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.

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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 (circle):
   swimming  football  tennis  drama
   art  music  photography
5. Courses he/she can work (circle):
   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?