

SOLUTIONS PRE-INTERMEDIATE 3
UNIT 5: AMBITIONS
MOVIE

PEGAH BAHOJB GHASEMI

5H

Writing

An application letter

I can write a letter applying for a job.

Preparation

1 Put elements 1–6 in the correct places (A–F) in the letter.

- 1 the address the letter is going to
- 2 the writer's name
- 3 the writer's address
- 4 the date
- 5 the writer's signature
- 6 the person the letter is going to

A ___

B ___

C ___

D ___

Dear Sir or Madam,

Application for the post of receptionist

I noticed the advertisement for a receptionist on your website and ¹___ the post.

In the autumn I am going to study French and Spanish at university. ²___ a job where my languages will be useful.

³___ working in a hotel. Last summer ⁴___ a waiter in a hotel restaurant. Furthermore, I believe I possess the personal qualities necessary for the post. I am friendly and reliable. ⁵___ with guests in French and Spanish.

I am enclosing my CV and a reference from a teacher. ⁶___ start work on 1 July.

I look forward to hearing from you.

Yours faithfully,

E ___

F ___

A ___

B ___

C ___

D ___

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F ___

2 Complete gaps 1–6 in the letter with these phrases.

- a I am looking for
- b I am also able to communicate
- c I have some experience of
- d I am writing to apply for
- e I will be able to
- f I worked as

3 Complete the summary of the letter.

The writer is applying for the job of ¹ _____ .
He saw the advert ² _____. He thinks that his
³ _____ will be useful for the job. He has
experience of working as a ⁴ _____. He thinks he is
⁵ _____ and ⁶ _____. He is sending his
⁷ _____ and a reference with the letter and can
start work on ⁸ _____ .

Writing Guide

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 above and the job advertisement below. Write a letter applying for the job. Follow the paragraph plan below.



Friendly and hard-working **sales assistant** required for busy music shop. July and August only. 9.00 a.m. – 5.30 p.m. six days a week. Apply enclosing your CV.


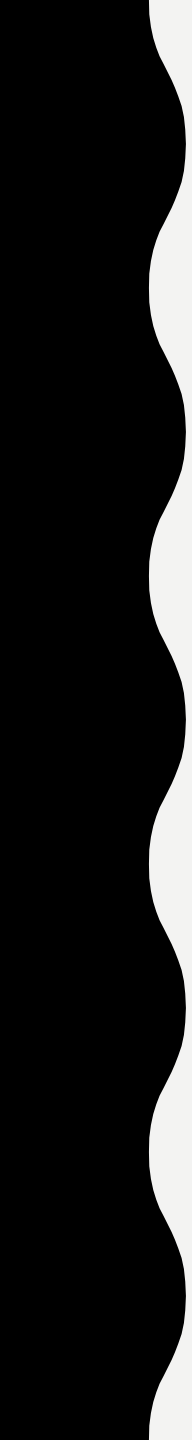
Paragraph plan

- A what the job is and how you found out about it
- B why you are interested in the job
- C why you are the right person for the job
- D what you are sending with the letter and when you can start work
- E what you would like to happen next

CHECK YOUR WORK

Have you ...

- laid out the letter correctly?
- used appropriate language?
- checked your grammar and spelling?



**I. Name three of
the well-paid jobs
in your country.**

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2. How do you describe a solicitor's job?

