

A job for Tom?

Replying to a job advert

Do you enjoy working with people?
 Are you happy to show tourists the beautiful places in your town?
 Do you speak French and German?
 Can you work flexible hours?
 Then apply in writing for the job of tour guide.
 Send an email to Ms Foster at Yourguide@web.com

Tom is interested in this job. Read the text and complete Tom's email.

From:	Tom Cooper
To:	Yourguide@web.com
Subject:	Application for the job of tour guide

Dear _____,

I am writing to apply for the job of ____ _____. I am 25 years old, enjoy _____ and can speak _____.

I look forward to hearing from you.

_____,

Tom Cooper

Would you like to work as a tour guide? Talk to your partner and report.

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Job Interview

Tom (TC) has a job interview with Sandra Foster (SF). Cut out the cards and put the dialogue in the correct order.

SF: Good afternoon, Mr Cooper. Nice to meet you.	TC: Good afternoon, Ms Foster. Nice to meet you too.
SF: Mr Cooper, I have some questions for you.	TC: Yes, of course.
SF: Mr Cooper, do you speak French and German?	TC: Yes, I do. My mother is French, and I have a lot of friends in Germany, so I often travel there.
SF: And are you interested in history?	TC: Yes, very much. I read a lot of history books.
SF: Very good. Can you work in the evenings and at the weekend? We offer special tours like the Romantic Walk around the Castle, and of course there are a lot of tours at the weekends.	TC: That's no problem for me. I'm very flexible, and I like flexible working hours.
SF: Just one more question. Can you also work abroad? We offer trips to Paris and to Munich, too.	TC: Yes! I love travelling, and a combination of hobby and job is simply perfect!
SF: That's really fantastic, Mr Cooper! Welcome to the team!	

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Teacher's notes

Preparation

Copy one set for each student. Either cut the dialogue cards apart, or bring enough pairs of scissors for the students to cut them apart.

In class

You can do this activity individually or as pair work. Hand out a set to every student or one set per pair. Have students read the job advertisement and fill in Tom's email. Students should then cut out the dialogue cards and put them in the correct order. They read the conversation out in pairs for you to check. Then they talk about whether they would like to be a tour guide and report back to the whole group.

Key: email

From:	Tom Cooper
To:	Yourguide@web.com
Subject:	Application for the job of tour guide

Dear Ms Foster,

I am writing to apply for the job of tour guide. I am 25 years old, enjoy working with people and can speak French and German.

I look forward to hearing from you.

Regards,

Tom Cooper

Key: job interview (Suggested solution: there is more than one correct answer.)

SF: Good afternoon, Mr Cooper. Nice to meet you.

TC: Good afternoon, Ms Foster. Nice to meet you too.

SF: Mr Cooper, I have some questions for you.

TC: Yes, of course.

SF: Mr Cooper, do you speak French and German?

TC: Yes, I do. My mother is French, and I have a lot of friends in Germany, so I often travel there.

SF: And are you interested in history?

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TC: Yes ! I love travelling, and a combination of hobby and job is simply perfect!

SF: That's really fantastic, Mr Cooper! Welcome to the team!