

Keys (to worksheet exercises)

Reading. Answer the questions.

- 1) c
- 2) b
- 3) b
- 4) a
- 5) b
- 6) c
- 7) a
- 8) b
- 9) c
- 10) a

Writing. CURRICULUM VITAE

1. Complete the CV using the information below.

1. c
2. i
3. j
4. a/g
5. a/g
6. d
7. b
8. e
9. h
10. f

2. open activity

Writing. Cover letter.

1.

1. I am writing to apply for the position
2. which was advertised
3. I recently obtained
4. would be a useful experience
5. I consider myself to be
6. Please find enclosed
7. I look forward to your reply

8. Yours faithfully

2. open activity

Small talk.

open activity

Job interview

open activity

Safety signs and symbols

- 1) d
- 2) f
- 3) n
- 4) i
- 5) b
- 6) h
- 7) k
- 8) j
- 9) m
- 10) e
- 11) o
- 12) c
- 13) g
- 14) a
- 15) l