

Learn**English** Teens

Writing skills practice: Applying for a job - exercises

Look at the job adverts and the email and do the exercises to improve your email writing skills.

Preparation

Complete the expressions with a verb from the box.

work	use	drive
cook	teach	speak

- 1. ____ maths
- 2. a car
- 3. _____ a meal
- 4. _____ with people
- 5. _____ a computer
- 6. _____ a language

Jobs

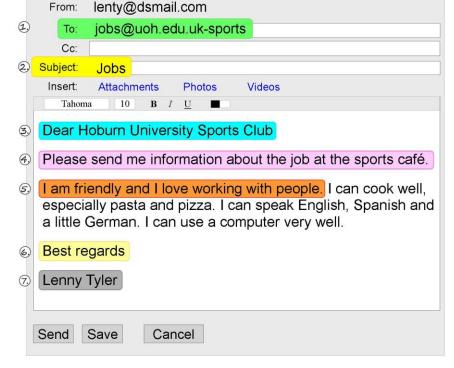
Football Trainer Wanted

UNIVERSITY OF HOBURN football team.
Do you like football?
Can you teach football?
Can you organise a group of people?
Can you speak English?
Can you drive a car?

Yes? Send us an email at jobs@uoh.edu.uk-sports



jobs@uoh.edu.uk-sports



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Top Tips for writing

- 1. The address of the person you write to.
- 2. What the message is about.
- 3. Beginning. We don't know the person, but we can write the name of the organisation.
- 4. Introduction. Why you are writing.
- 5. Main part of the email.
- 6. End of the email.
- 7. Name of the person who writes the email.

1. Check your understanding: multiple choice

Circle the best job for these people.

1. Hiroshi, 22 I love all team sports, especially football.

Football trainer Sports café staff

2. Tom, 18 I can drive and I have my own car.

Football trainer Sports café staff

3. Hooi Yi, 18 I have basic computer skills and I can use all MS software.

Football trainer Sports café staff

4. Sophie, 19 I love to help other people learn how to play sports.

Football trainer Sports café staff

5. Paolo, 17 I can speak English and French. I can also speak a little Japanese and some Thai.

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6. Erik, 21 I love to be in the kitchen, and I can cook very well.

Football trainer Sports café staff



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2. Check your writing: ordering – email structure Write a number (1-7) to put these parts of an email in order.							
	Best regards						
	To: jobs@uoh.edu.uk-sports						
	Shannon McGinty						
	Dear Hoburn University Sports Club						
	Please send me information about the job of trainer for the UOH football team.						
	Subject: Job						
	I love football and I play football every day. I teach football to children at a school too. I organise all the children's football teams at the school. I can speak two languages: English and Italian. I can drive a car and I have got my own car.						
3. Check your writing: gap fill Fill the gaps with a word or phrase from the box.							
Pleas	se I	can speak	I love	Dear	Best		
а	bout	I can		Subject:	To:		
		jobs@u	oh.edu.uk-spo	orts			
		Job					
Hoburn University Sports Club, send me information the							
		send me	e information		_ the		
		send mo	e information		_ the		
	job of receptio	nist at the gym.		se			
	job of receptio	nist at the gymJapane	se and Chines				
	sports and working very well.	nist at the gymJapane	se and Chines	se			
	sports and working very well.	nist at the gym Japane: rking with people, a	se and Chines	se			
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