

- 1** a Read the advertisement and the job application. Ian Potts saw the ad and applied for one of the jobs. Which job did he apply for?

Personal information			
Name	Address	Telephone	Email
Ian John Potts	15 Ellis Street, Bromsgrove, Worcs. WQ4 7P4	3252 1178	ianpot@hotmail.com

  

Qualifications and training		
date from	to	School / college and qualification
Sept 2010	July 2016	Bromsgrove High, Pole Street, WQ2 7G1 GCSE's: Grade A – French, Maths, Biology Grade C – English, History, PE, Physics

  

Previous and/or present job(s) – give a summary of work you have done so far	
Place of work	Position / responsibility
Action Bromsgrove	Youth Leader Assistant I helped a Youth Leader to organise creative workshops for local children during their summer holidays. I also organised day trips.

  

Skills, ability and experience
During my summer job as an assistant youth leader, I <ul style="list-style-type: none"> <li>used my organisational skills to organise workshops for 6–10-year-olds.</li> <li>used my creative skills to design posters to advertise our workshops.</li> <li>used my IT skills to create a database of the children.</li> </ul>

  

Additional information
I am a hard-working and energetic person. I would like a career in youth work, as I feel that I can use all my abilities in this job. My skills in IT, communication and problem-solving mean that I can be very useful to your organisation.

**School leavers wanted to:**

- work in a new and exciting clothes shop.
- help organise after-school activities for young children.
- help arrange local events and concerts.

- b** Apply for one of the jobs in the advertisement. Complete the form for you.

Personal information				
Name	Address	Telephone	Email	Date of birth

  

Qualifications and training		
date from	to	School / college and qualifications

  

Previous and/or present job(s) – give a summary of work you have done so far	
Place of work	Position / responsibility

  

Skills, ability and experience

  

Additional information

**1** Joanne has just returned from a job interview. She doesn't have a good feeling and thinks that she probably won't get the job. So many things went wrong. Now Joanne is writing about the interview in her diary. Write her text in 100–120 words.

**Choose some ideas about what went wrong from the box:**

too late (no bus)    had to run    heavy rain    wet clothes    no umbrella    ran into building  
didn't knock at the door    interrupted important meeting    had to wait outside    coffee  
spilled coffee on floor    after an hour: job interview    mobile phone rang    chewing gum  
forgot important documents at home    forgot what she wanted to say    no eye contact    ...

[illegible]

**1 Put the words in the correct order.**

1 asked / My father / if / me / I / the answer / knew

My father asked me if I knew the answer.....

2 thirsty / She / if / was / I / asked / me

.....

3 asked / her / if / Steve / wanted / an ice cream / she

.....

4 We / where / asked / her / she / bought / her shoes / had

.....

5 I / what / her telephone number / asked / was / her

.....

6 the film / him / if / She / before / asked / seen / had / he

.....

7 I / where / him / was / going / he / asked

.....

8 her / if / He / asked / some / she / help / homework / with / her / wanted

.....

**1**

**a Write the reported questions.**

**An interview with Paul Stuart, tour guide.**

Two days ago, Paul Stuart was interviewed about his job as a tour guide for a new teenage magazine. The following questions are taken from the interview with Paul:

- 1 Have you always worked as a tour guide?
- 2 Why is it the ideal job for you?
- 3 Do you sometimes get very tired in your job?
- 4 Have you ever experienced a dangerous situation?
- 5 What are your favourite countries and cities?
- 6 Can you recommend working as a tour guide?



- 1 .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....

**b Then write the complete interview for the website and use the following information for Paul's answers.**

- 1 no, bank clerk before that
- 2 likes meeting new people, loves travelling, never boring
- 3 sometimes yes, especially with large groups, not a nine-to-five job
- 4 once at a campsite: terrible thunderstorm, tents were flooded, trees blown down
- 5 countries – Italy, Spain; cities – Rome, Florence, Barcelona
- 6 absolutely yes, great challenge

- 1 .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....

# More Essential English

## 1 Find the jobs and write them below the pictures.



rrfeam

.....  
.....



imren

.....  
.....



rtofcya  
wkeorr

.....  
.....



icsttsine

.....  
.....



dejug

.....  
.....



ffeoci  
kroerw

.....  
.....



osinrp  
endawr

.....  
.....



whuesaero  
krwreo

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.....



eortrp

.....  
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rcoaseib  
chtreea

.....  
.....

## 2 Find the 10 places where people work. Use the pictures in 1 to help you.

A	B	W	X	C	Q	W	K	G	S	G	D
N	L	A	B	O	R	A	T	O	R	Y	K
F	X	R	C	N	F	T	I	L	Z	M	Z
C	B	E	P	R	I	S	O	N	X	Y	H
H	J	H	O	T	E	L	F	K	M	G	X
P	C	O	U	R	T	D	F	T	O	F	P
Q	C	U	Y	X	W	M	I	N	E	A	Z
L	B	S	C	R	F	A	C	T	O	R	Y
W	U	E	A	U	P	V	E	M	S	M	J

## 3 Put the dialogues in the correct order.

### Dialogue 1

- ☐ 1 A What does your mum do?  
☐ A What's that?  
☐ B It's a place where people do all kinds of experiments.  
☐ B She works in a laboratory.

### Dialogue 2

- ☐ A That's a pity.  
☐ A John, how did the interview go?  
☐ A Oh, really? Why not?  
☐ B It didn't go very well.  
☐ B Yeah, it is. But maybe I can work there as a gardener in the summer.  
☐ B They don't need an office worker three weeks only.