

1 Person to person



Dive in!

A Which of the different means of communication would you choose for:

- arranging to meet a friend for a coffee?
- keeping in touch with a relative who lives abroad?
- sending a document to someone?
- communicating with a group of people?
- sending a photo to someone?

email • text message • fax • phone call • online chat
conference call • letter • voicemail

What could the others be used for?

Reading 1

B Do the Communications Quiz!

- 1 What do the letters SMS stand for?
a Silent Method of Speaking b Speedy Mini Speeches c Short Message Service
- 2 What can an attachment be part of?
a a letter b an email c a phone call
- 3 When you are on the internet, you are ...
a ongoing b online c onboard
- 4 What do we call the device that lets you talk on a mobile phone without holding it?
a hands off b hands away c hands free
- 5 What is the symbol @ always part of?
a a website address b an email address c a fax address
- 6 When you finish a phone call, you ...
a hang up b hang on c hang down

B2 Exam Practice

You will be given a text which is divided into several parts. You will have to match the parts of the text with 15 answer choices.

Steps to success

- Don't read the paragraphs in detail — just scan them to find the answers to the questions.
- When you find the information that answers the question, underline it.

A Allie, 14

I mostly use my mobile for sending text messages — I probably send about 20 a day! It's much cheaper than talking, so my parents don't moan about the bill. They like me having a phone so that they can keep tabs on me, which is a bit annoying sometimes. I take my phone to school with me, but we have to switch them off during lessons. They threatened to ban them completely a couple of months ago when they caught a pupil using his phone to cheat during an exam. He was in serious trouble! Since then we've had to be more careful about when and where we use our phones at school.

B Edith, 78

I never wanted to have a mobile phone. I didn't see the point at my age and I thought they would be really complicated to use. Then my daughter bought me one for my birthday last year and now I use it all the time. Having it with me makes me feel safe. It's useful too — if, for example, I want my daughter to give me a lift home from the supermarket, I just give her a buzz. She also knows she can contact me at any time, which stops her worrying about me! Obviously I could live without a mobile phone if I had to, but it certainly makes life a lot easier.

C You are going to read a magazine article about mobile phones. Find the answers to questions 1-15 as quickly as possible, underlining where you found the answer in the text.

Which person:

- wasn't keen on having a mobile at first? ☐ 1
- doesn't make calls on their mobile very often? ☐ 2
- was given a mobile as a present? ☐ 3
- mentions how mobiles can be used for dishonest purposes? ☐ 4



Mobile phones

C Helen, 48

I'm a mobile phone addict, I'm afraid. I'm one of those irritating people who uses their phone everywhere — on public transport, walking along the street and when I'm out having dinner at a restaurant! The thing is I'm a very busy person and my mobile is invaluable because it allows me to do more than one thing at the same time. I can talk to my bank manager while I'm shopping or text my husband while I'm in a meeting at work. I probably spend at least an hour a day on my mobile and I do sometimes worry about the health risks, but I just couldn't do without it now.

D John, 37

I'm in a minority, I know, because I don't possess a mobile phone. I've actually made a conscious decision not to get one, which most people find strange, but I've never been the kind of person who follows trends. Call me old-fashioned, but I don't want people to be able to contact me whenever they want, night or day. There's a time and a place for everything and I like to have phone calls in private in the comfort of my own home. It really gets on my nerves when people talk loudly on their mobile in public places and I could never be so inconsiderate. The only times it might be useful to have a mobile phone are when I'm travelling and I need to check train times or let someone know what time I'm arriving somewhere. I just have to be a bit more organized and make sure I've got some change on me for the payphone!

- finds mobile phones annoying? ☐ 5
- thinks mobile phones might be harmful? ☐ 6
- wants to buy a mobile phone? ☐ 7
- thinks that mobile phones save time? ☐ 8
- isn't free to use their mobile whenever they want? ☐ 9
- would like a particular type of mobile? ☐ 10
- doesn't like being checked up on by other people? ☐ 11
- doesn't mind not having a mobile phone? ☐ 12
- is considered unusual by others? ☐ 13
- thinks their mobile phone is essential? ☐ 14
- has changed their opinion about mobiles? ☐ 15

E Ben, 11

My mum and dad won't buy me a mobile phone because they say I'm too young to have one. They think I would use it to ring my friends all the time and then they'd have to pay the bill. My parents also think mobile phones are unhealthy, so neither of them has got one. I don't think it's fair, though. All my friends have got them and I feel a bit left out when they text each other or play games on their phones. I'd like to get one of those phones with lots of different gadgets on them, one that can send pictures as well as messages. I'm saving up for one at the moment, and hoping my parents will change their minds!

