

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

Preparation

Match the vocabulary with the correct definition and write a–f next to the number 1–6.

- | | |
|---------------------------|--|
| 1..... instructor | a. someone who studies at university |
| 2..... guitar | b. someone who teaches or shows students how to do something |
| 3..... drama | c. the process of acting or performing in front of an audience |
| 4..... photography | d. the process of taking pictures using a camera |
| 5..... university student | e. the process of drawing, painting or making models |
| 6..... art | f. a musical instrument with six strings |

Active Summer activity courses

We are looking for university students to work with children on our activity courses in July and August this summer.

We need instructors for the following activities:

swimming, football, tennis, drama, art, music, photography

Courses are:

Course 1: July 1st – 15th

Course 2: July 16th – 31st

Course 3: August 1st – 15th

Course 4: August 16th – 31st

For more information, email Mr Smith at jobs@activesummer.co.uk
Please tell us which courses you would like to teach.

13:24
🔋

Cancel
New Message
Send

To: jobs@activesummer.co.uk

Cc:

Subject: Active Summer activity courses

Dear Mr Smith

I'm a university student and I'm interested in working on your activity courses this summer.

I'm studying drama at Central University and I love photography, so I would like to teach on those two courses. I'm also in the university swimming team and I'm learning to play the guitar.

I can work for the first two weeks of July and the last two weeks of August.

Best regards

Ben Brown

1. Check your understanding: information transfer

Read the email from Ben Brown and complete the application form for him.

Application Form	
1. First name:	_____
2. Surname:	_____
3. University:	_____
4. Courses he/she wants to teach (<i>circle</i>):	swimming football tennis drama art music photography
5. Courses he/she can work (<i>circle</i>):	Course 1 Course 2 Course 3 Course 4

2. Check your writing: gap fill

Complete this application email with a word or phrase from the box.

I'm studying	Dear	I also	I'm interested in
I'm a	I love	Best regards	I can work for

¹ _____ Ms Cartwright,

² _____ university student and ³ _____ working on your summer camp this July.

⁴ _____ English and History, so I can help with the English classes. ⁵ _____ sports and I play football and basketball in the university team. I can organise some fun sports activities at the camp. ⁶ _____ have experience of looking after children.

⁷ _____ the last week of June and the first three weeks of July.

⁸ _____,

Ariana Ibrahim

Discussion

Have you ever had a summer job?