



2nd semester

Topic 19:

“Out of work”





Read the puzzle. What is the answer? Why do many people find it difficult to answer the puzzle?

- A man and his son are in a serious car accident. The man dies and the son is taken to hospital. When he get's there, the surgeon sees the boy and says: 'I can't operate on this boy. He's my son!'
- How can this be?



Answer the questions

- Why is Dan writing the letter?
- Is the letter formal or informal?
- In which paragraph (1-4) does Dan mention:
 1. the job he's applying for?
 2. references that he can send?
 3. when he can start work?
 4. his personal qualities?
 5. where he saw the job advert?

The Manager
Manning's Electrical Store
Turnpike Lane
Bedford MK48 5FG

13 St Ann's Crescent
Bedford MK47 6RF

19 June 2012

Dear Sir or Madam

Post of part-time shop assistant

I am writing to apply for the post of part-time shop assistant which I saw advertised in the Luton Gazette.

Last summer, I worked for six weeks as an assistant in my local newsagent's. My responsibilities there included serving customers as well as shelf-filling and answering the phone.

I consider myself to be trustworthy, hard-working and enthusiastic. If necessary, I can supply references from the newsagent and also from a teacher at my school.

I would be grateful for the opportunity to visit your shop and discuss my application with you in person. I am available for interview any day after school or on Saturdays. If my application is successful, I will be available to start work on 22 July.

I am enclosing my CV.

I look forward to hearing from you soon.

Yours faithfully,

Dan Wilson

Dan P. Wilson





Make up sentences using following verbs:

- Agree
- Separate
- Discuss
- Disgrace
- Recharge
- Retire
- Disapprove
- Abandon
- Accordance
- Address
- Waffle
- Check
- Rate
- Rub
- Moan
- Take off