

Grade 12 Module 5

just the job



quit	يستقيل - هجر	employment	توظيف	business	عمل - تجارة
resigned	مستقيل-مستسلم	pay rise	زيادة الراتب	corporation	مؤسسة
supervisor	مشرف - مراقب	hire	يوظف - يستأجر	personnel	شؤون الموظفين
firm	شركة	manager	مدير - اداري	be/get sacked	يطرد - يعزل

quit employment hire job personnel resigned firm pay
rise manager corporation sacked supervisor

1. Young people are finding it difficult to find a _____ after leaving university.
2. Richard works for a _____ that is based in the city centre.
3. We have decided to _____ two new people to deal with the extra workload.
4. I can't see us getting a _____ during this financial crisis.
5. Over half of the _____ at the factory had to stay and work overtime.
6. If you have any complaints, I suggest you speak with your _____ about it.
7. After working with us for ten years, Jeremy _____ and moved to Australia.
8. Alan believes he was _____ from his post because he had an argument with Mr Webster.

confess	يعترف، يقر بالذنب	visualise	يتخيل، يتصور	requirement	مطلب
bizarre	غريب	candidate	مرشح	resourceful	واسع الحيلة

resourceful requirements candidates visualise bizarre confessed

1. That party was too _____ for me!
2. The killer _____ that he often drugged his victims before he killed them.
3. His father was a _____ and energetic man.
4. She did not _____ him either as a person or as a part of a system.
5. There are three _____ standing in the election.
6. Students who fail to meet the _____ of the course will fail.

discipline	الانضباط	head	رئيس، كبير	ethics	أخلاقيات
originality	أصالة	sustainable	مستدام	limb	أحد أطراف الانسان
adapt	يتأقلم				

sustainable originality head adapted limbs discipline

1. I don't have enough _____ to save money.
2. This furniture is made of wood from _____ sources.
3. We were impressed by the _____ of the children's work.
4. Many software companies have _____ popular programs to the new operating system.
5. The _____ of the History department is really honest.
6. He excelled in logic, the theory of knowledge, _____ and physics.
7. The accident victims mostly had injuries to their lower _____ .

Grammar

- Reported Speech**

الكلام المباشر و غير المباشر

Ali said, " I am happy."

Ali said that he was happy.

Direct speech

Indirect speech

لتحويل الجملة إلى غير المباشر نتبع الخطوات التالية:

1. حذف علامات التنصيص " "
2. حذف كلمات " do - does - did - please " من الأسئلة
3. تحويل الضمائر من متكلم و مخاطب إلى غائب: كما في الجدول التالي

متكلم أو مخاطب	غائب	متكلم أو مخاطب	غائب
I - you	he - she	my - your	his - her
we - you	they	our - your	their
me - you	him - her	mine - yours	his - hers
us - you	them	ours - yours	theirs

4. تحويل الأزمنة من مضارع إلى ماضي و من ماضي إلى ماضي تام و ذلك عندما يكون فعل القول في الماضي " said - told - asked " : كما في الجدول التالي

مضارع	ماضي	مضارع	ماضي
am - is	was	may	might
are	were	play	played
can	could	has played	had played
will	would	has lived	had lived
was playing	was playing / had been playing	played	played / had played

5. تحول بعض العبارات كما في الجدول التالي

now	then / immediately	these	those
tomorrow	the next day / the following day	this week	that week
yesterday	the day before / the previous day	last week	the week before / the previous week
tonight	that night	next week	the week after / the following week
today	that day	ago	before
this	that	here	there

- **Sub.+ said + that + pro. + past verb**

- Ahmed said, " I am playing football now."
- Ahmed said that he was playing football then.

- **Sub.+ told + n./pro + that + pro. + past verb**

- Ali said to Hady, " We will visit the zoo tomorrow."
- Ali told Hady that they would visit the zoo the following day.

Report the following sentences.(statements)

1. The weather forecaster said, " There are going to be downpours tomorrow."

2. Carmen said, " I have taken part in a tree-planting event two weeks ago."

3. " I can take the old newspapers to the recycling centre tomorrow," Barry said.

4. " You shouldn' t waste so much water," I told him.

5. " You can' t play outside today because it' s raining," Mum told them.

6. " I work in a bank"

She said _____

7. " We went out last night"

She told me _____

8. " I' m coming!"

