

5

Ambition

5A

Vocabulary

Jobs

I can talk about jobs and work.

Unit map

Vocabulary

Jobs
Describing jobs
Work activities
Collocations: jobs
Personal qualities

Word Skills

Prefixes

Grammar

will and going to
First conditional

Listening

Changing jobs



Reading

Dream jobs



Speaking

Choosing a job



Writing

An application letter

Culture 5

British entrepreneurs



Vocabulary Builder

page 119

Grammar Builder

page 132

Grammar Reference

page 133

Extra speaking task

page 142



1 Look at the photos (A–D). Which job looks the most interesting, in your opinion? Why?

2 **2.05 VOCABULARY** Match four of the words below with photos A–D. Then listen to the wordlist and check your answers. Make sure you understand the meaning of all the words.

Jobs (1) architect cleaner dentist engineer farm worker
hairdresser paramedic pilot programmer receptionist
sales assistant solicitor sports coach travel agent waiter

A _____ B _____ C _____ D _____

3 Work in pairs. Put all the jobs into two groups: the best-paid and the worst-paid. Then compare answers with another pair. Do you agree?

We think paramedic is one of the best-paid jobs.

We agree. / We don't agree. We think it's one of the worst-paid.

4 **2.06** Listen to which jobs are the best-paid and worst-paid in the UK. Do you find any of the information surprising?

5 **VOCABULARY** Check the meaning of the adjectives below. In pairs, ask and answer questions about the jobs in exercise 2 using the superlative form. Give your own opinions.

Describing jobs creative challenging repetitive rewarding
stressful tiring varied

Which job is the most creative?

In my opinion, it's ... / I think it's probably ...

6 **VOCABULARY** Look at the photos (E–H). What do you think each holiday job involves? Match two or more phrases from the list below with each job.

- Work activities** answer the phone
 be on your feet be part of a team
 deal with the public earn a lot (of money)
 make phone calls serve customers
 travel a lot use a computer wear a uniform
 work alone work indoors / outdoors
 work with children work long hours / nine-to-five
- An au pair works with children.

7 **2.07** Now listen to four teenagers talking about their holiday jobs. Match one adjective from exercise 5 with each speaker's job. Give a reason for your choice.

- 1 Ellie: tiring 3 Katie: _____
 2 Tom: _____ 4 Fynn: _____

RECYCLE! Past simple affirmative and negative

With most verbs, we only use the past simple form (regular or irregular) of the verb for the affirmative. In the negative, we use *didn't* + infinitive without *to*.
 I got the job. / I didn't get the job.
 The verb *be* is an exception.
 The job was / wasn't very challenging.

8 Read the **Recycle!** box. Complete the sentences about the four teenagers from exercise 7 with the past simple affirmative or negative form of the correct verb. Look again at the work activities in exercise 6 to help you.

- Ellie _____ a lot of money as an au pair.
- She _____ a lot while she was with the family.
- Tom _____ long hours as a gardener.
- He _____ part of a team.
- Katie _____ with children every day.
- She _____ long hours most days.
- Fynn _____ nine-to-five as a charity fundraiser.
- He _____ phone calls to lots of people.

9 **2.07** Listen again and check. Do any of the descriptions surprise you?

10 **SPEAKING** Work in pairs. Do the questionnaire opposite and write down your partner's answers.

11 **SPEAKING** In pairs, discuss your answers to the questionnaire. Try to find the ideal job for your partner. Choose from the jobs and activities in exercises 2 and 6 or your own ideas.

You want to earn a lot of money and travel around the world. I think you should be a pilot!



Just the job?

- Which is more important to you?**
 a Doing a challenging and rewarding job.
 b Earning a lot of money.
- Which do you prefer?**
 a Working indoors.
 b Working outdoors.
- Do you want a job that involves travelling a lot?**
 a Yes.
 b No.
 c I don't mind.
- Which sentence is true for you?**
 a I like being part of a team.
 b I prefer working alone.
- Do you want a job that involves dealing with the public and/or serving customers?**
 a Yes.
 b No.
 c I don't mind.
- Which sounds better?**
 a Sitting at a desk for most of the day.
 b Being on your feet for most of the day.
- Which sentence is true for you?**
 a I don't mind working long hours.
 b I want to work nine-to-five.


