Look at the job adverts and the email and do the exercises to improve your email writing skills.

Preparation
Complete the expressions with a verb from the box.

<table>
<thead>
<tr>
<th>work</th>
<th>use</th>
<th>drive</th>
</tr>
</thead>
<tbody>
<tr>
<td>cook</td>
<td>teach</td>
<td>speak</td>
</tr>
</tbody>
</table>

1. _____________ maths
2. _____________ a car
3. _____________ a meal
4. _____________ with people
5. _____________ a computer
6. _____________ a language

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**Jobs**

**Football Trainer Wanted**
UNIVERSITY OF HOBBN football team.
Do you like football?
Can you teach football?
Can you organise a group of people?
Can you speak English?
Can you drive a car?

Yes? Send us an email at jobs@uoh.edu.uk-sports

**Jobs at university sports café**
Do you like working with people?
Can you cook?
Can you speak languages?
Can you use a computer?

Yes? Send us an email at jobs@uoh.edu.uk-sports

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**Email**

From: lenty@dsmail.com

To: jobs@uoh.edu.uk-sports

*Subject:* Jobs

Dear Hoburn University Sports Club,

Please send me information about the job at the sports café.

I am friendly and I love working with people. I can cook well, especially pasta and pizza. I can speak English, Spanish and a little German. I can use a computer very well.

Best regards,

Lenny Tyler

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www.britishcouncil.org/learnenglishteens

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1. **Check your understanding: multiple choice**
Circle the best job for these people.

1. Hiroshi, 22  
   I love all team sports, especially football.  
   Football trainer  Sports café staff

2. Tom, 18  
   I can drive and I have my own car.  
   Football trainer  Sports café staff

3. Hooi Yi, 18  
   I have basic computer skills and I can use all MS software.  
   Football trainer  Sports café staff

4. Sophie, 19  
   I love to help other people learn how to play sports.  
   Football trainer  Sports café staff

5. Paolo, 17  
   I can speak English and French. I can also speak a little Japanese and some Thai.  
   Football trainer  Sports café staff

6. Erik, 21  
   I love to be in the kitchen, and I can cook very well.  
   Football trainer  Sports café staff
2. Check your writing: ordering – email structure

Write a number (1-7) to put these parts of an email in order.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Best regards</td>
<td></td>
</tr>
<tr>
<td>To: <a href="mailto:jobs@uoh.edu.uk-sports">jobs@uoh.edu.uk-sports</a></td>
<td></td>
</tr>
<tr>
<td>Shannon McGinty</td>
<td></td>
</tr>
<tr>
<td>Dear Hoburn University Sports Club</td>
<td></td>
</tr>
<tr>
<td>Please send me information about the job of trainer for the UOH football team.</td>
<td></td>
</tr>
<tr>
<td>Subject: Job</td>
<td></td>
</tr>
<tr>
<td>I love football and I play football every day. I teach football to children at a school too. I organise all the children’s football teams at the school. I can speak two languages: English and Italian. I can drive a car and I have got my own car.</td>
<td></td>
</tr>
</tbody>
</table>

3. Check your writing: gap fill

Fill the gaps with a word or phrase from the box.

<table>
<thead>
<tr>
<th>Please</th>
<th>I can speak</th>
<th>I love</th>
<th>Dear</th>
<th>Best</th>
</tr>
</thead>
<tbody>
<tr>
<td>about</td>
<td>I can</td>
<td>Subject:</td>
<td>To:</td>
<td></td>
</tr>
</tbody>
</table>

_______________ jobs@uoh.edu.uk-sports
_______________ Job

_______________ Hoburn University Sports Club,
_______________ send me information ________________ the job of receptionist at the gym.
_______________ Japanese and Chinese. ________________ sports and working with people, and ________________ use a computer very well.
_______________ regards,
Riku Kato

Discussion

Do you have a part-time job? What type of job would you like to do?