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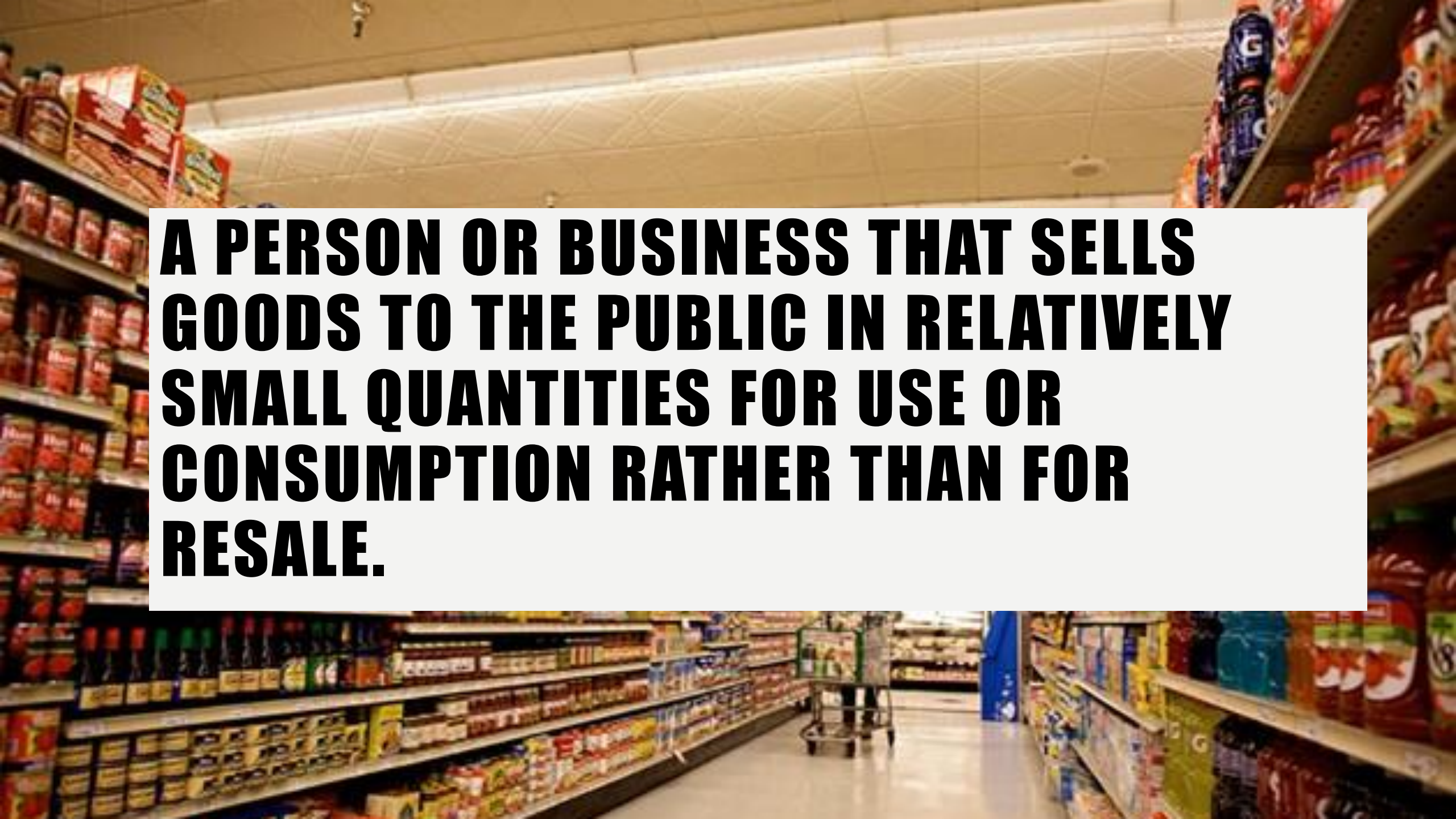
5. How can you make your predictions stronger or weaker?