She said _____

9. " I was waiting for the bus when he arrived"

She told me _____

10. " I didn' t go to the party"

She told me _____

11. " I will come later"

He said _____

12. " I can help you tomorrow"

She said _____

- **Yes / No Questions**
 - **Sub. + asked + n. / pro + if + n./pro + past verb**
- Teacher asked, “ Do you like playing football, Ahmed?”
- Teacher asked Ahmed if he liked playing football.
- **Wh Questions**
 - **Sub. + asked + n. / pro + wh الأداة + n./pro + past verb**
- Teacher asked, “ Where do you live, Ali?”
- Teacher asked Ali where he lived.

Report the following sentences. (Questions)

1. “ Have you read this report on global illiteracy?” Vicky asked Mina.

2. “ How much will it cost me to have solar panels installed on my house?” Josh asked him.

3. “ Where can I find information on Tuvalu?” Ahmed asked his teacher.

4. “ Have you read this report?” I asked them.

5. “ Will you take part in the beach clean-up next weekend?” I asked them.

6. “ Where is your umbrella?” she asked her daughter.

7. “ Do you like playing football?” John asked us.

8. The boss asked, “ What time are you going home today?”

9. “ Will you take the children to school today?” he asked.

10. “ Can you speak a foreign language?” she asked her.

الأمر المئبئ

- **Sub. + told** أي فعل آخر + n. / pro + to + v. (without to)
- Teacher asked, " Open the door please, Ali."
- Teacher told Ali to open the door.

الأمر المنفي

- **Sub. + told** أي فعل آخر + n. / pro + not to + v. (without to)
- Mother asked, " Don' t play in the street, Ali."
- Mother told Ali not play in the street.

سؤال الطلب: يُعامل مثل الأمر المئبئ

- **Sub. + told** أي فعل آخر + n. / pro + to + v. (without to)
- Ahmed asked, " Could you tell me the time, Hady?"
- Ahmed told Hady to tell him the time.

Report the following sentences. (Commands)

1. " Don't go out in the storm," Ian told me.

2. " Be careful when you drive on the icy roads," she told him.

3. " Turn off the light when you leave the room," he told me.

4. " Don' t put dirty bottles in the recycling bin," Jack told Ann.

5. The guard said to the driver, " Stop!"

6. She said to her father, " Please, please help me!"

7. Steve said to Dave, " Please help me with this."

8. She said to him, " Open the window, please."

9. The doctor said to the patient, " Come back to see me again next week."

10. Teacher said, " Do your homework every day, Ahmed."

Introductory Verbs

warn	يحذر	advise	ينصح	notify	يبلغ
threaten	يهدد	suggest	يقترح	admit	يعترف
forbid	يحرم	encourage	يشجع	wonder	يتساءل
deny	ينكر	refuse	يرفض	remind	يذكر
agree	يوافق	invite	يدعو	accuse	يتهم
boast	يتباهى	complain	يشكو	insist	يصر على
explain	يفسر - يشرح	exclaim	يتعجب	promise	يوعد

Important Notes

1- Verb tenses change in reported speech when we consider what the speaker said to be untrue.

A snake is a mammal. → He said that a snake was a mammal. (We know it is not.)

2- Verb tenses can either change or remain the same in reported speech when reporting a general truth or law of nature.

The professor said, " The sun is a star." → The professor said (that) the sun is/was a star.

3- Verb tenses remain the same in reported speech:

a) when the introductory verb is in the **present, future** or **present perfect**.

*Debbie **has** (often) **said**, " I love animals." Debbie has (often) said that she **loves** animals.*

b) in **type 2** and **3 conditionals**.

*" If I **were** you, I **would walk** to school," she said to me.*

*She told me (that) if she **were** me, she **would walk** to school.*

4- Reported questions are usually introduced with the verbs **ask, inquire, wonder**, or the expression **want to know**

- Modal verbs in reported speech

He said, " I ll watch the programme on climate change later."

→ He said (that) he **would** watch the programme on climate change later.

He said, " I can' t come to the meeting."

→ He said (that) he **couldn'** t come to the meeting.

He said, " You should wait until it stops raining."

→ He said (that) I **should** wait until it stopped raining.

He said, " Where shall I put the empty cans?"