Exam alert

There will always be some words and expressions that are new to you in a reading text, but don't panic! Use the context to help you work out their meaning.

Work it out!

D Find words in the text that mean:

- 1 complain (A)
- 2 not allow (A)
- 3 difficult (B)
- 4 communicate with (B)
- 5 extremely useful (C)
- 6 dangers (C)
- 7 fashions (D)
- 8 annoys me (D)
- 9 useful devices (E)
- 10 collecting money (E)

* The letters in brackets refer to the paragraphs in the text.

Quick chat

When and where do teenagers use mobile phones the most? Why do you think texting is so popular with teenagers? When is talking better than texting?

Grammar 1

Check present simple and present continuous

See page 138 for information about the present simple and the present continuous tenses.

Match the uses with the sentences.

Present simple

- 1 a habit
- 2 a permanent situation
- 3 a future event that happens regularly at the same time
- 4 a fact/truth about life in general

Present continuous

- 5 something happening at this moment
- 6 something happening during this period
- 7 a plan for the future
- 8 a complaint

- a Jack's getting a new laptop next week.
- b Human beings communicate via language.
- c I send about ten text messages per day.
- d The internet café closes at midnight on Friday.
- e We live near the post office.
- f Carl is going out with Lucy.
- g 'Are you paying attention?'
- h You're always telling lies!



A Complete the dialogue with the present simple or present continuous form of the verbs in brackets.



Mum: What (1) you two (do)?

Bob: Er, Tim (2) (help) me with my homework.

Mum: Why (3) you (play) computer games, then? You (4) (spend) far too much time on that computer!

Tim: Well, actually, we (5) (do) a project about computer games at school. This (6) (be) research.

Mum: Really? You (7) (get) interesting homework at your school! Why (8) you (do) it together, though?

Bob: Well, Tim's computer (9) (not work) so he (10) (use) mine.

Tim: Yes. I (11) (always have) problems with my computer. It (12) (be) really old. My parents (13) (buy) me a new one for my birthday.

Mum: Good. Then you'll be able to do your next computer game 'project' on your own!

Check state verbs

See page 138 for information about state verbs.

Complete the sentences with the correct form of the verbs given. What do all the verbs have in common?

- 1 I (not understand) this word!
- 2 She (seem) a bit upset.
- 3 (you / believe) what Andy said?
- 4 My mum (love) her new mobile phone!



B Circle the correct word or phrase.

I (1) **read / am reading** a really interesting book at the moment. It (2) **says / is saying** that our personalities (3) **depend / are depending** on our birth order, that is, our position in relation to our brothers and sisters. For example, according to this book, the eldest child in a family (4) **usually likes / is usually liking** to be the leader. Now I (5) **know / am knowing** why my older sister (6) **bosses always / is always bossing** me and my brother around! I (7) **am / am being** the youngest child in our family and, apparently, youngest children (8) **usually get / are usually getting** on well with everyone. I (9) **think / am thinking** it's true, but things might change because my mum (10) **has / is having** another baby next month!

Vocabulary 1

Communication



A Match the actions with when you do them.

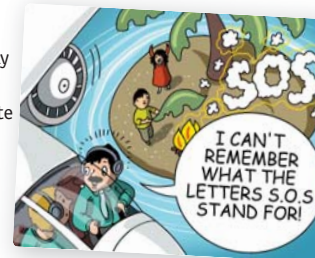
- | | |
|-----------------------|------------------------------|
| 1 wave | a to show surprise |
| 2 frown | b to say 'no' |
| 3 shake your head | c when you've got a cold |
| 4 nod | d when you're tired or bored |
| 5 raise your eyebrows | e to say hello or goodbye |
| 6 sniff | f to say 'yes' |
| 7 sigh | g when you're annoyed |
| 8 yawn | h when you're sad |

Key phrasal verbs

B Match the phrasal verbs with their meanings.