**6. Complete the sentence.
If I get good scores,
... .**

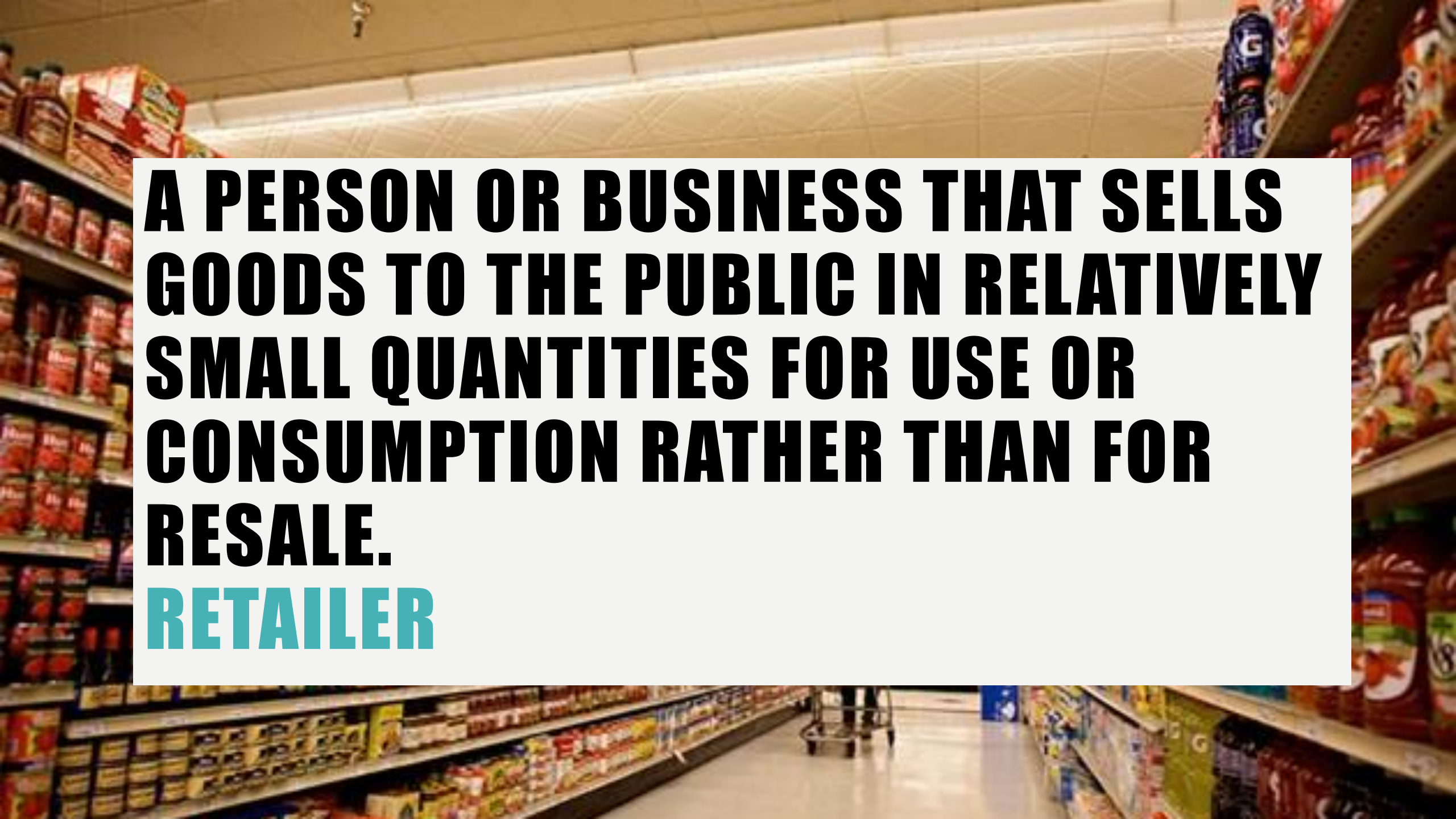


**HOW CAN A
PERSON BE A
SUCCESSFUL
BUSINESSMAN?**



A photograph of a grocery store aisle. The shelves are stocked with various products, including boxes of cereal and bags of snacks. A shopping cart is visible in the distance. The text is overlaid on a white rectangular background in the center of the image.

A PERSON OR BUSINESS THAT SELLS GOODS TO THE PUBLIC IN RELATIVELY SMALL QUANTITIES FOR USE OR CONSUMPTION RATHER THAN FOR RESALE.




