

# Life Pre-intermediate Writing worksheet

## Answer key

### Units 7 & 8 Writing a formal email

1 Students' own answers

2 1 sales representative

2 organising activities, working as a shop assistant/working in sales, working with customers

3 his experience, he works well in a team, he has good organisational skills, he is good with customers, he enjoys speaking in English

4 all of July and August

3 1 Purpose, 2 Experience, 3 Skills, 4 Future action

4 Possible answer

Dear Mr Daniels,  
I am writing about the job advertised ...

I would be happy to come to an interview next week.  
I look forward to hearing from you.  
Yours sincerely,  
Jess

5 *this* – refers to having experience working with customers

*These* – refers to Matt's skills (working well in a team, organisation skills, being good with customers and enjoying speaking in English)

6 1 These, 2 That, 3 those, 4 This

7 Possible answers

Skills: good communication skills / good with people; good at solving problems; speak three languages; knowledge in history and art; fast learner; good memory

Experience: worked at the information desk for a tours company; worked as a local tour guide; previous job in the museum

Interests: history, art and culture; travel and tourism;

Language: English (fluent); Spanish (intermediate); Japanese (beginner)

Time available: two days per week; every evening; weekends; Monday to Friday; summer (July and August)

## 8 Possible answer

Purpose	apply for the job as a museum guide
Skills	worked as a tour guide
Experience	fluent in English; knowledge in history and art; excellent memory; good with people;
Future action	available for interview can start work immediately

*9 Dear; I am writing to apply for ...; I have attached my CV for your reference; I am available for ...; I look forward to hearing from you; Yours sincerely*

## 10 Model answer

[DSN: set as an email]

To: [c.beavan@museumtours.com](mailto:c.beavan@museumtours.com)

Subject: museum guide job

Dear Mr Beavan,

I would like to apply for the position of museum guide during the summer. I have attached my CV for your reference.

I worked as a tour guide last year, and that gave me experience and confidence working with tourists.

I am fluent in English, and have good knowledge of history and art. I have excellent memory skills for learning facts, and I work well with people. I believe these are essential skills for the job.

I am happy to attend an interview and I can work Monday to Friday, including evenings.

I look forward to hearing from you.

Yours sincerely,

Sally

(112 words)

## 11 Students' own answers