→ He asked me where he **should** put the empty cans. (**information**)

He said, " We must reduce our carbon footprint."

→ He said (that) we **had to** reduce our carbon footprint. (**obligation**)

He said, " They must be the reporters."

→ He said (that) they **must be** the reporters. (**deduction**)

Introductory Verb Direct Speech Reported Speech

+ to-inf

agree	demand	offer	promise
refuse	threaten	claim	

- “ OK, I’ ll go to the beach clean-up.” → He **agreed to go** to the beach clean-up.
 “ I want to talk about the real issues!” → He **demanded to talk** to me about the real issues.
 “ I’ ll sweep up the leaves.” → He **offered to record** the documentary for me.
 “ No, I won’ t help with your campaign.” → He **promised to sweep** up the leaves.

+ sb + to-inf

advise	allow	ask	command	want	remind	urge	instruct
encourage	forbid	beg	order	warn	permit	invite	

- “ You should ask an expert.” → He **advised me to ask** an expert.
 “ Please, don’ t buy GM foods.” → He **asked us not to buy** GM foods.
 “ Go outside!” → He **commanded us to go** outside.
 “ Come on, try it.” → He **encouraged me to try** it.
 “ You mustn’ t leave the house.” → He **forbade me to leave** the house.
 “ Would you like to eat dinner with us?” → He **invited me to eat** dinner with them.

+ -ing form

accuse sb of	apologise for	deny	insist on
admit (to)	complain to sb about	boast about	suggest + -ing form

- “ You cut down those trees!” → He **accused me of cutting** down the trees.
 “ I’ m sorry I dropped litter in the park.” → He **apologised for dropping** litter in the park.
 “ Yes, I broke the glass.” → He **admitted (to) breaking** the glass.
 “ I give more money to charity.” → He **boasted about giving** more money to charity.

+ that-clause

agree	claim	deny	explain	promise
boast	complain	exclaim	inform sb	suggest

- “ I swam across the river.” → He claimed that he had swum across the river.
 “ I didn’ t use your umbrella.” → He denied that he had used my umbrella.
 “ It’ s horrific!” → He exclaimed that it was horrific.
 “ The volcano is no longer active.” → He explained that the volcano was no longer active.
 “ I’ ll wear a coat.” → He promised that he would wear a coat.

Wonder → where/what/why/how + clause (when the subject of the introductory verb is not the same as the subject in the reported question) wonder + whether + to-inf or clause	Wonder → where/what/how + to-inf (when the subject of the infinitive is the same as the subject of the introductory verb)
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He asked himself, " Where is Ali?" → He **wondered where** Ali was.
He asked himself, " Why is he shouting?" → He **wondered why** he was shouting.
He asked himself, " What is he carrying?" → He **wondered what** he was carrying.
He asked himself, " Should I ask her for help?" → He **wondered whether to** ask her for help.

He asked himself, " Where should I sit?" → He **wondered where to** sit.
He asked himself, " What can I say?" → He **wondered what to** say.
He asked himself, " How can I help?" → He **wondered how to** help.

1. Read the following sentence.

" I want to join Greenpeace," Ben said.

- A. Ben asked that he wanted to join Greenpeace.
- B. Ben said that he wanted to join Greenpeace.
- C. Ben said that he wants to join Greenpeace.
- D. Ben said that I wanted to join Greenpeace.

2. " I' m watching a video on deforestation," Ian said to me.

- A. Ian told me that he is watching a video on deforestation.
- B. Ian told me that I was watching a video on deforestation.
- C. Ian told me that he was watching a video on deforestation.
- D. Ian asked me that he was watching a video on deforestation.

3. " I' ve put the recyclables in the bin," Tom said.

- A. Tom told that he had put the recyclables in the bin.
- B. Tom said that he has put the recyclables in the bin.
- C. Tom said that he had put the recyclables in the bin.
- D. Tom asked that he put the recyclables in the bin.

4. " The forest burnt down last year," Adam told us.

- A. Adam asked us that the forest had burnt down the year before.
- B. Adam told us that the forest has burnt down the year before.
- C. Adam told us that the forest had burnt down the year before.
- D. Adam told us that the forest was burnt down the year before.

5. " Leave them on my desk," Sue said.