**A PERSON OR BUSINESS THAT SELLS
GOODS TO THE PUBLIC IN RELATIVELY
SMALL QUANTITIES FOR USE OR
CONSUMPTION RATHER THAN FOR
RESALE.**

RETAILER





**A PERSON OR COMPANY THAT SELLS
GOODS IN LARGE QUANTITIES AT LOW
PRICES, TYPICALLY TO RETAILERS.**



**A PERSON OR COMPANY THAT SELLS
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PRICES, TYPICALLY TO RETAILERS.**

WHOLESALER




5


Marks & Spencer

Before you watch

- 1 SPEAKING** Work in pairs. Answer the questions.
 - 1 What famous shops are there in your country?
 - 2 What do they sell?
 - 3 What do you know about the history of these shops?
 - 4 Are there Marks & Spencer shops in your country?

Comprehension check

- 2**  Watch the DVD clip. Choose the correct answers.
- 1 Where was Michael Marks from?
a England b Belarus c Scotland
 - 2 When did Marks & Spencer begin?
a 1882 b 1885 c 1894
 - 3 Which of these things can you see in the clothes section of the Marks & Spencer shop?
a aeroplane b motorbike c car

3  **Watch again. Complete the text with the words below.**

250 361 700 85,000 businessman cashier Leeds online retailer website

Marks & Spencer is a famous British ¹ _____. It began in ² _____ in 1894, when Michael Marks, a ³ _____ from Belarus, asked Thomas Spencer, a ⁴ _____ for a wholesale company, to work with him. They were very successful and the business grew quickly.

Today, there are over ⁵ _____ stores in the UK and ⁶ _____ in the rest of the world. They also have a large ⁷ _____ business, so customers can buy many things from their ⁸ _____. Today, Marks & Spencer employs over ⁹ _____ people, but they plan to expand and open ¹⁰ _____ new stores in other countries.

4  **Watch again. Number the events (A–F) in the order that they happened.**

- A ___ Michael Marks asked Isaac Dewhirst to work with him.
- B ___ Michael Marks became successful and opened several shops.
- C ___ Michael Marks moved to Leeds.
- D ___ Thomas Spencer joined Michael Marks.
- E ___ The partnership was a huge success.
- F ___ Michael Marks borrowed some money from Isaac Dewhirst.

Round up

5 **SPEAKING** Work in groups. Answer the questions.

Would you like to start your own business? What would you do?

