

Answer keys

1. Reading comprehension

1. B | 2. B | 3. A | 4. B | 5. C | 6. A | 7. C | 8. A | 9. B | 10. C | 11. A | 12. B | 13. C | 14. B | 15. B | 16. A | 17. A | 18. B | 19. A | 20. B

2. Curriculum Vitae

Personal information

First name: Emily

Surname: Williams

Address: 37 King Street, Manchester, England

Telephone: 0161 740 8201

Mobile phone: 44 7911 856235

E-mail: e.williams@gmail.com.

Nationality: English

Date of birth: 23rd April, 1992

Place of birth: Bristol

Age: 29 (years old)

Gender: female

Work Experience: beauty advisor at Chameleon Salon, Bristol

beautician at Beautyfly Salon, Manchester

Education and training: graduation at Fairfield High School, Bristol

cosmetology degree at the University of Manchester

pedicure course

Personal skills and features

Mother tongue: English

Other languages: French and Spanish

Skills and features: excellent communication skills
self-confident, reliable, hard-working, patient, not afraid of challenges

Interests: studying foreign languages
long distance running

3. Cover letter

1. advertisement | 2. apply | 3. beautician | 4. experience | 5. care | 6. reputation | 7. degree | 8. eyebrow | 9. curling | 10. facial | 11. customer | 12. capability | 13. products | 14. clients | 15. educate | 16. valuable | 17. consider | 18. forward | 19. appointment | 20. sincerely

4. A job interview

1. H | 2. D | 3. L | 4. E | 5. A | 6. C | 7. K | 8. F | 9. J | 10. B | 11. G | 12. I

5. Small talk

1. Her skin feels dry and looks pale. / It is dry and pale.
2. It usually takes one or one and a half hours. / One pampering session is one or one and a half hour long.
3. She chooses an express facial treatment. / She' d like to have an express facial.
4. She has only an hour.
5. Because she is in a hurry and it takes 25 minutes.
6. She recommends an eyelash tinting and eyebrow tidying treatment.
7. She has to pay £24.99.

8. She wants to pay by credit card.

9. Only certified and tested products are used.

10. It involves a double cleanse and a revitalising mask. / It consists of a double cleanse and a revitalising mask.

(2 points for each correct answer)

6. Work safety

1. G | 2. H | 3. F | 4. A | 5. K | 6. B | 7. M | 8. D | 9. L | 10. C | 11. N | 12. J | 13. E | 14. O | 15. I