

Reading L2RLO4

An Email About Job Applications

Learning Outcome 4: Comprehend basic routine, work-related or study-related letters, personal letters, emails which may be encountered locally and internationally

PREPARING TO READ

BUILDING VOCABULARY A The words in bold are used in the email on page 2. Read the sentences. Then match each word to its definition.

I would like to **apply for** a job at that company.

You should write all the important information about your studies on your **job application**.

We have a math **exam** next week, so I need to remember everything we studied in math this year.

I also try to make a good **first impression** when I meet people for the first time so they like me.

This my first **paid job**, so I'm looking forward to getting my money at the end of the month.

I want to organize my documents on my computer **effectively** so it's easy to find any document I need.

1. _____ (n) what people think about you when they meet you
2. _____ (n) work that you do for money
3. _____ (n) a formal test you take to show how much you know about something
4. _____ (v) to send documents to a company to tell them you want to work for them
5. _____ (adv) in a way that gives you the results you want
6. _____ (n) a document you send to a company to tell them you want to work for them

USING VOCABULARY B Discuss the questions with a partner.

1. What jobs would you like to **apply for** in the future?
2. How can you make a good **first impression** with your **job application**?
3. What things do you do to help you study **effectively**?

SKIMMING

C Read the email on page 2 quickly. In which area does Faisal want to get a job?

- a. libraries b. journalism c. photography

Hi Ahmad,

How are you? I hope you're having a good week.

¹ I wanted to ask you for some help with applying for a summer job. I want to get some experience in journalism, like working for a newspaper or website, or maybe a television studio. Do you think those places let students work for them in the summer? I can't work for free because I need to pay for my apartment and food and everything, so it would need to be a paid job.

² Do I need a photo of me to put on my job application, by the way? I know some people say it's a good idea to add a photo and some people think that it isn't. What did you do? If I need a photo, I will make an appointment at the photo studio. I want to look professional in my photo so I make a good first impression on the people from the companies I apply to.

³ At the moment, I'm still studying at university. I'm spending a lot of time in the library because we have some important exams next week. I usually arrive at the library at about 9:00 a.m. and stay until 5:00 p.m. I need to take some breaks in between so that I can study effectively. Then I usually go for a walk or get a coffee. I've made some cards with the most important information for each topic that I have to know about, and that's very helpful.

Thanks for your help. Talk to you soon.

Faisal

UNDERSTANDING THE READING

UNDERSTANDING MAIN IDEAS

A Read the email again. Answer the questions.

1. At what time of year does Faisal want to work? _____
2. Does Faisal need to get paid for his work? _____
3. Faisal is not sure if he should put what in his application? _____
4. Why is Faisal studying a lot at the moment? _____

UNDERSTANDING DETAILS

B According to the email, is each sentence below true? Or is it not mentioned? Choose T for *true*, F for *false* or NG for *not given*.

- | | | | |
|---|---|---|----|
| 1. Faisal is only interested in working for a newspaper or website. | T | F | NG |
| 2. Faisal doesn't need to pay for the place where he lives. | T | F | NG |
| 3. Faisal wants to know if Ahmad used a photo in his job application. | T | F | NG |
| 4. Faisal spends 8–9 hours a day in the library, with breaks in between. | T | F | NG |
| 5. When Faisal takes a break, he drinks tea. | T | F | NG |
| 6. Faisal has to remember everything he's learned in the last three years for his exam. | T | F | NG |

CRITICAL THINKING: REFLECT

C Complete the sentences with your own ideas.

1. I would like to apply for a summer job as a(n) _____ .
2. I would like to do this job because I want to _____ .
3. When I'm studying for exams, I find it helpful to _____ .

DEVELOPING READING SKILLS

READING SKILL Skimming for Main Ideas

When you skim a text, you read it quickly to get a good general idea of its meaning. We often use skimming when we read texts like emails and newspaper articles because we want to quickly understand the most important points in these texts. Remember that you don't need to read every word in a text when you skim, only the key words that give information about the topic of the text.

READING SKILL FOCUS

A Skim the email. Find and write the main idea in each paragraph.

1. paragraph 1 _____
2. paragraph 2 _____
3. paragraph 3 _____