Vocabulary

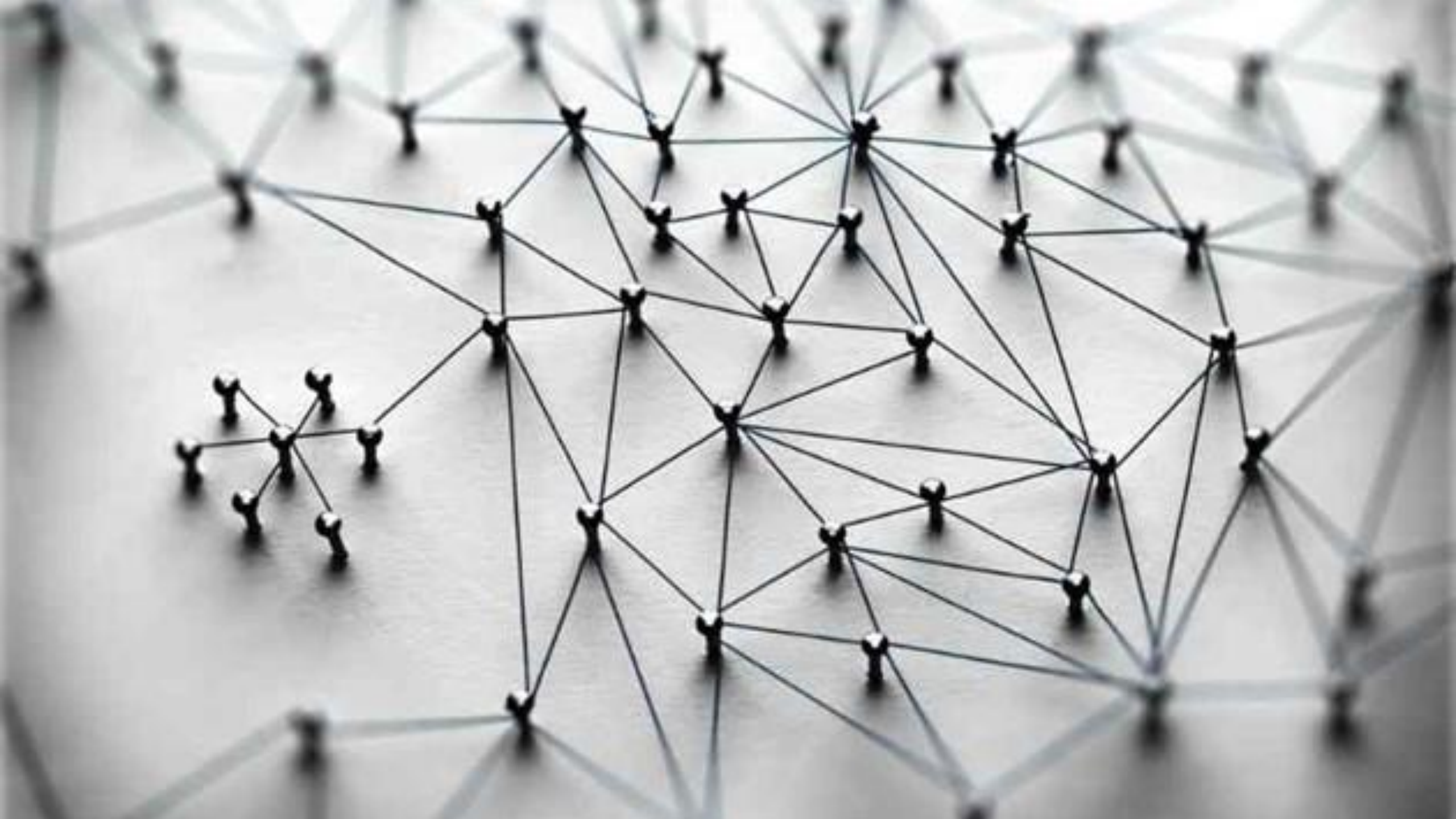
6 **RECYCLE** Choose the correct words.

- 1 My brother is a sales **agent** / **assistant** in a shop in the city centre.
- 2 My dad doesn't work nine-to-five. He works long **hours** / **time**.
- 3 I work in an office so I don't have to serve **customers** / **staff** in my job.
- 4 Chloe is always happy to get involved. I'm really pleased that she **joined** / **had** the team.
- 5 It's important to work as part of a **staff** / **team**.
- 6 My mum is a teacher and is usually on her **legs** / **feet** all day.

