



# ENGLISH

## Chapter 18 Session A

**4th**  
SECONDARY

**WORK AND MONEY**  
First and Second Conditional



 **SACO OLIVEROS**



# THE WORLD OF **WORK**

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### A Letter of Application



1



Read and listen. Why is Louise writing to Universal Computers?

To apply for a work experience position.

Dear Sir/Madam,

I am writing to apply for a work experience position at Universal Computers.

I am 14 years old and currently in 9th Grade at Highfields School. I am taking my exams in May and plan to continue studying at school for the next four years. In the future, I would like to study Business in college.

I have been interested in computers since I was eight years old. I can use Word, PowerPoint and Excel, and I am also learning to write computer programs. My favorite subjects at school are ICT and art, especially graphic design.



I am a hard-working and responsible person and I am sure that I would learn a lot from working with your company for two weeks.

I would be very grateful if you could send me more information about your company and the work experience position.

I am enclosing my résumé and a reference from my ICT teacher. I am available to attend an interview.

I look forward to hearing from you.

Sincerely,

Louise Greene

Read the letter again and answer the questions.

- a What does Louise want to do in the future?

She wants to study Business in college.

- b How long has she been interested in computers?

Since she was eight years old.

- c What relevant skills does Louise have?

She can use Word, Power Point and Excel and she is also learning how to write computer programs.

- d What personal qualities does she have?

She is responsible and hard-working.

- e What does Louise ask for?

More information about the company and the work experience position.

- f What is she sending with her letter?

Her résumé and a reference letter from her ICT teacher.

Dear Sir/Madam,

I am writing to apply for a work experience position at Universal Computers.

I am 14 years old and currently in 9th Grade at Highfields School. I am taking my exams in May and plan to continue studying at school for the next four years. In the future, I would like to study Business in college.

I have been interested in computers since I was eight years old. I can use Word, PowerPoint and Excel, and I am also learning to write computer programs. My favorite subjects at school are ICT and art, especially graphic design.

I am a hard-working and responsible person and I am sure that I would learn a lot from working with your company for two weeks.

I would be very grateful if you could send me more information about your company and the work experience position.

I am enclosing my résumé and a reference from my ICT teacher. I am available to attend an interview.

I look forward to hearing from you.

Sincerely,

Louise Greene





## LANGUAGE FOCUS

### **Job Application Letters**

Dear Sir/Madam,

I am writing to apply for...

I would be very grateful if...

I am enclosing...

I look forward to hearing from you.

Yours faithfully,

### 3 Order the words to make sentences.

- a look / I / hearing / to / you / forward / from

I look forward to hearing from you.

- b for / I / am / to / your café / apply / a job /  
writing / in

I am writing to apply for a job at your café.

- c some information / I / very grateful / if /  
would be / you could / send me

I would be very grateful if you could send me some information.

- d I / my / am / résumé / enclosing

I am enclosing my résumé.

- e available / am / I / attend / an interview / to

I am available to attend an interview.

- 4 Write a letter applying for a work experience position at a company in your town (150-170 words).



## Writing a Letter of Application

### Step 1 > PLAN

Decide what company you want to write to. What relevant skills do you have? Think about what information you want from them and what to send with the letter.

### Step 2 > WRITE

Write a first draft. Include information about your experience and personal qualities.

### Step 3 > CHECK

Check your work. Have you concluded your letter appropriately?

### Step 4 > WRITE

Write your final copy and hand in your work.



### The World of Work



allowance



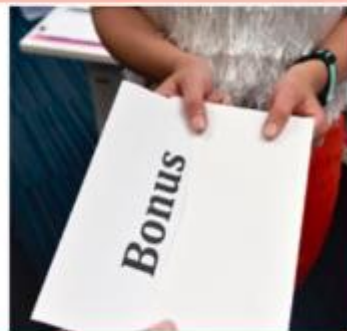
application form



apprenticeship



benefits



bonus



## VOCABULARY IN PICTURES



conditions



contract



expenses



job advertisement



pay raise



pension



promotion



salary



work experience



### Work Verbs



apply for a job



be unemployed



claim expenses



earn a salary



fill in an  
application form



get a job



## VOCABULARY IN PICTURES



get a pension



have a full-time  
job



have an  
interview



lose a job



sign a contract



work part-time



## Gerunds and Infinitives

- 1 Complete the sentences using the gerund form of the verbs in the box.

clean get up learn read  
~~see~~ sleep surf swim

Are you looking forward to seeing your  
American cousins again?



clean get up learn read  
see sleep surf swim

- a Have you finished reading *War and Peace* yet?
- b What time did you finish cleaning your bedroom?
- c I don't enjoy swimming in cold water.
- d Surfing the internet is fun but you can waste a lot of time.
- e I'm not looking forward to getting up at 5am on Monday.
- f My sister really enjoys learning languages.
- g Sleeping takes up about one third of our lives!

