

Answers to **Applying for a job – exercises****Preparation**

1. teach
2. drive
3. cook
4. work
5. use
6. speak

**1. Check your understanding: multiple choice**

1. Football trainer
2. Football trainer
3. Sports café staff
4. Football trainer
5. Sports café staff
6. Sports café staff

**2. Check your writing: ordering – email structure**

- |   |   |
|---|---|
| 6 | Best regards  |
| 1 | To: jobs@uoh.edu.uk-sports  |
| 7 | Shannon McGinty   |
| 3 | Dear Hoburn University Sports Club  |
| 4 | Please send me information about the job of trainer for the UOH football team.  |
| 2 | Subject: Job  |
| 5 | 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. |

**3. Check your writing: gap fill**

To: jobs@uoh.edu.uk-sports

Subject: Job

Dear Hoburn University Sports Club,

Please send me information about the job of receptionist at the gym.

I can speak Japanese and Chinese. I love sports and working with people, and I can use a computer very well.

Best regards,

Riku Kato