

SEMESTR 4ALO- J.ANGIELSKI 15.04-16.04.2020

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**LOOKING FOR WORK str.66**

ZAD.1. Uzupełnij zdania słowami z tabelki.

ZAD.2. Przeczytaj ogłoszenie i odpowiedz na pytanie.

ZAD.5. Wg.polecenia.

**WRITING: AN INFORMAL LETTER str.67**

ZAD.6. Julia szuka pracy w hotelu w Brighton na wakacje. Przeczytaj jej list do przyjaciółki.  
Który paragraf (1-3)...

ZAD.7. Zastąp podkreślone słowa tymi z tabeli USEFUL EXPRESSIONS.

ZAD.9. wg.polecenia.

## Writing: an informal letter

- 6 Julia is looking for work in a hotel in Brighton over the summer. Read her letter to a friend. Which paragraph (1–3) ...

- a describes her experience?
- b explains why she hasn't been in touch for some time?
- c says what she can offer an employer?
- d talks about her news?

Hi Susan,

1 How are you? I hope everything is all right with you. I am sorry I haven't written for so long but I was very busy with my work at school. I thought I'd drop you a line and let you know that I applied for a job in the Pavilion Hotel.

2 Yesterday I saw an advertisement about vacancies for summer staff and I decided to apply.

3 As you know I already have some experience of the hotel business. I worked as a waitress and a chambermaid in my aunt's guest house and restaurant at the ski resort in Zakopane. And my English is pretty good. I also mentioned that I hold a certificate in first aid, which could be useful in a busy tourist season.

I hope I will get this job. Keep your fingers crossed ☺

That's all my news for now. Hope to hear from you soon.

Lots of love,  
Julia

- 7 Replace the underlined words with the ones from the *Useful expressions* box.

(1) Hi Lucy,

(2) What are you doing these days? (3) Sorry it has taken me so long to write to you but I have been very busy with my school project.

(4) I am writing to tell you that I saw an advertisement for a summer job in yesterday's newspaper. Are you still interested? I think we could apply for this job. It is in Heide Park (it is a theme park) near Soltau in Germany. We could practise our German there and I think the work will be fun.

(5) That's all for now. (6) Hope to hear from you soon.

(7) Love from  
Robert

## Useful expressions: an informal letter

- Dear John,
- Hi / Hello Susan,
- How are you?
- What are you doing these days?
- I am sorry I haven't written for so long.
- Sorry it has taken me so long to write to you.
- I am writing to tell you that ...
- I am writing to let you know that ...
- I thought I'd write and let you know that ...
- I thought I'd drop you a line to tell you that ...
- That's all my news for now.
- Write back soon.
- Keep in touch.
- Hope to hear from you soon.
- Lots of love, / Love from
- Best wishes,

- 8 Julia begins her letter with *Hi* and ends with *Lots of love*. What other expressions can she use?

## List prywatny

- 9 Masz zamiar napisać podanie o pracę wakacyjną, ale najpierw chcesz poinformować o tym swojego kolegę, który może być nią też zainteresowany. W liście (80–130 słów):

- przeproś, że długo nie kontaktowałeś/ kontaktowałaś się, ale byłeś/byłaś bardzo zajęty/zajęta,
- napisz, że znalazłeś/znalazłaś ogłoszenie o pracy w wakacje,
- zapytaj, czy kolega nadal jest zainteresowany taką pracą,
- napisz, dlaczego myślisz, że ta praca może być interesująca.

# 5C Looking for work

## Vocabulary

- 1 Complete the sentences with the words from the box. Use your dictionary to help you.

covering letter   candidate  
interviews   qualifications   apply for  
recruit   references   CV  
application form   vacancy

- She went for three ... before she got the job.
- We have a ... for a student this summer.
- You don't need lots of ... for this job – personality is more important.
- You can't even ... this job without lots of experience.
- Have you got a recent ... you could send us?
- Some businesses like the ... to be written by hand.
- Please fill in the ... on our website.
- We generally ... and train fifty school-leavers every autumn.
- We always check ... before we make a job offer to a ...

## Speaking

- 2 Look at the advertisement. Would this kind of opportunity interest you?

**Blunt's department store**  
is recruiting shop staff for the January sales.  
We also have vacancies for storeroom assistants.  
Candidates do not need previous experience.  
Please call us for further information  
and an application form on  
**01207 876998.**

## Listening

- 3 1.22 Bernadette Miller is calling Blunt's for more information. Listen to her first call in part A. Why can't Bernadette speak to anyone? What does the receptionist give her?

- 4 1.23 Bernadette is speaking to Mark Dean from Human Resources. Listen to part B and answer the questions.

- What does Bernadette hope to do next year?
- Where would she prefer to work?
- What experience does she have?
- What does she need to do now?



## Środki językowe

- 5 Spośród opcji (A–C) wybierz tę, która może najlepiej zastąpić zaznaczony fragment.

## Useful expressions: phoning about a job

- Good morning, Bernadette Miller speaking.  
**I'm phoning about** your advertisement in yesterday's newspaper.  
A I'd like to learn  
B I'm calling about  
C I'd like to talk about
- I'm afraid that Dean Smith is out. **Would you like to leave a message?**  
A Would you like to talk to him?  
B I can't put you through.  
C Can I take a message?
- X: Hello, I would like to talk to Jane Nelson.  
Y: Hold on, please. **I'm afraid there's no one at the office to take your call.**  
A Maybe she is in another room.  
B I'm afraid she is on holiday.  
C I'm sorry – there's no answer.
- X: My name is Audrey Green. Could I talk to Mary Right?  
Y: I'm afraid she is out.  
X: All right. **I'll call back later.**  
A I'll try again later.  
B No problem.  
C When will she be back?