5B

Grammar

will and going to

I can make predictions, plans, offers and promises.

1 Describe the photo. How do you think the girl is feeling?

2  2.08 Read and listen to the dialogue.



Toby Hi, Mia. Is anyone sitting here?
Mia Hi, Toby. No. Sit down, I'll move my bag.
Toby Thanks. Are you OK? You look a bit anxious.
Mia I've got a job interview in twenty minutes.
Toby Oh! I won't chat, then, I promise!
Mia It's OK. I'm going to leave soon anyway. I need to walk to Hill Top Road. Is it far?
Toby Not really. It'll take about ten minutes.
Mia Oh no. Look at that rain! I'm going to get wet!
Toby I'll lend you my umbrella.
Mia It's OK. I'll call a taxi.
Toby There isn't time for that. Here, take it.
Mia Thanks. I'll give it back later. Where will you be?
Toby I'll wait here for you. Good luck!

3 Read the **Learn this!** box. Then find all the examples of *will* and *going to* in the dialogue in exercise 2.

LEARN THIS! *will and going to*

a For predictions, we use:

- going to* when the prediction is based on what we can see or hear.
Look at those clouds! There's going to be a storm.
- will* when the prediction is based on what we know or is just a guess.
I (don't) think the weather will be warmer next month.

b For plans, we use:

- going to* when we have already decided what to do.
I'm going to stay in tonight. I've got the DVD ready!
- will* when we are deciding what to do as we speak.
Somebody's at the door. I'll see who it is.

c For offers and promises, we use *will*.


I'll phone you later. I won't forget.

4 Match each example of *will* and *going to* in the dialogue with a rule in the **Learn this!** box.

➔ Grammar Builder 5B page 132

5 Complete the second part of the dialogue with the correct form of *will* or *going to*. Who do you think will be more successful in the future?

Mia Here's your umbrella.
Toby Thanks. Well? ¹Are you going to tell (you / tell) me about the interview?
Mia I got the job! I ²_____ (start) on 1 August! It's just for the summer.
Toby What ³_____ (you / do) after that?
Mia I ⁴_____ (study) maths at university. Then I ⁵_____ (get) a job in finance. That's the plan.
Toby Why finance?
Mia It pays well. My salary ⁶_____ (be) quite high.
Toby Do you think it ⁷_____ (be) rewarding?
Mia I don't know, Toby. At the moment, I'm more interested in being successful.
Toby Me too. That's why I ⁸_____ (not do) a degree.
Mia I don't think you ⁹_____ (get) a very good job without a degree.
Toby I ¹⁰_____ (not apply) for a job. I ¹¹_____ (start) my own business.
Mia What kind of business?
Toby A web-based marketing company. I predict I ¹²_____ (be) a millionaire before I'm 25!
Mia Really?
Toby It ¹³_____ (not be) easy. But I'm confident.
Mia Well, good luck!

6  2.09 Listen and check your answers. How is the word *going to* pronounced in *going to*?

LOOK OUT!

! We can make predictions and plans more certain or uncertain by adding *definitely* or *probably*. Pay attention to the position of the adverb.

I'll definitely / probably apply for a summer job.

I definitely / probably won't earn very much.

I'm definitely / probably (not) going to travel.

7 Read the **Look out!** box. Then make notes about your own future. Write down:

- a job you will probably do some time in the future.
- a job you will definitely never do.
- something you're probably going to eat this evening.
- something you're definitely not going to do this evening.
- something you're probably going to buy soon.
- a place you will probably visit this year.

8 **SPEAKING** Work in pairs. Talk about your plans and predictions from exercise 7. Use *will* and *going to*.

I'll probably work in a café some time in the future.

I'll probably work in my parents' shop.

Changing jobs

I can use signpost phrases to predict what I'm going to hear next.



- 1 **VOCABULARY** Match five of the jobs below with photos A–E.

Jobs (2) builder estate agent gardener
groundskeeper journalist locksmith photographer
pizza delivery man / woman police officer
stunt performer surfing instructor video game developer

A _____ C _____ E _____
B _____ D _____

- 2 Answer the questions. Use the jobs and work activities from lesson 5A to help you.