- A. Sue told me that I left them on her desk.
- B. Sue told me leave to them on her desk.
- C. Sue said me to leave them on her desk.
- D. Sue told me to leave them on her desk.

6. " Don't tell anyone," she said to me.

- A. She told me not to tell anyone.
- B. She told me to not tell anyone.
- C. She told me don' t tell anyone.
- D. She told me not tell anyone.

7. " Will you take the children to school today? " he asked.

- A. He asked if you would take the children to the school that day.
- B. He asked if I would take the children to the school that day.
- C. He asked if I will take the children to the school that day.
- D. He asked if I would take the children to the school today.

8. " Who called you today? " she asked.

- A. She asked who have called me that day.
- B. She asked who has called me that day.
- C. She asked who had called me that day.
- D. She asked who had called me today.

9. " When will you decorate the kitchen? " Martha asked.

Which sentence best reports the sentence above?

- A. Martha asked when I will decorate the kitchen.
- B. Martha asked when I would decorate the kitchen.
- C. Martha asked when he would decorate the kitchen.
- D. Martha asked when she would decorate the kitchen.

10. Read the following sentence.

Father asked, " Will you help me lift these boxes, please? "

Which sentence best reports the sentence above?

- A. Father asked me if he would help him lift those boxes.
- B. Father asked me if I would help him lift those boxes.
- C. Father asked me if I would help him lift these boxes.
- D. Father asked me if I will help him lift those boxes.

11. Steven explained _____ Brenda was ill and wouldn' t be coming to school.

- A. that
- B. to
- C. not to
- D. if

12. Chloe said that she was getting a new assistant the _____ week.

- A. last
- B. next
- B. following
- D. previous

13. The doctor warned Harry that he _____ have back problems if he didn' t lose weight.

- A. can
- B. will
- B. would
- D. would have

14. Donald said that he _____ to Aruba on holiday a long time ago.
A. go B. goes C. had gone D. has gone
15. Timothy asked his colleague _____ going to finish using the photocopy machine.
A. when is he b. when he was c. whether he' s d. when was he
16. The museum' s security guard asked _____ taking pictures of the paintings.
A. me stopping b. to me to stop c. to stop me d. me to stop
17. Sally asked me _____ time to drive her to her job interview.
A. if I had b. if having c. do I have d. to have
18. Our boss told us _____ late for the presentation.
A. not being b. not to be c. to not be d. not be
19. John wanted to know _____ prepared for the meeting, so I showed him.
A. had I b. if I have c. what I had d. what had I
20. Diane revealed her secret but asked me _____ anyone.
A. not tell b. not to tell c. don' t tell d. to not tell
21. Helen begged me _____ her with the housework.
A. to help b. if I can help c. can I help d. help
22. George wondered _____ for a position in the firm I work for.
A. should he have applied b. should he apply
c. whether applying d. if he should apply
23. Mr Roberts advised his students _____ well for the exam because it would be difficult.
A. study b. studying c. to study d. that they study
24. The interviewer wanted to know _____ there was a chance that I would work on Saturdays.
A. would b. whether c. why d. if not
25. My supervisor promised _____ us to leave early because of all the overtime that we had been doing.
a. allows b. allowing c. to allow d. allow
26. The children' s mother told them _____ in the street.
a. to play not b. don' t play c. to not play d. not to play

27. Mary informed her son that she _____ late.

- a. is being b. be c. would be d. going to be

28. Kevin announced that he _____ his job the previous week.

- a. will quit b. would quit c. quit d. had quit

29. Pauline asked Fay _____ that morning.

- a. where has she been b. where she had been
c. where had she been d. if she had been

Report the following sentences using the words in brackets. (introductory verbs)

1. " I won' t buy these products," she said. (REFUSED)

She _____ products.

2. " I was standing on the hillside when the tsunami hit," she said. (EXPLAINED)

She _____ on the hillside when the tsunami hit.

3. " I want to speak to you about this electricity bill," Frank told me. (DEMANDED)

Frank _____ about the electricity bill.

4. " All right, I' ll help with the beach clean-up," he said. (AGREED)

He _____ clean up the beach.

5. " I didn' t download that album illegally!" he said. (DENIED)

He _____ illegally.

