

G. Choose the correct alternative.

Dear Austin Hensley,

Thank you for your _____ (1) for the position of tourist guide at HSA Tours in Edinburgh next summer. At this point, we are currently responding to the selected _____ (2) that best fit our job _____ (3).

As you may know, HSA Tours is mainly focused on foreign students visiting our city. I am precisely pleased to see from your _____ (4) and _____ (5) that you have a lot of interest in history and geography. I also see that you have work _____ (6) as an information desk assistant.

The _____ (7) for application is 15th March. You will be contacted within two weeks of this date to schedule an _____ (8). I would advise that you check your e-mail often.

You might be asked to give the contact details of your previous employer as your _____ (9).

Yours _____ (10),

Olivia Brooks, Manager, Human Resources

- | | | | |
|--------------------|---------------|-----------------|---------------------|
| 1. a. Applying | b. applicant | c. application | d. Apply |
| 2. a. candidates | b. benefits | c. staff | d. Colleagues |
| 3. a. permanent | b. temporary | c. requirements | d. Skills |
| 4. a. CV | b. asset | c. salary | d. Vacancy |
| 5. a. Deadline | b. colleague | c. shift | d. letter of intent |
| 6. a. presentation | b. experiment | c. performance | d. Experience |
| 7. a. deadline | b. date | c. limit | d. Terminal |
| 8. a. interviewing | b. interview | c. interviewee | d. Interviewer |
| 9. a. guide | b. reference | c. credit | d. Referent |
| 10. a. sincere | b. faithful | c. sincerely | d. Faithfully |

H. Complete the statements using the correct words.

deadline / asset / vacancy / candidate / staff / shift / colleagues

1. I need to discuss the new year's budget with my _____ .
2. Jason works the late _____ this week. He will be working till midnight.
3. I bet Frank will miss the _____ to apply for the job. He has a lot on his plate at the moment.
4. He is really well qualified. I'm sure he'll be the strongest _____ for the position.
5. The new designer will be a valuable _____ to our company. She looks extremely enthusiastic
6. I'm going to graduate next term. I'll check if there is a permanent _____ for an engineer in the factory.
7. I will never stay in La Beach Hotel again. The _____ was so rude and offensive