

Auto body mechanic

Level A2

Key

Exercise 1 – Reading comprehension

1. F
2. T
3. F
4. F
5. T
6. F

Exercise 2.1 – Curriculum Vitae

1. Smith
2. John
3. 935 George Street, London
4. +447975777666
5. jsmith@mail.co.uk
6. 12 August 2000
7. 2013 – 2018: Kingsbury Secondary School, London
8. 2019 – 2021: Fanshawe College, London - a two-year training course in auto body repairing
9. 2020 summer: London Garage, London – summer job
10. hard-working and sociable
11. Mr. George Thomas

Exercise 2.2 - Match the expressions of a cover letter.

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

Write the expressions to the correct part of a cover letter.

Reason for writing (Paragraph 1): 1, 2

Work experience and skills (Paragraph 2): 5, 6, 8, 9

Attachments (Paragraph 3): 7

Closing the letter (Paragraph 4): 3, 4

Exercise 3.1 - Job Interview

Interviewer: Tell me about yourself.

Interviewee: My name's John Smith. I am 21 years old. I studied at Kingsbury High School and then I attended a two-year training course in auto body repairing at Fanshawe College in London. I am really hard-working and energetic.

Interviewer: Why do you want to work for us?

Interviewee: Well, I'd like to work for a well-known company. Also, my best friend works for Fix Auto and he told me lots of positive things about the company.

Interviewer: Why should we hire you?

Interviewee: I've just finished a two-year training course in auto body

repairing at Fanshawe College in London. I have excellent skills in this field. Moreover, last summer I did a summer job at London Garage in London working as a car body technician. The owner, Mr. George Thomas was really satisfied with me. I'm hard-working and get on easily with people.

Interviewer: What salary would you like?

Interviewee: Not less than £ 2500.

Interviewer: What are your weaknesses?

Interviewee: I don't have much experience as I only worked in this field during 1 summer.

Exercise 3.2 - Talking to your friend about your new workplace (Sample answer)

I liked my first day, but it was a little bit tiring because I got up very early, at 5 o'clock. After getting up I had a quick shower, ate something, got dressed and left home. I walked to the bus stop and caught the bus at 6:30. I was a little bit nervous when I entered the building. I went to my boss first who showed me the whole company. He is a very kind man, I think. Then one of my colleagues, Tom helped me in everything. I saw him working and told me everything I need to know. He was extremely helpful. The day passed quickly and I finished work at 4 pm. I had lunch together with my colleagues.

Exercise 4 - Safety at work - Match the words with the expressions:

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