6. " Lower your weapons," the colonel told the soldiers. (commanded)

7. " You should not go on the trip to the Science Museum if you aren't feeling well," Mary said to Thomas. (advised)

8. " Why don' t we go to the Young Inventors Exhibition next week?" Lucy said. (suggested)

9. " Don' t touch the exhibits, please," the museum guide told us. (asked)

10. " Leave the room now!" the teacher told the unruly student. (ordered)

11. " Please, please let me stay up late to watch the film, Mum," Mia said. (begged)

12. " Yes, I downloaded that film without paying," she said. (admitted)

13. " Stop bullying your classmates or I' ll expel you," the teacher told Kelly. (warned)

14. " Would you like to come in?" Julia asked. (invited)

15. " You should join Greenpeace," he told me. (encouraged)

16. " Shall I buy this?" she asked herself. (wondered)

17. " Global warming will affect everyone," she said. (informed)

18. " You don' t care about global issues," he said. (complained)

19. " There' s a blizzard coming," he said to us. (warned)

20. " You left the tap running!" Paul told Jim. (accused)

Test yourself

1. ' Where will you go on holiday?'

Mandy asked me _____.

2. ' Please post this package for me.'

Olivia asked me _____.

3. ' Join the meeting once you have finished the project.'

The director told Steve _____.

4. ' How does the printer turn off?'

I asked Jack _____.

5. ' Are you thinking of moving house?'

My neighbour wanted to know _____.

6. ' Don' t talk to strangers on your way home from school.'

The teacher warned the children _____.

7. ' Would you please show me the way to the manager' s office?'

The man asked me _____.

8. ' Can I borrow your motorbike?'

Mark wondered _____.

9. ' I borrowed your jacket without asking,' said Sally.

Sally admitted _____.

10. ' I hope you don' t forget to get some batteries on your way home,' Tom said to me.

Tom reminded _____.

11. ' Yes, I' ll help you redecorate your living room,' said Jackie.

Jackie agreed _____.

12. ' You shouldn' t talk to strangers,' Granny said to the children.

Granny advised _____.

13. ' My back has been hurting a lot today,' Joe said to Frank.

Joe complained _____.

14. ' Terry may return from his trip tomorrow,' said Claire.

Claire said _____.

15. ' I can show you around campus,' said Kevin to the new student.

Kevin told _____.

16. ' I didn' t get a pay rise,' said Jack.

Jack denied _____.

17. ' I didn' t attend the business dinner. I' m terribly sorry,' said Jake.

Jake apologised _____.

18. ' You should work harder if you want that promotion,' Mr Hyde told me.

Mr Hyde advised _____.

19. ' I' m not going to help you because I' m too busy,' Ryan told me.

Ryan refused _____.

20. ' Tina is looking for a flat in the city centre,' Betty said to me.

Betty told _____.

21. ' We' ll call you for another interview,' Ms Brown said to the applicant.

MS Brown informed _____.

22. ' Let' s take up a new hobby,' Walter said.

Walter suggested _____ .

23. ' Why are you going to quit your job?' Claire asked Henry.

24. ' Have you ever made a presentation in front of an audience?' I asked Tom.

25. ' Could you please make some photocopies for me?' Brett said to his colleague.

26. ' Don' t forget to call our business partner in Rome,' Mrs Clifton said to me.

27. ' Where can I sign up for the seminar?' Lucy asked Betty.

28. ' Write down the main points of the meeting,' Mr Skinner said to his personal assistant.

29. ' Get out of your car,' the police officer said to the driver. order

30. ' OK. I' ll help you with your CV,' Jake told his sister. agree

31. ' You can take a ten-minute break to get some coffee,' Catrina told us. permit

32. ' Don' t forget to update your CV before sending it,' Mike said to me. remind

33. ' Let me talk to someone in charge now!' Hilary said. demand

34. ' If the project isn' t finished today, I' ll make all the employees work overtime,' said Annabel. threaten

35. ' How long did you work at the previous company? Mr Powell asked me. want to know

36. ' Will I get a bonus for all my hard work this year? ' thought Elizabeth. wonder

37. ' I didn' t break the vase,' said Vanessa. deny

38. ' You will not borrow the car tonight,' Dad said to Louis. forbid

39. ' Why don' t we go out to dinner this Friday?' said Natalie. suggest

40. ' I want you all to dress formally for the event,' my supervisor said. insist