**2** Match the sentence beginnings with the endings. Then change the verbs in parentheses to gerunds.

- a 4 I am looking forward to
- b 1 I'm always hungry and I enjoy
- c 5 When will you finish
- d 6 All children look forward to
- e 3 I haven't finished
- f 2 My sister spends a lot of time

- 1 eating (eat) more than cooking.
- 2 looking (look) in her mirror.
- 3 reading (read) this wonderful book yet.
- 4 starting (start) my new job next week.
- 5 writing (write) that essay?
- 6 opening (open) their Christmas presents.



- 3** Complete the sentences using the infinitive form of the verbs in parentheses.

I can't afford to buy (buy) another pair of shoes.

- a** They've decided to go (go) camping together.
- b** Would you like to see (see) my application form?
- c** When did you learn to speak (speak) Russian?
- d** She doesn't want to move (move) to a new house.
- e** We've arranged to meet (meet) at 7pm.
- f** I'm applying to join (join) the police force.

**4** Complete the text using the infinitive or gerund form of the verbs in parentheses.

Dear Felicity,

I'm really looking forward to seeing (see) you next week. I've decided

**a** to come (come) by bus because I can't afford **b** to get (get) the train.

Have you finished **c** making (make) the costumes for your school play? How much

time have you spent so far **d** working (work) on them? I'd like **e** to help (help)

with our school play, too. I really enjoy

**f** painting (paint) and I'm also learning

**g** to make (make) things out of wood, so

maybe I can apply **h** to be (be) one of the set builders. Do you want **i** to come (come) and stay with us in August? Mom says she's going to be near your house in Hereford and she can arrange **j** to pick (pick) you up.  
Bye for now,  
Angie

**5** Complete the sentences for you, your friends or your family.

My brother really enjoys writing songs.

- a One day I would like Personal answer
- b I am looking forward to Personal answer
- c At the moment I am learning Personal answer.
- d My friend has decided Personal answer
- e I can't afford Personal answer
- f Personal answer spends a lot of time Personal answer.
- g I've arranged Personal answer



## GRAMMAR CHECK

- 1 Read the text and circle the correct answers.



I am looking forward to **a** \_\_\_\_\_ high school. I've applied **b** \_\_\_\_\_ to college in Canada. If I got a scholarship, my parents **c** \_\_\_\_\_ have to pay the fees. But they still couldn't afford **d** \_\_\_\_\_ all my living costs there. So if they **e** \_\_\_\_\_ me a place, I'll need to get a vacation job in the summer before I go. I would like **f** \_\_\_\_\_ a job as a lifeguard at the beach. I've learned **g** \_\_\_\_\_ people in the water and I've spent a lot of time **h** \_\_\_\_\_ a training course on artificial respiration. So I **i** \_\_\_\_\_ what to do if somebody **j** \_\_\_\_\_ into trouble while I was on duty.

A	B	C
a leave	leaving	I leave
b for go	for going	to go
c won't	wouldn't	don't
d to pay	paying	pay
e are offering	will offer	offer
f to get	getting	if getting
g saving	to save	my saving
h doing	to doing	to do
i would know	knew	have known
j will get	got	gets




2

92

Listen and check your answers.



**1**  **93** Listen and circle T (*true*), F (*false*) or DK (*don't know*).

- a Children under 14 can legally get a job doing 'light work.' T / **F** / DK
- b Most employers don't give work to people younger than 15. **T** / F / DK
- c More boys than girls get paid to deliver newspapers. T / F / **DK**
- d The rules about working hours change when you are 16. **T** / F / DK
- e Employers have to pay the minimum wage to people younger than 16. T / **F** / DK
- f Fruit picking is better paid than store work. T / F / **DK**



2

93

Listen again and answer the questions.

- a Name three of the jobs the speaker says someone under 15 might realistically get.

3 of: Cleaning neighbors' cars; mowing people's lawns; watering gardens; walking dogs.

- b How many hours a week can schoolchildren under 16 work during the school term?

18 hours a week.

- c What's the latest time they can stop working?

7pm.





d What's the maximum time people under 16 can work per week during the holidays?  
**40 hours a week.**

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e Is the maximum time 16- and 17-year olds can work per week limited by law?  
**No, it isn't.**

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