- Choose two jobs from exercise 1 and describe them.
Builders work outdoors. They're on their feet all day. I think it's repetitive work but it is skilled.
- Which is the easiest of all the jobs in your opinion? Why?
I think the easiest job is That's because
- Which is the most difficult? Why?

Listening Strategy

Some words and phrases can help you to predict what is coming next in a listening. For example, if you hear *however*, you know that it will be followed by a contrasting point. Listen out for 'signposts' like these that help you understand the structure of the listening.

- 3 **KEY PHRASES** Read the **Listening Strategy**. Match the words below with what they indicate (1–6).

although that's because in my opinion however
what is more moreover in other words what I mean is
as I see it for example for instance such as
not only that nevertheless in spite of this
on the other hand therefore

- a contrasting point _____
- an additional point _____
- an example _____
- a paraphrase _____
- an opinion _____
- a reason _____

- 4 **2.10** Listen to the sentences (A–F). What do you expect to hear next? Choose from items 1–6 in exercise 3.

A 1 B _____ C _____ D _____ E _____ F _____

- 5 **2.11** Listen to the completed sentences and check your answers to exercise 4.

- 6 Complete the sentences in your own words. Use the words in brackets to help you.

- Working in healthcare can be challenging. Nevertheless, _____ (rewarding)
- Waiters have a very stressful job. For instance, _____ (work long hours)
- Having a university degree will help you get a good job. Not only that, _____ (earn more money)
- I don't think university education should be free. As I see it, _____ (parents should pay)
- I don't want to be a sales assistant. That's because _____ (deal with the public)

- 7 **2.12** Listen to an interview with Sean Aiken, who did 52 different jobs in a single year. Make notes about:

- how he got the idea.
- money.
- what he learned from the experience.

- 8 **2.12** Read the sentences below. Then listen again. Are the sentences true or false? Write T or F.

- After talking to his dad, Sean knew what job he wanted to do. _____
- An accident outside of work prevented him from returning to his previous job. _____
- He found the majority of the jobs on the internet. _____
- He took a few short breaks between the jobs. _____
- Sean saved a lot of money while he was working. _____
- He thinks that it's important to work with people who you have a lot in common with. _____

- 9 **SPEAKING** Work in pairs. Think of five jobs that you would like to try for a week. Tell your partner what you would like about them.

I'd like to be a dentist for a week because it's a well-paid and challenging job. I'd also like to deal with the public.

First conditional

I can talk about a future situation and its consequences.

- 1 Describe the photo. What is the job of the man on the right? Use the words below to help you.

button doors floor lift close (v) operate (v)
open (v) press (v)

- 2 Read the text and check your answer to exercise 1. What other jobs do you think might disappear in the future?



A hundred years ago, every lift had an operator who stopped the lift at the different floors, and opened and closed the doors. That job no longer exists because lifts are now automatic. Which jobs that people do today will disappear because of technology? Most people book their holidays online. **If this trend continues, travel agents will probably become unnecessary.** Self-service check-outs at supermarkets are becoming very common, and so are automated toll booths on motorways. Many people now read the news online. If newspapers disappear entirely, we won't need newsagents. And what will happen if everyone learns online instead of in a classroom? Teachers might disappear!

- 3 Look at the highlighted first conditional sentence in the text in exercise 2, and read the **Learn this!** box below. Complete rule a with *present simple* and *will + verb*. Then find two more examples in the text.

LEARN THIS! First conditional

- a** We use the first conditional to predict the result of an action. We use the ¹ _____ to describe the action, and ² _____ to describe the result.
If I *get the job*, I'll *have to move to New York*.
- b** The *if* clause can come before or after the main clause. If it comes after, we don't use a comma.
I won't *take the job* if it isn't *challenging enough*.

- 4 Match the two halves of the sentences.

- 1 People will no longer need guidebooks ___
 - 2 If people can find flats and houses online, ___
 - 3 We won't need switchboard operators ___
 - 4 If there aren't any schools, ___
 - 5 Teenagers won't get jobs delivering papers ___
- a will we need teachers?
b if they use tourist information websites.
c if all companies use automated telephone systems.
d if newspapers only appear in digital form.
e we won't need estate agents.

► Grammar Builder 5D page 132

- 5 Complete the first conditional sentences. Use the present simple or the *will* form of the verbs in brackets.