- 1 I don't want to go out with Dan. How can I **get** the message **across** without hurting his feelings?
- 2 What do the letters BA **stand for**?
- 3 Don't **make up** excuses. Tell me the truth!
- 4 Sue **comes out with** the strangest comments!
- 5 Why did he **bring up** the subject of exams?
- 6 I managed to **talk** my mum **into** letting me go camping with my friends.

- a invent
- b say suddenly
- c persuade
- d communicate
- e represent
- f introduce



C Complete the sentences with phrasal verbs from Exercise B in the correct form.

- 1 I believe Tim. He never things
- 2 When Jenny the correct answer to his question, the teacher was speechless!
- 3 Hugh didn't want to have a tattoo, but his friends him it.
- 4 Our teacher the subject of cheating.
- 5 Do you know what the letters PS ?
- 6 Teachers have to be able to their ideas to other people.

Word patterns: say, tell, speak

Be quiet!
I'm speaking! ✓
I'm telling! ✗
I'm saying! ✗

I spoke to him about the problem. ✓
I spoke to him for the problem. ✗

I told Liz the news. ✓
I said Liz the news. ✗
I told to Liz the news. ✗

The man didn't say anything. ✓
The man didn't tell anything. ✗

D Write say, tell or speak.

- 1 the time
- 2 someone off
- 3 sorry
- 4 a language
- 5 a lie
- 6 a prayer
- 7 what you think
- 8 a story
- 9 your mind
- 10 the truth
- 11 up
- 12 a joke

E Complete the text with the correct form of say, tell or speak.

How to spot a liar!

How do you know when someone is (1) a lie? According to experts, there are some signs you can look out for. When someone (2) something without looking you in the eye, this is the first clue that they aren't (3) you the truth. Other signs include looking uncomfortable, blushing or fiddling with something while they're (4) Of course, really good liars have learnt how to cover up these signs and (5) stories in such a way that they resemble the truth. Whatever they (6) , they manage to be convincing! In cases like this, a lie detector is the only answer!

Listening

B2 Exam Practice

You will hear eight short monologues or dialogues. There will be a multiple choice question based on each one. You will hear each extract TWICE.

Steps to success

- Read the questions and answer options carefully.
- Decide what the key words are and underline them.
- When listening, pay attention to anything that could be related to these words.

A Look at this question and the answer options. Some key words are highlighted. Now listen and answer the question.

Listen to this girl talking to her friend.

Why doesn't her friend want to borrow the magazine?

- A** She's already read it.
B It isn't serious enough.
C She doesn't like Robbie Williams.



B Look at the questions and answer choices below. Underline the key words in each one.

- What does the boy think of Sean?
A He likes being alone.
B He's only interested in himself.
C He isn't very confident.
- Listen to this message on a mobile phone answering machine. Who is James Duffy?
A a writer
B a singer
C a film star
- What does the boy want to do in Spain?
A Take Spanish lessons.
B Practise speaking Spanish.
C Go to a place where English is spoken.
- Who wrote the book the girl has just read?
A a Japanese woman
B a foreign woman who lived in Japan
C an American man
- You overhear this conversation on a bus. What does the man think of mobile phones?
A They save time.
B They aren't very useful.
C He wishes he had a better one.
- Listen to this man talking on the radio. What is the programme about?
A Bulgarian culture
B foreign languages
C body language
- You hear someone talking on the phone. Who is she talking to?
A a hotel receptionist
B a bank clerk
C a hospital employee

Listen and choose the best answer (A, B or C).

Speaking

B2 Exam Practice

You will have to answer questions about yourself and your life.

Steps to success

- Listen very carefully to the examiner's questions.
- Avoid giving one-word answers!



A Look at these common questions and tick the answer(s) which would be correct. Sometimes more than one is correct.

