

## 1. Practice (U1L3.mp3)

<b>From:</b>	Steven Milner [stevem82@zmail.com]
<b>To:</b>	Marissa Coleman [mcoleman@advanebooks]
<b>Date:</b>	June 23
<b>Subject:</b>	Application for position of Graphic Designer
<b>Attachment:</b>	📎Résumé Steven Milner.docx

Dear Ms. Coleman,

I understand that your publishing company, Advane Books, is looking to hire a graphic designer. I am very interested in applying for the position. With over 12 years of experience in the field of digital and print publishing, I believe I could contribute to your company.

Since graduating from Elner Design College, I have worked with many different book publishers on various freelance projects. I have also designed Web sites both for the corporate market and for private individuals. You can view samples of my work by visiting my Web site, the address of which is provided in the attached résumé.

I am very detail oriented and am able to meet strict deadlines. I work very well in a team as well as independently. I would be happy to provide references upon request.

I look forward to hearing from you. Please don't hesitate to contact me if you require more information.

Sincerely,  
Steven Milner

1-1 Practice some of the words or phrases you heard in the conversation. Complete the sentences by dragging the correct verbs from the bank below into place. There are more verbs than you need.

The reporter worked around the clock in order to (1) \_\_\_\_\_ his deadline.

She writes so well, she should (2) \_\_\_\_\_ for a position at the paper.

In three months I will (3) \_\_\_\_\_ from college and join the working world!

The company asked to (4) \_\_\_\_\_ some samples of the candidate's work.

If you do not have an eye for decorating, it might pay to (5) \_\_\_\_\_ a designer.

(a) hire	(b) view	(c) hesitate
(d) graduate	(e) apply	(f) meet

1-2 Choose the correct answer.

Does Steven Milner have experience in designing for the Internet?

- Ⓐ Yes
- Ⓑ No
- Ⓒ It is unclear.

1-3 What is true about Mr. Milner? Select all that apply.

- ☐ He is a college graduate.
- ☐ He writes books.
- ☐ He works for Advane Books.
- ☐ He has worked as a freelancer.
- ☐ He designs Web sites.

1-4 Choose the correct answer.

According to his letter, Mr. Milner does not work well in teams.

- Ⓐ True
- Ⓑ False
- Ⓒ It is unclear.

1-5 Choose the correct answer.

What should Ms. Coleman do if she wants to see Mr. Milner's references?

- Ⓐ Visit his Web site
- Ⓑ Look at his résumé
- Ⓒ Contact him
- Ⓓ E-mail his college

## 2. Quiz (U1L3.mp3)

2-1. What is the main purpose of the e-mail?

- Ⓐ To ask for references
- Ⓑ To apply for a job
- Ⓒ To schedule a meeting
- Ⓓ To accept a job offer

2-2. What most likely is Advane Books?

- Ⓐ A law firm
- Ⓑ A design studio
- Ⓒ A publishing company
- Ⓓ A book store

2-3. What position is open at Advane Books?

- Ⓐ Graphic designer
- Ⓑ Freelance writer
- Ⓒ Print editor
- Ⓓ Computer programmer

2-4. What is attached to the e-mail?

- Ⓐ A reference
- Ⓑ A contract
- Ⓒ A résumé
- Ⓓ An agenda

2-5. How can Ms. Coleman see samples of Mr. Milner's work?

- Ⓐ By looking at his résumé
- Ⓑ By viewing his Web site
- Ⓒ By contacting him
- Ⓓ By checking his references