



5th Lecture

2nd semester

Unit 7

Reading & Writing

Lecturer

Dr. Mohammed Lateef



7

The world of work

Present Perfect active and passive • Phrasal verbs • On the phone

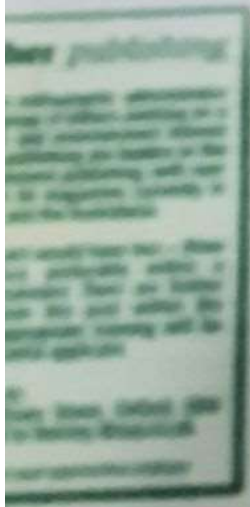
TEST YOUR GRAMMAR

- Answer these questions about you.
 - What do you do?
 - How long have you had your present job?
 - What did you do before that?
 - Which foreign countries have you been to?
 - When and why did you go there?
- Ask and answer the questions with a partner. Tell the class about your partner.
Samir is a student. He's been at Damascus University for ... Before that he was ...
- What tenses are used in the questions?



THE JOB INTERVIEW Present Perfect

- Read the job advertisement. Would you like this job? Do you have any of the qualifications?



Worldwatch Europe

Business Journalist

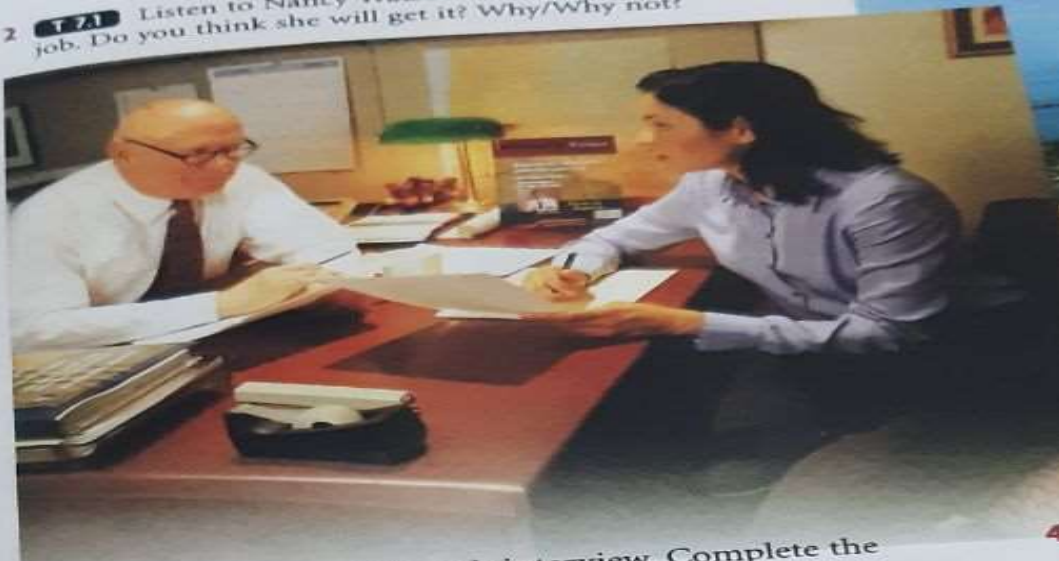
This international business magazine, with 1,000,000 readers worldwide, is seeking a journalist, based in Geneva, to cover business news in Europe.

Requirements:

- a master's degree in journalism
- at least two years' experience in business journalism
- fluent in French and German. If possible, some knowledge of Spanish
- excellent communication skills
- international travel experience is a plus

Please send CV and letter of application to:
 David Benton, Worldwatch Europe IPA
 56 Merritts Avenue, Overland Park, Reading RG2 6HD
 Visit us on the web: <http://www.wep@ipc.co.uk>

- 2 **T 7.1** Listen to Nancy Watson being interviewed for the job. Do you think she will get it? Why/Why not?



- 3 Read the first part of Nancy's interview. Complete the sentences with *do*, *did*, or *have*.

D Who _____ you work for now, Nancy?

N I work for Intertec Publishing. We publish international business magazines.

D I see. And how long _____ you worked for them?

N I _____ worked there for nearly five years.

D And how long _____ you been in charge of Eastern Europe publications?

N For two years.

D And what _____ you do before you were at Intertec?

N I worked for the BBC World Service.

- T 7.1** Listen again and check.

GRAMMAR SPOT

1 Does Nancy still work for Intertec? Does she still work for the BBC?

2 Nancy says:

I **work** for Intertec Publishing.

I've **worked** there for nearly five years.

I **worked** for the BBC World Service.

What are the different tenses? Why are they used?

▶▶ Grammar Reference 7.1 and 7.2 pp143–144

Talking about you

3 Complete the sentences about you.

- 1 I've known my best friend for ...
- 2 I've been at this school since ...
- 3 I haven't learned to ... yet.
- 4 I've never ...
- 5 My mother/father has never ...
- 6 I started ... ago.
- 7 I've lived in ... since ...
- 8 I went to ... when I was a child.

A LETTER OF APPLICATION

1 Read Nancy's letter of application and complete it using the phrases and words in the box.

I consider myself	experience	widely
As you will see	hard-working	fluently
I am writing in response	advertisement	CV
I look forward to hearing	on business	deadlines

-Worldwatch Europe IPA
56 Merritts Avenue
Overland Park
Reading
RG2 6HD

Dear Mr Benton,

_____ to your _____ in today's *Guardian* for a journalist based in Geneva.

_____ from the enclosed _____, I studied journalism and modern languages at University College, London, and went on to do a master's in journalism at Queen Mary's College, London.

_____ the ideal candidate for the job because I have all the relevant _____. In my present job I am in charge of Eastern Europe publications for Intertec Publishing. Before this, I worked for the BBC World Service, at first covering Mexico and Argentina, then Europe. I have travelled _____ in South America and Europe. In my present job I frequently go to Japan _____. I speak French, German, and Spanish _____.

I am an enthusiastic and _____ person. I am good at organizing people and can meet _____.

_____ from you in the near future.

Yours sincerely,

Nancy Watson

2 Answer the questions.

- 1 What job is Nancy applying for?
- 2 Where did she hear about the vacancy?
- 3 What is she sending with her letter?
- 4 Look at her letter and the advert. Why does she think she is right for the job?

Worldwatch Europe

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3 You are going to write a letter of application. Read the job advertisement below.



TRANS-GLOBE TOURS

TOUR GUIDES

We are looking for enthusiastic, hard-working, friendly people who

- have good interpersonal skills
- speak two or more languages fluently
- have a genuine interest in other countries and cultures
- want to see the world

Please apply with CV to:

Martin Ruane, Personnel Manager
Trans-Globe Tours, Victoria Square, London SW1 6VC

4 Answer the questions in exercise 2 about *you*. Use your answers to write your letter of application for Trans-Globe Tours. Write about 200 words.