

# Premium B2 - Lesson 11



Listening part 4

## Games Developer

As a child, Mike's main interests were playing video games and reading (1) .....

His original ambition was to become a (2) ....., not a games developer.

When he was at school he formed a games (3) ..... with other students.

He worked in his summer holidays in order to get (4) .....

One thing he enjoys is doing (5) ..... to find solutions for games.

He likes working with people who have both (6) ..... that are unlike his.

He thinks games developing is a (7) ....., not something to do alone.

He has worked on many successful games and one is now a (8) .....

Large games need (9) ..... to develop, so he prefers working on smaller ones.

In the future, he intends to start a (10) .....

## Writing

### Letter of application (Part 2)

► CB page 86

#### About the exam:

In Part 2 of the Writing paper, you may have the opportunity to write a letter of application for a job, course, etc.

#### Strategy:

- Read the task carefully and underline the key words and phrases.
- Use a formal style and include the following information in this order:
  - 1 Why you are writing, where you saw the advertisement and which position you are applying for.
  - 2 Why you are a suitable candidate (your skills and qualifications).
  - 3 When you will be available and how you can be contacted.

**2** Now look at these DOs and DON'Ts for job applications and the letter in Activity 1. Tick (✓) the advice the student has followed.

- 1 ☐ **DO** say which job you are applying for, and where and when you saw it advertised. Invent a newspaper and date if you need to.
- 2 ☐ **DO** mention each of the areas in the advertisement when you write your application.
- 3 ☐ **DO** say how you can be contacted.
- 4 ☐ **DON'T** forget to mention why you would be suitable.
- 5 ☐ **DO** begin and end your letter as you would other formal letters.

Dear Mr Ellington,

..... I can be contacted by telephone on 01094893214 or by email at SamRuffolo@ymail.com.

..... Also, would it be possible to learn both the languages you mention in your advertisement? I have a good knowledge of English, but can certainly improve and I have always wanted to study Chinese.

..... Firstly, I would like to know whether it would be possible to work from home.

..... I am writing in reply to your advertisement in Tuesday's Global News.

..... I would like to ask some questions about the position.

..... I would like to apply for the position of trainee journalist on Actualise it! magazine.

*(Gold first new edition exam maximiser p59)*

## A Letter of Application Writing Exercise

**A** Write the phrases from the box into the most appropriate section below.

As you can see from my CV, ...	I have five years experience in this sector.
Currently, I am working as a ...	I look forward to hearing from you.
I am in charge of ...	I will be available for interview from ...
I am particularly interested in this position ...	I would be more than happy to discuss ...
I am very keen to use my English ...	Please do not hesitate to contact me for ...
I am writing in reply to your advertisement ...	With reference to your advertisement in ...

### OPENING

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### EXPERIENCE AND QUALIFICATIONS

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### REASONS FOR APPLYING

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### CLOSING THE LETTER

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#### Formal expressions

##### Opening salutation

*Dear Sir or Madam*  
*Dear Mr Rylands*  
*Dear Martin*

##### Closing salutation

*Yours faithfully*  
*Yours sincerely/Best regards*  
*Best wishes*

##### Reason for writing

*I am writing*

*to... (request/complain about/inform...)*  
*in response to...*  
*in connection to...*

##### Referring to previous contact

*Thank you for your letter/email...*  
*With regard*  
*Further*

*to your letter dated...*

##### Give good/bad news

*I would be delighted to...*  
*We would be happy to...*  
*Unfortunately...*

##### Refer to future contact

*I look forward to hearing from you. please do not hesitate to contact me.*  
*If you* *have any further questions*  
*require any further information,*

You see this advertisement in an international newspaper.

### Trainee Journalist

We are looking for an enthusiastic and creative person with a good knowledge of student life and young people's interests to work as a trainee journalist on our most recently launched magazine, *Actualise it!*

We offer flexible working hours and conditions, training on the job and intensive courses in Chinese or English.

Send a letter of application to:

Mark Ellington  
 Editor  
*Actualise it!*  
 37 Westwick Gardens  
 London

**Write your letter of application in 140–190 words.**



# Today's homework

- Complete sentence transformations  
51-55
- Finish any incomplete exercises in  
your class handouts.
- Complete homework handout for day  
11 on your digital platform.