- Where are you from?
a I'm coming from Patras.
b I come from Patras.
c I'm from Patras.
- About eight years.
a About eight years.
b I'm studying English for about eight years.
c I've been studying English for about eight years.
- Four.
a Four.
b Four - my mum, my dad, my brother and me.
c We are four.
- About once a month.
a About once a month.
b I'm going to the cinema once a month.
c I go about once a month.
- Yes. I'm thinking to be a journalist.
a Yes. I'm thinking to be a journalist.
b Yes. I like being a journalist.
c Yes. I'd like to be a journalist.
- Being on my own.
a Being on my own.
b I'd prefer being on my own than spending time with friends.
c I prefer spending time with friends to being on my own.

B Ask and answer the same questions with a partner. Use the Language chunks to help you.

Language chunks

Likes and dislikes

I like/don't like/love/hate
 + ...-ing
 I prefer ...-ing to ...-ing
 I'm keen on ...-ing

I'd like/love to ...
 I wouldn't like to ...
 I'd hate to ...
 I'd prefer to ... than (to) ...

Talking about ambitions

I'm hoping to ...
 I'm looking forward to ...
 I'm thinking about ...

C Follow the instructions below.

Student A: Use the prompts below to form questions and interview your partner.

what / you like / do / free time?
 which country / you like / visit?
 what job / you / like / do / in the future?
 you prefer / spend time / with family or with friends?
 you / have got / any ambitions?

Student B: Answer your partner's questions, using the Language chunks to help you.

Student B: Now use the prompts below to form questions and interview your partner.

where / you / like / go / on holiday?
 you / have got / any hobbies?
 what kind / books / you / like?
 you prefer / newspapers or magazines?
 what / your favourite subject / at school?

Student A: Answer your partner's questions, using the Language chunks to help you.

Say it right!

D Read these words aloud and underline the stressed syllable in each.

- | | |
|---------------|-----------------|
| 1 ambition | 6 reliable |
| 2 cinema | 7 journalist |
| 3 magazine | 8 apologize |
| 4 holiday | 9 advertisement |
| 5 information | 10 capable |

E Now listen to see if you were right.



Dive in!

A Which of the following customs exist in your country?

- Parents decide who their children will marry.
- During the wedding ceremony, the guests shower the couple with rice.
- The bride must promise to obey her husband.
- The groom leads the bride as they walk in a circle.
- The bride and groom take turns feeding each other.
- The couple goes on a honeymoon after getting married.

What other wedding customs exist in your country?

Reading 2

B Choose the word that best completes each sentence.

- 1 A is what a man or a woman makes when they ask someone to marry them.
a proposal c penalty
b partnership d proposition
- 2 Before they get married, a couple gets
a engaged c encountered
b encouraged d enormous
- 3 The men who take part in a wedding ceremony normally wear smart
a customs c suites
b costumes d suits
- 4 At a wedding reception, tables are often decorated with flower
a arrangements c bunches
b patterns d beds

5 Most marriages take place during a special

- a display c ceremony
b reception d congregation

6 One year after their wedding the happy couple celebrates their first wedding

- a day c anniversary
b memorial d date

B2 Exam Practice

You will read a text based on factual information, and have to answer six multiple choice questions.

Steps to success

- Read the text carefully.
- Quickly read through the questions and then read the text again underlining ideas that relate to the questions.

C Read the following passage about certain marriage customs among the Tuareg in Africa and then answer the questions.

Marriage in the dunes

The people known as the Tuareg, who have lived in Africa's Sahara region for centuries, have their own marriage traditions. A Tuareg wedding will only take place if both sets of parents agree and, if the groom has an elder brother, he also must consent. The families are also involved in arranging the bride-wealth. When a man gets married, it is usually his father who gives the necessary number of cattle to the bride's family. The tent, mats and cooking utensils for the married couple are the obligation of the bride's family. During the day before the wedding ceremony the bride and the groom are kept apart from each other at opposite sides

of the camp and their faces are covered with thick veils. These are only removed when the two meet at midnight at the specially prepared wedding place close to the tents of the bride's family. Once they are married, Tuareg women are prohibited from calling their husbands by their usual names and they must not talk too much to them.

Tuareg society also has strict customs about which people the newly-weds should avoid. For instance, after getting married a husband should not talk to his mother-in-law or eat in her presence and he should not sleep in a tent which is close to hers.