- 1 I _____ (quit) my job if I _____ (not get) a pay rise.
- 2 If you _____ (be) confident, I think you _____ (do) well in the interview.
- 3 I _____ (look for) a job in finance if I _____ (pass) all my exams.
- 4 If you _____ (not go) to university, you _____ (not earn) as much money.
- 5 You _____ (be) much happier if you _____ (find) a less stressful job.
- 6 If my computer _____ (go) wrong, _____ you _____ (fix) it for me?

- 6 Complete the email. Use the correct form of the verbs in brackets.

To: pierre@email.com

Hi Pierre,

Thanks for your email. I am well, thanks, but very busy at the moment as I have school exams next month. I'm sure I ¹ _____ (pass) if I ² _____ (work) hard, but I want to do really well. If I ³ _____ (get) top grades, I ⁴ _____ (apply) to study science at the University of London. If my marks ⁵ _____ (not be) so good, I ⁶ _____ (probably / go) to another university – maybe Sheffield.

If I ⁷ _____ (have) time, I ⁸ _____ (email) you again before the exams. If I ⁹ _____ (not have) time, I ¹⁰ _____ (be) in touch soon after. Anyway, I still hope to come and see you in Paris in August. If I ¹¹ _____ (find) a well-paid summer job, I ¹² _____ (be able to) afford the plane ticket. Fingers crossed!

Love, Emma

- 7 **SPEAKING** Work in pairs. Ask and answer the questions.

What will you do if ...

- 1 you lose your mobile phone?
- 2 it rains all day on Saturday?
- 3 you get good marks in your final exams?
- 4 you don't feel well tomorrow morning?
- 5 you forget to do your homework at the weekend?
- 6 you can't sleep tonight?

What will you do if you lose your mobile phone?

I'll buy another one. What will you do?

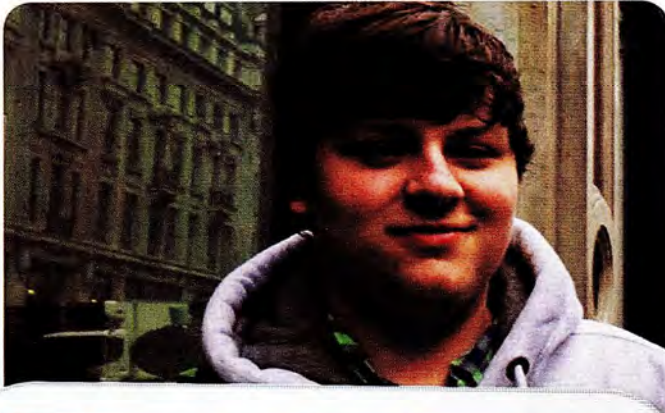
Prefixes

I can use and understand a range of prefixes.

- 1 **SPEAKING** Work in pairs. Think of two advantages of going to university and two advantages of going straight into a job after leaving school. Use the phrases below to help you.

get qualifications earn money get into debt
have a good social life feel pressure get stressed
be unemployed have a good time be independent
learn a lot gain opportunities

- 2 Read the text. Why is Andrew going to the USA?



Home Entertainment Music Health Technology Politics

Is university education overvalued?

Eighteen-year-old Andrew Brackin has received \$100,000 to go and live in San Francisco, California, for two years. But there is a catch. During that time, he can't go to university or study. Instead, he has to develop his own business, a website that helps charities to raise money.

The money comes from Peter Thiel, multi-millionaire and co-creator of PayPal. Every year, Thiel selects 20 students from thousands of applicants. He only chooses those with the best business ideas. Andrew got through the semi-finals, which involved a Skype call, and then flew to San Francisco for the final. There, he had to present his ideas to an audience of important business people from Silicon Valley.

Thiel is an ex-student himself – he went to the BRIT School in London – and he has strong views on university education. He feels that many young people apply for degree and postgraduate courses without really thinking about what they want to do afterwards. They overestimate the benefits of university education and undervalue the benefits of working in business.

- 3 Read the **Learn this!** box. Then read the text in exercise 2 again and find words with seven of the prefixes in the table.

LEARN THIS! Prefixes

Prefixes change the meaning of nouns, adjectives and verbs. Sometimes a hyphen is used with a prefix and sometimes it is not (e.g. *semi-final*, *semicolon*). You may need to check in a dictionary.