41. ' If the neighbours don' t stop throwing rubbish into our garden, I will call the police!' said Mrs Clark. threaten

42. ' I want to speak to the owner!' yelled the man. demand

43. ' I' d like you to come to my wedding next month,' said Lisa to Debbie. invite

44. ' If I get a promotion at work, I will take you to the Bahamas,' Mr Wilson said to his wife. Promise

Reading

From: James Hunter

To: Adrien Boucher

Subject: applying for the job of tour leader

Dear Sir/Madam

1. With reference to your advertisement on the JobFinders.com website, it is my pleasure to let you know that I am interested in applying for the post of tour leader for French students. I am 26 years old and I am currently studying for a diploma in Tourism at Paris University. After that, I hope to follow a career in the travel industry. During the last few summer holidays, I have worked as a youth leader in France and I enjoyed the work very much. In the future, I would like to do something more inspiring and varied, and for this reason I am interested in the job of tour leader, taking students to London.

2. I feel that I would be well-suited for this job as I enjoy working with young people. I have a lot of energy and I am also responsible and reliable. You will notice from my attached CV that I have supervised children on a range of sports and cultural activities as well as dealing with transport arrangements. You will also notice that my English is excellent, and I have a Certificate from the British Council here in Paris.

3. I would be grateful if you can consider my application. I have also attached two contact references, one is from a university professor and the other is from the summer program where I worked last year.

4. I am available for an interview in Paris any weekday afternoon and you can email or call me on my number.

I look forward to hearing from you

.....

Adrien Boucher

1. Why does Adrien write this email?

- A. to request a job interview
- B. to get information about a job
- C. to invite some students to Paris
- D. to suggest a summer programme

2. Who is the target recipient of this email?

- A. Mr. Hunter
- B. Mr. Boucher
- C. The British Council
- D. The University of Paris

3. Who is the sender of this email?

- A. Mr. Hunter
- B. Mr. Boucher
- C. The British Council
- D. The University of Paris

4. Based on the type of this email, which of the following BEST ends it?

- A. Bye for now
- B. Yours faithfully
- C. See you in Paris
- D. From Paris with love

5. Based on paragraph (1), what job does Adrien want to do in the future? What reason does he give for his choice?

Targeted job	
Reason for choice	

5. From paragraph (2), mention the TWO qualities that make Adrien a good candidate for the job.

Quality 1	
Quality 2	

6. What programmes has he supervised? Mention two programmes.

Program 1	
Program 2	

Dear Mr Chan

1 I am writing to apply for the post of Management Trainee, which was advertised on the Student Affairs Office notice board of the Hong Kong Polytechnic University on 26 March 2016.

2 Currently I am studying a B.A. in Management at the Hong Kong Polytechnic University, graduating in 2016. Subjects which I am studying that are relevant to the post of Management Trainee include Operations Management, Human Resources Management, Accounting, Marketing and Strategic Management.

3 My working experience at Lucky Star Garment Manufactory Limited improved my leadership skills, communication skills and ability to work in a team environment. I have fluent spoken and written English. I also have fluent spoken and written Mandarin and can therefore work in mainland China.

During my studies I have held the post of Executive in the Management Society. While leading and organizing Management Society activities I have improved my ability to lead and supervise subordinates effectively, ability to work under pressure and ability to work in a team environment.

4 My final year project is entitled Knowledge Management Practices in HK. Carrying out this project has improved my communication skills, my leadership skills and my ability to lead and supervise subordinates effectively. I have also learned how to run a project from the planning stage to its completion.

5 Working for Wong And Lim Consulting appeals to me because it has a good reputation and it provides excellent training. Your organization produces a high-quality service, and I can contribute to this with my leadership skills and my ability to work under pressure.

6. In addition, I am a hard-working person who can work under pressure. I am a reliable one who keeps secrets of staff as well as being innovative and trustful.

7 I am available for interview at any time. I can be contacted most easily on the mobile phone number given above. I look forward to meeting you.

