

**569 Chaussée de Vleurgat
1050 BRUXELLES
Tel: 322 555 3098**

Ms Loretta Anapoli
Paloma Productions
Via delle Angeli
Naples

7 November

Dear Ms Anapoli

_____ your advertisement for the post of Financial Manager in the *Economist*.

_____ to you because _____ to apply.

_____ as Purchasing Manager at Technical Films. In the last two years

_____ purchasing costs by 12%.

As _____ from my CV, _____ in Italy before –
_____ two years in Rome working for Polygram. _____ fluent
Italian, and also French and German.

Next week _____ in Naples for the Documentary Film Festival from
Tuesday to Friday. If _____ to interview me, _____ me at the
number above.

Yours sincerely

Jean-Luc Groescher

Encl.

*Jean-Luc
Groescher*

I am currently working	I am writing	I have reduced	I have worked
I saw	I speak	I spent	I will be
I would like	you can contact	you will see	you would like

Tenses

Worksheet

40

ACTIVITY

Pairwork: speaking

AIM

To complete a letter of application.

GRAMMAR AND FUNCTIONSTense review: *will* + verb, *would like* + verb, present simple, present continuous, present perfect, past simple**VOCABULARY***advertisement, financial manager, apply, purchasing manager, reduce, costs, CV, interview, contact***PREPARATION**

Make one copy of the worksheet for each student and cut it in two as indicated. Cut up enough copies of the bottom half of the worksheet for each student to have at least one phrase.

TIME

10 to 15 minutes

PROCEDURE

- 1 Give each student a copy of the top part of the worksheet - the incomplete letter. Allow a couple of minutes for reading. Circulate and help with vocabulary.
- 2 Give each student at least one of the cut up phrases from the bottom of the worksheet.
- 3 Ask them to decide in which space(s) they could put their phrase(s) and then write it in.
- 4 Take back the slips of paper with the phrases on them.
- 5 Explain the task. The students should stand up and circulate, telling each other the phrase(s) they have written in their letter. The other student must decide where they think the phrase they hear should go in their letter. The students continue circulating until they have a completed letter. Remind the students not to show each other their worksheets.
- 6 When most students have finished, read the letter aloud so they can check their answers.

ANSWERS

I saw your advertisement for the post of Financial Manager in the Economist. I am writing to you because I would like to apply. I am currently working as Purchasing Manager at Technical Films. In the last two years I have reduced purchasing costs by 12%. As you will see from my CV, I have worked in Italy

before - I spent two years in Rome working for Polygram. I speak fluent Italian, and also French and German. Next week I will be in Naples for the Documentary Film Festival from Tuesday to Friday. If you would like to interview me, you can contact me at the number above.