Action The right person?

- Describe personal qualities
- Complete an application form
- Write an accompanying letter
- Ask polite questions
- Take part in a job interview
- Grammar / vocabulary: frequency adverbs

Discussion: the right applicant

These two people are applying for a job as a secretary. Who do you think is the right person for the job? Why?

Example: I think the man on the left is friendly. He's got a friendly face.

APPLICATION FORM

Position

Personal details

First name(s):

Surname:

Address:

Place of birth:

Telephone:

Date of birth:

Nationality:

Education Qualificat

Exper Job

Paulo Fleitas Rua Itapura, 867 85792 Sao Paulo-SP 4th February 1999

Dear Sir/Madam

I enclose my application for the position of

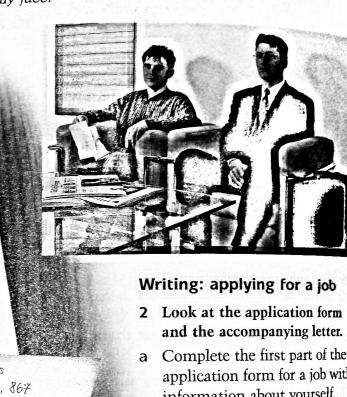
Personal qualities I can bring to the position are:

lam

- a Complete the first part of the application form for a job with information about yourself.
- b Look at the letter. Choose a job. Why are you a good person for this job? Write a paragraph about your personal qualities.

I look forward to heaving from you.

yours faithfully



AVIOLUE BILL

DESCRIBING JOBS

boring
dull
exciting
frightening
fun
interesting
relaxing
stressful
terrifying

PERSONAL QUALITIES

aggressive artistic cold

creative
efficient
(un)friendly
hard-working
(un)helpful
(dis)honest
imaginative
(un)kind
lazy
(im)patient
stubborn
warm
well-organised

FREQUENCY

always never often sometimes usually

'ADVERTISING' ADJECTIVES

amazing
enormous
fantastic
giant
great
huge
incredible
massive
unbelievable

Put it in writing

10 First applications

1 Look at this advertisement. You decide to apply for the job. Complete the letter of application below.

International Travel is looking for TOUR GUIDES

for groups of 14 – 18 year-old Americans travelling by train around Europe and Latin America.

Application forms from: The Manager, International Travel, Simpson Street, London W1B 3XL

The Manager
International Travel
Simpson Street
London W1B 3XL
Dear
I am writing to apply the position of
I am from and my first language is, but I
can also speak and
I like and I also enjoy
I am very and I think these are
important for the job.
The position sounds very
, to the address above.
faithfully

Think of a job that you would really like. Write a letter of application for that job. Describe the skills and qualities that you have and that are useful for the job. Ask for an application form.