

Auto body mechanic

Level B1 – Keys

Exercise 1 – Reading comprehension

1. H
2. J
3. B
4. G
5. I
6. C
7. D
8. A
9. F
10. E

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 – Cover letter

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

Reason for writing (Paragraph 1): 6, 7

Education (Paragraph 2): 8, 9

Work experience (Paragraph 3): 1, 5, 14

Skills and personality (Paragraph 4): 2, 3

Closing the letter (Paragraph 5): 4, 10, 11, 12, 13, 15

Exercise 3.1 – Job interview (Sample answers)

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. I also consider myself cooperative.

Interviewer: Why do you want to work for us?

Interviewee: Well, the reputation of Fix Auto is the major factor. I'd like to work for a company known for one of the greatest one in the country. Also, a close friend of mine has been working as an auto body mechanic at Fix Auto for the last 4 years. I got to know a number 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. I'm not afraid of responsibility or challenges.

Interviewer: What are your salary expectations?

Interviewee: Not less than £ 2500 and I am always open to negotiations.

Interviewer: What are your weaknesses?

Interviewee: I don't have much experience as I only worked in this field during 1 summer, but I will do my best to cope with my tasks.

Interviewer: Where do you see yourself in 5 years?

Interviewee: Well, I am really thrilled about this post at Fix Auto because right after five years I'd become a person with profound expertise in the field of car body repairing.

Exercise 3.2 – Talking to your friend (Sample situation)

You: Hi, Tom!

Tom: Hi, John! What is your new workplace like?

You: Only the first three days are over, but I like it. The company is really big, I think I will study a lot here and gain new experience.

Tom: What's your boss like?

You: I have met him only once, but he's is nice and I think a great boss.

Tom: And what about your colleagues?

You: They are friendly and helpful. I can ask them anything and they help me. I get on well with them, but you know I don't have much time to talk while we're working. I think it will be the best workplace ever. I hope, I will spend lots of years working here.

Tom: I hope so.

Exercise 4 – Safety rules

1. You **must** put on **knee pads** if you are working on the ground for a long time.
2. You **must** wear a **helmet** when you do the welding to protect your head.
3. You **mustn't** take off your **goggles** during the welding to avoid spark getting into your eyes.
4. You **mustn't** touch electric cables with **wet hands** because you will get electric shock.
5. You **must** keep hazardous materials in a **designated area**.
6. You **mustn't** smoke near petrol can to avoid possible **fire**.
7. You **must** wear the **overall** when you are working in the workshop.
8. You **mustn't** leave **chemical substance** on the floor as someone can trip over it.
9. You **must** wear a **protective mask** not to inhale harmful air particles as dusts, vapours, fumes and gases
10. You **must** wear an **ear protector** if you work in a noisy environment.