Erin Adams

1. What is the purpose of the letter?

- A. To apply for a position in Students' Affairs
- B. To apply for a position in advertising
- C. To apply for a position in managing
- D. To apply for a position in teaching

2. Who Erin Adams?

- A. the manager of the Hong Kong Polytechnic University
- B. the target reader of this email
- C. the recipient of this email
- D. the sender of this email

3. Who is the target recipient /audience of the letter?

- A. Mr. Chan
- B. Mr. Erin Adams
- C. student affairs
- D. the staff of company

4. Who is the sender of this letter?

- A. Mr. Chan
- B. Mr. Erin Adams
- C. student affairs
- D. the staff of company

5. What does he study in Hong Kong Polytechnic University?

- A. B.A. in Management
- B. B.A. in Engineering
- C. B.A. in Medicine
- D. B.A. in Teaching

6. Based on the type of this email, which of the following BEST serves as an end?

- A. Yours sincerely
- B. Best wishes
- C. Regardless
- D. Yours

7. What subjects do study at university? Mention two subjects.

Subject 1	
Subject 2	

8. From paragraph (3), what makes Erin Adams a good candidate for the job? Mention two reasons?

Reason 1	
Reason 2	

9. From paragraph (6), Mention two-character traits of Erin Adams.

Trait 1	
Trait 2	

Letter of application

Dear sir,

I' m writing this letter to apply for the job of _____. It suits me. I read about it in the newspapers.

I graduated from college and have 5 years' experience. I' m hopeful and cooperate. I can work 12 hours a day. I receive 10,000 a month.

I can help my staff. I' m single and can develop my career.

I' m looking forward to hearing from you soon.

Yours faithfully,

Letter of application

Dear Sir,

I am writing this letter regarding the job you are offering. I would like to apply for the job.

I believe I am the best candidate for the job for the following reasons. First, I have the appropriate qualifications needed for it. I can speak English fluently. Second, I have been working as for more than five years. Also, I am a cooperative person who likes to work in teams.

I hope you would put my application in consideration and appoint me. I am looking forward to hearing from you.

Yours sincerely,

.....

Dear Sir/Madam,

I am writing to apply for the position of communications intern as advertised online at jobsearch.qa. I am highly interested in this position because it suits my interests and because I believe I can be of great help in this field.

I was awarded my Bachelor's degree in Media and Communication two years ago and am presently completing a Master's degree in Sports Communication. During this time, I have also gained valuable work experience reporting on the university's sports teams by writing online articles, social media posts, and by conducting live interviews. All this has helped me further cultivate my writing and speaking skills as I try to deliver my message clearly and in as few words as possible. Moreover, having to film, edit and upload the videos myself has helped me improve my computer skills.

My native language is Arabic, but I am also fluent in English and Spanish. Being an enthusiastic sports player myself for years, I have learnt how important teamwork is and how to behave in a way that puts the team first. As I have tried to excel in all areas of my life — studying, working and learning languages at the same time — I have learnt to be well-organised and manage my time efficiently.

I believe all of the above make me an ideal candidate for this internship position, so I hope my application will be taken into consideration. Please contact me if you have any questions regarding my CV or to arrange for an interview.

Yours faithfully,

Dear Sir/Madam,

I am writing to express my interest in the position of tour guide, as advertised online at findjob.com. I am interested in this position because it particularly suits my interests and career objectives.

I finished my BA in Leisure and Tourism Management in 2018, and I am presently working towards a Master's degree in International Tourism and Hotel Management. In addition, I worked part-time as a tour guide for Cityscape Tours for three years. During my time there, I was responsible for organising tours for groups with specific preferences and then leading these groups throughout their itinerary, all of which helped me acquire excellent leadership, planning and organisational skills.

Regarding languages, I am a native speaker of both English and German. I also have a good command of Spanish, and I have been attending Chinese lessons for six months, which has helped me develop a basic understanding of the language. Furthermore, I am fascinated by other cultures, so I find it easy to relate to and communicate effectively with people from different backgrounds.

Lastly, I am by nature fun-loving and energetic — qualities that help a guide make every tour a memorable and enjoyable experience. I believe that I am an ideal candidate for this position, as I have the necessary qualifications, qualities and skills to successfully meet the demands of the job. I have attached my CV for your consideration, and I am available for an interview at your earliest convenience. I look forward to your response.