1 What must happen before the wedding ceremony?

- a The bride only must remove her veil.
b The bride's parents must give their permission.
c The groom must build the tent.
d The bride must prepare the feast.

2 Where do the couple stay just before the wedding ceremony?

- a with the groom's family
b with the bride's family
c in separate tents
d in one large tent

3 Where do Tuareg wedding ceremonies take place?

- a in the tent of the bride's family
b in the tent of the groom's family
c in a special wooden building
d near to where the bride's family live

4 What should Tuareg wives never do?

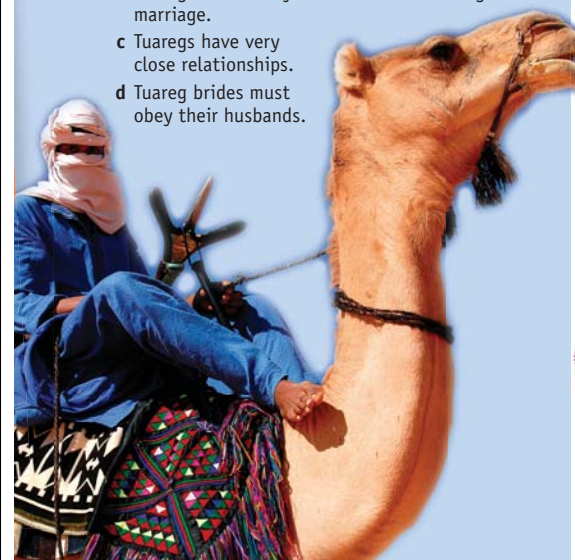
- a talk to their husbands
b call their husbands by their names
c speak to their mothers
d take off their veils

5 Who should not sleep in a tent close to the bride's mother's tent?

- a her parents c her ex-husband
b an unmarried brother d her son-in-law

6 Which of the following statements best expresses the main idea of this passage?

- a Tuareg wedding ceremonies are very long.
b Tuaregs follow very strict rules concerning marriage.
c Tuaregs have very close relationships.
d Tuareg brides must obey their husbands.



D Choose the correct meaning for these words from the text.

- | | |
|--|------------------|
| 1 consent (1) | 5 obligation (1) |
| a express his opinion | a duty |
| b give his permission | b permission |
| 2 bride-wealth (1) | 6 apart (2) |
| a money that is given to the bride's family | a in pieces |
| b property that is given to the bride's family | b at a distance |
| 3 cattle (1) | 7 once (2) |
| a farm animals | a the first time |
| b a kind of tent | b when |
| 4 utensils (1) | 8 prohibited (2) |
| a customs | a allowed |
| b tools | b not allowed |

E Complete the text with the words in the box.

arrangements • best man • custom • engaged
reception • suit • toast • wedding

At the wedding (1) the groom, who was wearing a very smart (2), was standing at the top table. Both he and the (3) gave speeches, which is a local (4) The tables had been decorated with beautiful flower (5) The bride looked fabulous in her gorgeous (6) dress. The couple, who had fallen in love so quickly and had only been (7) for six months, looked like the hero and heroine from a fairy tale. Once the speeches were over, everyone raised their glasses as the best man proposed a(n) (8)

Quick chat

What are the differences between a traditional wedding in your country and a Tuareg wedding?

Grammar 2

✓ Check present perfect simple

See page 138 for information about the present perfect simple.

Which of the following does the present perfect simple not describe? What tense is used instead?

- actions in the recent past
- actions at specified times in the past
- actions that began in the past and continue into the present
- actions that happened in the past, but we don't know when

✓ Check present perfect continuous

See page 139 for information about the present perfect continuous.

Look at these examples of the present perfect simple and continuous tenses and complete the sentences below.

Rob **has been trying** to find a job since April. He's already **had** 15 interviews.

I've **been looking** for my purse for ages. I think someone's **stolen** it.

We use the to describe a recent action that is repeated or continued over a period of time.

We use the to describe a recent completed action.

A Some of the sentences below contain verbs that should be in the present perfect simple tense. Rewrite them correctly.

- My cousin only lives in New York for a few months, so she's still getting used to it.
- We're seeing this film before. Isn't there anything else on TV?
- Did you like fairy tales when you were younger?
- Jane loves magazines, but she never read a book in her life!
- How long do you know your best friend?
- Harry's information technology course started in January and it finishes in September.