Prefix	Meaning	Example
co	with	co-operate
ex	former	ex-wife
mini	small	miniskirt
micro	extremely small	microchip
mis	wrongly	misunderstand
multi	many	multicoloured
over	too much	overcooked
post	after	post-war
re	again	rewrite
semi	half	semicircle
under	too little	undercooked
sub	under	submarine

- 4 **USE OF ENGLISH** Rewrite the sentences, replacing the underlined words with a word starting with the prefix in brackets.

- I spelled the word wrongly. (mis) I misspelled the word.
- My mum doesn't get much money for the job she does. (under)
- Mick slept for too long and missed his bus. (over)
- We drove to the match in the small school bus. (mini)
- Please write the sentence again. (re)
- We live in a society with lots of people of different cultures. (multi)

- 5 **SPEAKING** Work in pairs. Ask and answer the questions. Give extra information where you can.

- When did you last use a microwave oven? (What did you cook or reheat?)
- When did you last re-read a book because you enjoyed it? (What?)
- Which jobs do you think are overpaid? (Why?)
- When did you last misunderstand something? (What?)
- Are you good at multi-tasking? (Give an example.)

When did you last use a microwave oven?

Last weekend.

What did you cook?

I reheated some pasta.

Dream jobs

I can understand a text about people's ideal jobs.



1 **SPEAKING** Look at the photos. What do you think these people's jobs are? Compare ideas in pairs.

2 Look quickly at texts A–C opposite. Match each text with a photo from exercise 1 (1–3) and one of the titles below. There are two extra titles.

- | | |
|----------------------------|--------------------|
| a Duvet tester | Photo ___ Text ___ |
| b Lego sculptor | Photo ___ Text ___ |
| c Costume designer | Photo ___ Text ___ |
| d Film tagger | Photo ___ Text ___ |
| e Special effects designer | Photo ___ Text ___ |

Reading Strategy

When you complete gap-fill sentences about a text, the words you need to write are in the text. However, the words immediately before or after the gap may be different. Think carefully about the meaning and look for synonyms and paraphrases.

3 Read the **Reading Strategy**. Then look at the sentences in exercise 4 below. Find a synonym or paraphrase in the text for each underlined phrase in the sentences.

4 Complete the sentences with information from the text. Use your answers to exercise 3 to help you.

- The Lego company was very keen on the _____ that Andrew Johnson sent with his job application. [1 word]
- Andrew is happy to earn money for something that used to be a _____. [1 word]
- Jo Unsworth has a job at a famous British _____. [2 words]
- Jo's university qualification helps her to identify _____ when she sees it. [2 words]
- An advantage of the job is that Joe Mason can _____ when he wants. [1 word]
- A disadvantage of the job is that Joe can't _____ what programmes to watch. [1 word]

5 **VOCABULARY** Complete the job-related collocations from the texts using the verbs below.

have have join look notice offer send take

Collocations: jobs

- _____ for a job
- _____ an advertisement
- _____ in an application
- _____ somebody a job
- _____ a team
- _____ the job of (doing something)
- _____ a degree (in something)
- _____ a day off

6 SPEAKING Work in pairs. Decide which of the three jobs looks a) most fun and b) most difficult. Explain your decision. Use the words below to help you, and your own ideas.

badly-paid creative challenging repetitive
rewarding stressful tiring varied well-paid

As I see it, the job of Lego sculptor would be quite repetitive.

I don't agree. I think ...

7 INTERNET RESEARCH Look at online job advertisements. What is the best job you can find? Explain why you think it is the best.

The best job is ... It's a great job because:

- it's challenging / rewarding / well-paid, etc.
- it isn't ...
- you can travel / work alone / work outside, etc.
- you don't have to ...

The *best* jobs in the world ... probably

2.13

A

Back in 2012, Andrew Johnson was near the end of his History & Photography degree in Chicago. He planned to apply to film school after graduation, rather than look for a job. But then his dad noticed an advertisement for a job with toy manufacturer Lego. Andrew, who was already a Lego fan, sent in an application. It included a video of himself making models. The company loved it and invited him to take part in an unusual interview. He had to compete against seven other finalists in a model-building test. Andrew won, and as a result, they offered him a job: he joined the team at Legoland Discovery Centre in Illinois as a Master Model Builder. He meets visitors and helps to give them exciting new ideas. Perhaps one day he'll go to film school, but for now, he's happy. 'Lego was always just a hobby, but now I can do what I love and get paid for it,' said Andrew in an interview.

