

Writing skills practice: Applying for a job – exercises

Look at the job adverts and the email and do the exercises to improve your email writing skills.

Preparation

Complete the expressions with a verb from the box.

work	use	drive
cook	teach	speak

- _____ maths
- _____ a car
- _____ a meal
- _____ with people
- _____ a computer
- _____ a language

Jobs

Football Trainer Wanted

UNIVERSITY OF HOBURN football team.
 Do you like football?
 Can you teach football?
 Can you organise a group of people?
 Can you speak English?
 Can you drive a car?

Yes? Send us an email at jobs@uoh.edu.uk-sports

JOBS@ UNIVERSITY OF HOBURN

Jobs at university sports café

Do you like working with people?
 Can you cook?
 Can you speak languages?
 Can you use a computer?

Yes? Send us an email at jobs@uoh.edu.uk-sports

From: lenty@dsmail.com

① To: jobs@uoh.edu.uk-sports

Cc:

② Subject: **Jobs**

Insert: Attachments Photos Videos

Tahoma 10 B / U

③ Dear Hoburn University Sports Club

④ Please send me information about the job at the sports café.

⑤ I am friendly and I love working with people. I can cook well, especially pasta and pizza. I can speak English, Spanish and a little German. I can use a computer very well.

⑥ Best regards

⑦ Lenny Tyler

Send Save Cancel

Top Tips for writing

1. The address of the person you write to.
2. What the message is about.
3. Beginning. We don't know the person, but we can write the name of the organisation.
4. Introduction. Why you are writing.
5. Main part of the email.
6. End of the email.
7. Name of the person who writes the email.

1. Check your understanding: multiple choice

Circle the best job for these people.

- | | | | | |
|----|-------------|---|-------------------------|--------------------------|
| 1. | Hiroshi, 22 | I love all team sports, especially football. | <i>Football trainer</i> | <i>Sports café staff</i> |
| 2. | Tom, 18 | I can drive and I have my own car. | <i>Football trainer</i> | <i>Sports café staff</i> |
| 3. | Hooi Yi, 18 | I have basic computer skills and I can use all MS software. | <i>Football trainer</i> | <i>Sports café staff</i> |
| 4. | Sophie, 19 | I love to help other people learn how to play sports. | <i>Football trainer</i> | <i>Sports café staff</i> |
| 5. | Paolo, 17 | I can speak English and French. I can also speak a little Japanese and some Thai. | <i>Football trainer</i> | <i>Sports café staff</i> |
| 6. | Erik, 21 | I love to be in the kitchen, and I can cook very well. | <i>Football trainer</i> | <i>Sports café staff</i> |

2. Check your writing: ordering – email structure

Write a number (1-7) to put these parts of an email in order.

- | | |
|-------|---|
| | Best regards |
| | To: jobs@uoh.edu.uk-sports |
| | Shannon McGinty |
| | Dear Hoburn University Sports Club |
| | Please send me information about the job of trainer for the UOH football team. |
| | Subject: Job |
| | I love football and I play football every day. I teach football to children at a school too. I organise all the children's football teams at the school. I can speak two languages: English and Italian. I can drive a car and I have got my own car. |

3. Check your writing: gap fill

Fill the gaps with a word or phrase from the box.

Please	I can speak	I love	Dear	Best
about	I can	Subject:	To:	

_____ jobs@uoh.edu.uk-sports

_____ Job

_____ Hoburn University Sports Club,

_____ send me information _____ the
job of receptionist at the gym.

_____ Japanese and Chinese. _____

sports and working with people, and _____ use a computer
very well.

_____ regards,

Riku Kato

Discussion

Do you have a part-time job? What type of job would you like to do?