B Which sentence (a or b) follows on most naturally from the first sentence?

- Let's wake Jerry up.
a He's slept all day.
b He's been sleeping all day.
- I'm exhausted.
a I've run around all day.
b I've been running around all day.
- I wish I hadn't gone shopping with Rachel.
a I've spent too much money!
b I've been spending too much money!
- Oh, no!
a Are you sure you've lost your keys?
b Are you sure you've been losing your keys?

B2 Exam Practice

You will have to re-express sentences using a given word. You mustn't change the word given and your answer must be no more than five words long.

Steps to success

- Consider tenses. You may have to use a different tense from the one in the original sentence.
- Check that your verb endings agree with the subject.

- Is Philip Scottish? **from**
Does Scotland?
- This is Kate's first time on TV. **never**
Kate on TV before.
- This is my mobile phone. **to**
This mobile phone me.
- Chris moved to Moscow when he was ten. **lived**
Chris he was ten.

- I last saw Angela in 1996. **for**
I a long time.
- Jenny gossips about people all the time! **is**
Jenny about people!

Vocabulary 2

Character adjectives

A Match the words with the synonyms. Then, use some of the words to describe the girls in the pictures.



- | | |
|---------------|-----------------|
| 1 outgoing | a chatty |
| 2 talkative | b dependable |
| 3 rude | c sociable |
| 4 shy | d quiet |
| 5 sympathetic | e understanding |
| 6 reliable | f impolite |
| 7 punctual | g on time |

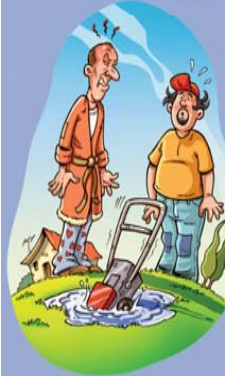
Word partners

B The highlighted words are in the wrong pairs. Change them around to make correct pairs.

- best **grandmother**
- next door **friend**
- brother **neighbour**
- only **in-law**
- twin **family**
- great **sister**
- single **child**
- extended **parent**

E For questions 1–10, read the text below. Use the word given in capitals at the end of the lines to form a word that fits in the gap in the same line. Write your answers in CAPITAL LETTERS.

Good neighbours



According to a recent survey, most people are (1) with their neighbours and think they deserve better! It's not that they want to have a close (2) with them, but they would like them to be more (3) The ideal neighbour is apparently 'friendly, but not too (4) , easygoing and dependable.' Noise is one of the biggest problems, with loud music and barking dogs at the top of the list. (5) between neighbours are becoming more and more common. Take the recent case of a man in the United Kingdom who was (6) to control his fury when his neighbour started mowing his lawn at seven o'clock one Sunday morning. Still dressed in his pyjamas, the man climbed over the garden fence and grabbed the lawnmower. Then, while his neighbour watched in (7) , he threw the lawnmower into the garden pond! 'I'm usually a (8) person,' the man later said. 'The (9) is I was tired and I wanted to have a lie-in.' Fortunately, most people don't go to these extremes, even if they aren't always in (10) with their neighbours about everything!

- | |
|------------|
| SATISFY |
| RELATION |
| CONSIDER |
| CHAT |
| UNDERSTAND |
| ABLE |
| BELIEF |
| TOLERATE |
| TRUE |
| AGREE |

Negative prefixes

C Form opposites by using *un-*, *in-*, *im-*, *mis-* or *dis-*. Then, write *n* for noun, *v* for verb or *a* for adjective in the brackets.

-understand (),understanding ()
-suitable (),suitability ()
-able (),ability ()
-satisfaction (),satisfied ()
-believable (),belief ()
-possible (),possibility ()
-agree (),agreement ()
-tolerant (),tolerance ()
-certain (),certainty ()
-politeness (),polite ()
-treat (),treatment ()
-capable (),capability ()

Negative suffixes

D Which suffix can you add to these words to form negative adjectives?

help • hope • meaning • pain • sense • worth

B2 Exam Practice

You will have to form words to fill the gaps in a text. You will be given a word and you must change its form to make it fit correctly in the text.