B

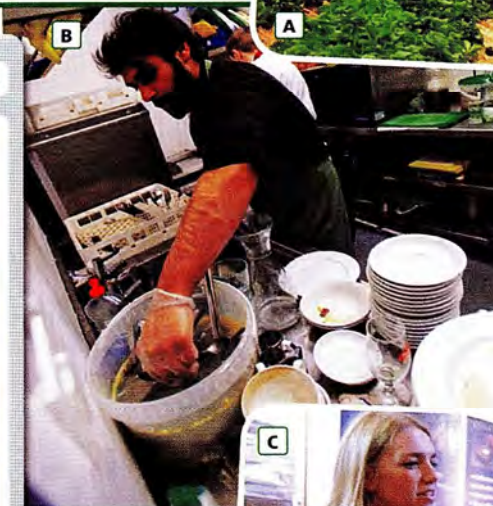
Do you find it difficult to get out of bed sometimes, especially on frosty winter mornings? Well, imagine having a job where you don't have to. Jo Unsworth works as a duvet tester for John Lewis, a British department store. She has the job of finding the most comfortable duvets in the world to sell in their shops. Jo has a degree in textiles, so she can recognise good quality. But the real test of a duvet is sleeping under it. 'It's probably the only career where it's OK to fall asleep while you're at work,' Jo says. She often can't believe how lucky she is to have her 'dream job'! What is more, she finds it rewarding: 'If I do my job properly, hundreds of other people sleep better. It's brilliant!'

C

Some film providers like Netflix employ people to watch new films and TV series from the comfort of their own home! Their job is to make a note of what type of film it is (horror, rom-com, etc.) and what age group and type of person might like it. The film provider can then recommend it to their members. Joe Mason finished his degree in film studies about two years ago and didn't know what to do next. Then he read an article about film taggers. 'It sounded like a fantastic job so I did some research online and wrote to Netflix,' said Joe. At first they weren't interested, but when Joe told them he speaks fluent French – his mum is French – they gave him a job. He watches French films and TV programmes. 'It's a great job because I can work when I want. I can take a day off if I like and work at the weekend instead.' The only problem with the job is that Joe can't choose what he wants to watch. 'Sometimes I have to watch 15 episodes of rubbish! But I shouldn't complain really.'

Choosing a job

I can compare and contrast different holiday jobs.



1 **Sales assistant** wanted for busy clothes shop.
Hours: 9.00 a.m. – 5.30 p.m. Mon–Sat. £6.50 an hour.

★ save job ✉ apply by email

2 **Fruit-pickers** needed! Get out in the fresh air and come and pick strawberries! The more you pick, the more you earn! You can earn up to £300 a week if you work really hard! Hours: 8 a.m. – 4 p.m.

★ save job ✉ apply by email

3 **Dish-washer** needed to join the friendly team in our restaurant kitchen. £8 an hour. 11 a.m. – 4 p.m. and 7 p.m. – 11 p.m.

★ save job ✉ apply by email

1 Match job adverts 1–3 with photos A–C.

1 ___ 2 ___ 3 ___

2 **VOCABULARY** Check the meaning of the words below. Then discuss questions 1–2 in pairs.

Personal qualities enthusiastic flexible friendly
good at communicating hard-working honest
patient physically fit reliable

1 In your opinion, which three qualities are generally most important at work?

In any job, it's important to be ..., ... and ...

2 Choose one quality that you think is most important for each of the jobs in exercise 1. Give reasons for your opinions.

Fruit-pickers work long hours outdoors, so they really need to be ...

➔ **Vocabulary Builder** Personal qualities: page 119

3 **2.14** Read the task below. Then listen to a conversation between a candidate and the examiner. Answer the questions.

You want to get a holiday job in order to save some money. Discuss the three job adverts with a member of staff at the job agency. Decide which job you will do and why.

- Which job does the candidate choose?
- What is her main reason for choosing it?
- What are her main reasons for not choosing the other two jobs?

Speaking Strategy

When you discuss a topic and give reasons for your opinions, try to include some complex sentences. For example, use words like *although / even though, nevertheless* and *however* to make contrasts.

