

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

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:

<b>Course 1:</b> July 1st – 15th	<b>Course 2:</b> July 16th – 31st
<b>Course 3:</b> August 1st – 15th	<b>Course 4:</b> August 16th – 31st

For more information, email Mr Smith at [jobs@activesummer.co.uk](mailto: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](mailto: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

<sup>1</sup> \_\_\_\_\_ Ms Cartwright,

<sup>2</sup> \_\_\_\_\_ university student and <sup>3</sup> \_\_\_\_\_ working on your summer camp this July.

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

<sup>7</sup> \_\_\_\_\_ the last week of June and the first three weeks of July.

<sup>8</sup> \_\_\_\_\_,

Ariana Ibrahim