take a week to finish, but your team could complete everything in just nearly four days.

(C) George Michael and Henry Lee were extremely brilliant and knowledgeable.

3. What is the purpose of the passage?

(A) To praise George Michael personally

(B) To compliment the work done by Mr. Wilson's company

(C) To announce some project changes

(D) To review the results of a project

LIVEWORKSHEETS

Globe English
Way to the future

Read the following passage and answer the questions 1-3.

INTERNATIONAL SOLUTIONS
255 West Fifth Avenue, Boston, MP 64934

April 8
Ms. Jenifer Tyler
63843 Wisdom Drive
Calicut City, MP 23554

Dear Ms. Tyler,

Thank you for applying for the position of Customer Service representative at International Solutions. It's my pleasure to inform you that we would like to invite you for an interview at 10:00 AM, on Monday, April 15 at our company.

Please note that our company offers travel reimbursement for the interview, so don't forget to keep the original transportation tickets or receipts and bring them to the interview. In addition, please bring your résumé, cover letter and qualifications when you come. You can contact the receptionist, Angelina Johnson, at 555-9980 if you need any assistance.

We look forward to seeing you.

Lee Jordan

Mr. Lee Jordan
Human Resources Manager

1. What type of text is this?

(A) An email

(B) A letter

(C) An article

2. Which sentence states the main topic of the text?

(A) It's my pleasure to inform you that we would like to invite you for an interview at 10:00 AM, on Monday, April 15 at our company.

(B) In addition, please bring your résumé, cover letter and qualifications when you come.

(C) You can contact the receptionist, Angelina Johnson, at 555-9980 if you need any assistance.

3. Why did Mr. Jordan send the email?

(A) To promote a job opening

(B) To offer a position to a candidate

(C) To invite an applicant to an interview

(D) To confirm his attendance

LIVEWORKSHEETS