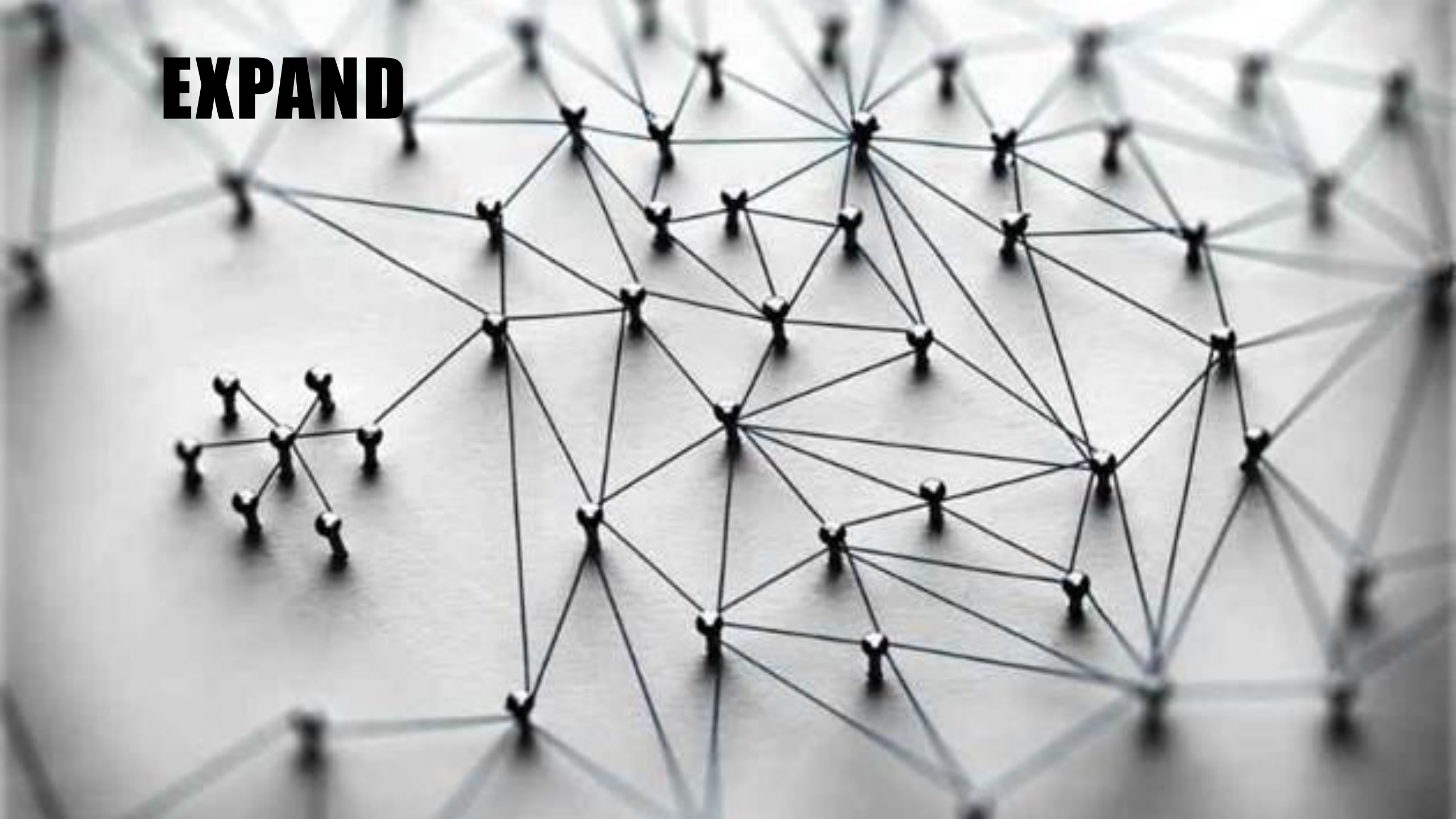


REVENUE





EXPAND



7 Complete the text with the words below.

brand business established expanded partnership revenue

A history of Aldi

Aldi began in Germany in 1946 when brothers Karl and Theo Albrecht formed a ¹ _____ and took over their mother's shop. Over the next four years, they ² _____ thirteen stores in their region. They kept costs low by not advertising or selling fresh produce, and by only having small shops. The ³ _____ grew quickly, and by 1960 they had over 300 shops.

In 1962 they started using the name Aldi, and in 1967 they ⁴ _____ into other countries. Today, the ⁵ _____ is famous throughout Europe, Australia and the USA, and has an estimated ⁶ _____ of over €55 billion per year.

Extension

8 Work in groups. Imagine you're going to open a new shop together. Talk about:

- what you would like to sell.
- how you would develop your brand.
- what you would do to expand and grow.
- the problems of working with your partners.

Make a poster to advertise your shop.

9 Present your poster to the class. Use the key phrases for signposting what you say.

Signposting what you say

An opinion

In my opinion, ...

As I see it, ...

A reason

That's because ...

Therefore ...

An example

For example, ...

For instance, ...

... such as ...

An additional point

What is more, ...

Moreover, ...

Not only that, ...

A contrasting point

Although ...

Nevertheless, ...

On the other hand, ...

A paraphrase

In other words, ...

What I mean is, ...

**ASSIGNMENT:
WORKBOOK
REVIEW UNIT 5**

DEADLINE: WEDNESDAY