4 **2.14 KEY PHRASES** Read the Speaking Strategy. Then listen again and complete the phrases using the words below.

choosing hours kitchen long pay tiring
well-paid well-paid

Making contrasts

Although it's ¹ _____, it will be very ² _____.
I'm sure I'll enjoy it even though the ³ _____ are
⁴ _____.

The job is quite ⁵ _____. However, I really don't want to work in a ⁶ _____.

The ⁷ _____ is not very good. Nevertheless, I'm
⁸ _____ this job because I'm interested in fashion.

LOOK OUT!

We often use *find* + noun + adjective and *find it* + adjective (+ infinitive) to give a personal reaction or opinion.

I will find the job stressful.

I find it difficult to concentrate.

5 Read the Look out! box. Then work in pairs and say which job in exercise 1 you would choose and why. Include the structure from the Look out! box.

6 **SPEAKING** Work in pairs. Turn to page 142 and do the extra speaking task. Use words and phrases from this lesson in your answer.

5H

Writing

An application letter

I can write a letter applying for a job.

1 Read the formal letter. Match elements a–g with parts 1–7 of the letter.

- a the address the letter is going to ___
- b the writer's name ___
- c the writer's address ___
- d the date ___
- e the writer's signature ___
- f the person the letter is going to ___
- g the subject line ___

2 Complete the paragraph plan by matching paragraphs A–E of the letter with descriptions 1–5 below.

- 1 Paragraph D: what you are sending with the letter and when you can start work
- 2 Paragraph ___: what you would like to happen next
- 3 Paragraph ___: what the job is and how you found out about it
- 4 Paragraph ___: why you are interested in the job
- 5 Paragraph ___: why you are the right person for the job

3 In which paragraph does Grace mention ...

- 1 her plans and intentions? What are they?
- 2 her personal qualities? What are they?

Writing Strategy

When you write a formal letter:

- Start with: *Dear (Mrs White)*, if you know the name of the person, or *Dear Sir or Madam*, if you do not.
- You can include a subject line at the start, similar to the subject line of an email.
- Write in paragraphs. One-sentence paragraphs are fine for opening or closing an application letter.
- Do not use colloquial language or short forms (*I'm, there's, etc.*).
- Finish with *Yours sincerely*, if you used the person's name at the start, or *Yours faithfully*, if you did not.

4 Read the Writing Strategy. Answer the questions.

- 1 What is the subject line in Grace's letter?
- 2 Does Grace include any one-sentence paragraphs?
- 3 How does Grace express these things in a more formal way?
 - a I really want to ... (paragraph B)
 - b I think I've got ... (paragraph C)
 - c ... if you ask me to. (paragraph D)
- 4 Why does Grace end the letter with *Yours faithfully*?

➔ Vocabulary Builder Formal language: page 119

¹The Manager
²Harleys Department Store
 Palace Walk, London

³14 Langley Drive
 London

⁴30th May 2017

Dear Sir or Madam,

⁵Application for the role of sales assistant

- A** I noticed your online advertisement for a sales assistant during the summer and am writing to apply for the post.
- B** In October. I am going to start a degree in design at Brighton University. Until then, I am keen to find a position which suits my interest in fashion.
- C** I have experience of working in retail. Last summer, I spent six weeks as a sales assistant in a clothes shop. Furthermore, I believe I possess all the necessary personal qualities for the post. I am hard-working, honest and reliable.
- D** I am enclosing my CV, including full contact details. I can send references on request. If I pass my exams in June, I will be available to start work in July.
- E** I look forward to hearing from you soon.

Yours faithfully,

⁶G Browning

⁷Grace Browning

5 Read the online job advert below and plan an application letter. Follow the paragraph plan you completed in exercise 2.

Paragraph A: waiter in a hotel – online advertisement



JUST ADDED

Summer jobs in catering

A busy London hotel is looking for hard-working, polite and reliable waiters for the summer months (July – September). Experience an advantage.

Apply in writing, enclosing your CV, to:
 The Restaurant Manager, Clarks Hotel,
 Bond Street, London.

6 Write your letter. Use your plan from exercise 5.

CHECK YOUR WORK

Have you ...

- followed your paragraph plan?
- used appropriately formal language?
- checked the spelling and grammar?