Steps to success

- You might have to add a prefix or suffix to the word given, or sometimes both.
- Look carefully at the sentence to decide if a negative word or plural is needed.

Writing: letter

B2 Exam Practice

You might be asked to write a letter applying for a job. You must write between 120 and 180 words.

Steps to success

- Take three minutes before you start writing to make a quick PLAN.
- You can MAKE IT UP – change your age, qualifications, experience and interests.
- Use the correct BEGINNINGS and ENDINGS, eg *Dear Mrs .../Dear Sir or Madam, Yours sincerely/faithfully.*
- Lay out your letter in short, clear PARAGRAPHS with an opening and closing.
- Use a FORMAL style of writing (avoid short forms like *I'm* and other chatty language).

- A** Read the advertisement and look at the profiles of three applicants below. Who would be most suitable for the position and why?

Magazine Work Experience

We are offering a student aged 14 to 18 the opportunity to spend six weeks this summer working as a **trainee journalist** in the offices of *Crush!*, the best-selling magazine for teenagers. The work is unpaid, but you will have the chance to develop your writing and reporting skills, working alongside professional journalists. Applicants should have a good knowledge of pop music and fashion and be friendly and outgoing. If you are **interested** in applying, write a letter to the Editor, including details of your **experience** and interests, and saying why you believe you are suitable for the position.



Mike, 16
likes: writing poetry and songs
looking for: a month's work during the summer



Claire, 17
likes: all kinds of music, writing stories
looking for: something interesting to do in the holidays



Jake, 15
likes: new challenges, meeting people
looking for: part-time holiday job where he can earn some money

- B** Read one of the applicants' letters and fill in the gaps using the highlighted words from the advertisement.

Dear Sir or Madam,

1 I am writing in response to your advertisement for a (1) which appeared in The Daily Star last Tuesday. I am interested in applying for this position.

2 I am a 17-year-old student and am hoping to go to university to study journalism next year. I am very (2) in fashion and also have a good knowledge of music. I recently interviewed a local band for my school (3) and I have written several other articles too. I am also hardworking, confident, and I get on well with people.

3 This position would help me gain valuable (4) in journalism, which would be very useful for my future career. It would be a great (5) for me to learn about different aspects of running a magazine and to work with experienced journalists.

4 I am available from the beginning of July until the end of August and would be happy to attend an interview at any time convenient to you.

I look forward to hearing from you.
Yours faithfully,
Claire Jones

- C** Write the paragraph number next to these things that Claire does in her letter.

She:

- says when she's free for work
- gives some background information about herself (interests, experience, etc)
- says how the job would benefit her
- says why she's writing
- says when and where she saw the advertisement

- D** Find formal words and expressions in the model letter that mean the same as those below.

- 1 to answer
- 2 job
- 3 lots of
- 4 get
- 5 free
- 6 come for

- E** You are going to write a letter of application in reply to this advertisement. Make very brief notes for each of the points in the plan – you have three minutes!

Assistant wanted for internet cafe

Bill's Internet Cafe is looking for a temporary assistant to help out over the summer period. Duties will include serving drinks and helping with technical problems. Hours: Monday – Friday, 9 am – 5 pm. Would suit a student with a good knowledge of computers, who is friendly and enthusiastic. Anyone interested should write to Bill Jones with details of their experience and interests, saying why they think they are suitable for the job.

3 minute plan!

Paragraph 1

Say why you are writing
Say when and where you saw the job advert

Hint: Make up the name of a newspaper and the day/date you saw the advert.

Paragraph 2

Give a couple of facts about yourself

Say what your interests and experience are

Hint: Invent some things about yourself that make you sound suitable for the job.

Paragraph 3

Say how the job would benefit you

Hint: Say how the job relates to your interests/future studies/future career.

Paragraph 4

Say when you're free for work

- F** Now write your letter in 120–180 words using your notes and some of the Language chunks to help you. Lay out your letter like the model in Exercise B.

Language chunks

Letters of application

I am writing in response to ...
I am interested in ...
I have a good knowledge of ...
I am good at ...
I feel I am suitable for this position because ...
It would give me the opportunity/chance to ...
I am available from ... to ...
I look forward to hearing from you.