Yours faithfully,

Duncan Baker

Grade 12 module 5

cover (p.67)	cover (p.67)	senior	أعلى مرتبة – أكبر سنا
considerably	بشكل كبير	claim	يصرح
fringe benefit	فائدة هامشية	sustainable	مستدام
get rid of	تخلص من	applicant	متقدم لوظيفة
job satisfaction	الرضا الوظيفي	voice	صوت إنسان
Bonus	علاوة	wage	أجر يوم أو أسبوع
recognition	التعريف على	5a (pp. 70-71)	5a (pp. 70-71)
salary	راتب	admit	يعترف
security	الأمان	assistant	مساعد
workload	عبء العمل	attempt	يحاول
5a (pp. 68-69)	5a (pp. 68-69)	business partner	شريك تجاري
advance	يقدم – يطور	colleague	زميل
analytical skills	مهارات تحليلية	demand	يطلب
artificial intelligence	الذكاء الاصطناعي	deny	ينكر
carry out	ينفذ	duty	مهمة
complete	يكمل (فعل)	employer	صاحب العمل
bonus	علاوة	forbid	حرم – حظر
employee	موظف	give sb a lift	يوصل شخص
Ethical	أخلاقي	income	الإيرادات
ethics	أخلاق	minimum	الحد الأدنى
flexible	مرن	out of work	بدون عمل
emotional intelligence	الذكاء العاطفي	permit	يسمح
hire	يوظف	human resources (HR)	الموارد البشرية
limb	أحد أطراف الانسان أو الحيوان - فرع الشجرة	profit	ربح
note	يدون مذكرة (فعل)	resign	يستقيل
occupation	وظيفة - احتلال	sales	مبيعات
officer	ضابط	steady	ثابت
goods	بضائع	survive	ينجو
patient	مريض	organisational skills	المهارات التنظيمية
problem-solving skills	مهارات حل المشاكل	interviewer	الذي يجري المقابلة
self-motivation	التحفيز / الدافع الذاتي	innovative	مبتكر
interviewee	الذي تجري معه المقابلة	instance	نموذج
be/get fired	يطرد – يعزل	judge	يقضى - يحكم
motivate	يحفز	loveable	محبوب
bilingual	ثنائي اللغة	on the contrary	على العكس تمام
cultivate	زرع او صقل	possess	يملك
demand	مطالبة	extremely	الى أبعد حد – جدا
energetic	نشط	requirement	المتطلبات
exceptional	استثنائي	run through one' s mind	يشغل تفكير
hard-working	جاد بالعمل	self-aware	واع بذاته

host	المضيف - يستضيف	self-confidence	ثقة بالنفس
interpreter	مترجم	stand out	بارز - ملحوظ
leadership skills	مهارات القيادة	standard	معيار
line of work	خط / مجال العمل	straightforward	بسيط
manual labour	عمل يدوي	take on	تأخذ على
overcome	يتغلب على	tell = (know)	يعرف
peer pressure	الضغط الفردي	trap	فخ
people skills	مهارات التعامل مع الناس	think outside the box	التفكير خارج الصندوق
postgraduate	طالب دراسات عليا	truthfully	بصدق
reference	مرجع	visualise	يضع تصور
relocate	ينقل - يغير المكان	5b (pp. 76-77)	
sacrifice	يضحى	be/get sacked	يطرد - يعزل
shift	مناوبة	corporation	مؤسسة
solve	يحل	difficulty	صعوبة
support	دعم	disagreement	خلاف
unrelated	غير مرتبطة	employ	يوظف
beforehand	سلفا	financial crisis	أزمة مالية
bizarre	غريب	firm	شركة
boast	يتباهى	increase	زيادة
bring out	ظهر - نشر	overtime	عمل إضافي
come up with	يقترح فكرة	pay rise	زيادة الراتب
common sense	الفطرة السليمة	personnel	شؤون الموظفين
confess	يعترف	photocopy	صورة
define	عرف	post	منشور
fault	خطأ	native speaker	متحدث أصلي للغة
presentation	عرض - تقديم	objective	موضوعي
seminar	ندوة - حلقة دراسية	outgoing	منفتح - غير متحفظ
staff	العاملين	outstanding	مميز
at one' s earliest	في أقرب وقت ممكن بسهولة	presently	حاليا
convenience	السهولة - الراحة	press	الصحافة
suit	يناسب	regarding	بخصوص
desirable	مرغوب فيه	take sth into consideration	يأخذ شيء في الاعتبار