

## Vocabulary

### Anxiety and excitement

#### 1 Match the sentence halves.

- 1 The thought of deep-sea diving brings me out .....
- 2 Speaking in public is a daunting .....
- 3 My stomach's .....
- 4 I nearly had a panic .....
- 5 Kite surfing gives me a real rush of .....
- 6 I always get a .....
- 7 What's fun for me may be a traumatic .....
- 8 I love it when that first feeling of .....
  - a churning and I feel sick.
  - b experience for someone else.
  - c in a cold sweat.
  - d exhilaration hits me.
  - e adrenaline that lasts for ages.
  - f prospect for someone like me.
  - g buzz out of performing on stage.
  - h attack when I heard the news.

#### 2 Complete the conversations with words from Exercise 1.

- 1 **A:** I want to get over my phobia of spiders. They always bring me out in a cold <sup>1</sup>..... It stems from a <sup>2</sup>..... experience I had when I got bitten by one and the bite got infected.  
**B:** How do you cope when you see one?  
**A:** If it's huge, I've been known to have a panic <sup>3</sup>.....
- 2 **A:** I'm toying with the idea of doing a bungee jump. I guess it's one of those thrills I should experience at least once. I'm sure I'll get a <sup>4</sup>..... out of it.  
**B:** Well, you're brave. For me, even standing on the end of a bridge looking down onto a river is a <sup>5</sup>..... prospect. You might get a feeling of <sup>6</sup>..... I think I'd just feel terror. My stomach's <sup>7</sup>..... now just thinking about it!

## Language focus

### Non-future uses of *will*

#### 3 Choose the correct alternatives.

- 1 I asked him to help me, but he *won't/wouldn't* do it!
- 2 Don't bother texting Luis. *He'd/He'll* be in a meeting.
- 3 My husband *will/would* insist on talking when I'm trying to read. It drives me up the wall!
- 4 The car *will/won't* seem to start. I'd better call the garage.
- 5 *We'd/We'll* often go and play down by the river as kids.
- 6 I imagine you'll *be seeing/have seen* this film already.
- 7 Susana knows what's going on, but she won't *tell/have told* me.
- 8 I bet Alex *will be waiting/wait* there for us already.

#### 4 Complete the discussion using the verbs in the box and *will* or *would*.

be come complain insist on put on wake up

**@smithy123**

My new neighbours <sup>1</sup>..... playing music in the evening and then leave it on half the night. It's loud enough to stop me sleeping. What should I do?

**@yume**

I <sup>2</sup>..... my music pretty loud when I was at uni. I never thought about the impact it had on my neighbours until one of them mentioned it. So, go and talk to them.

**@smithy123**

I tried. Despite ringing the bell several times, they <sup>3</sup>..... to the door.

**@mallory**

Someone <sup>4</sup>..... to them about their noise before. That's why they're avoiding you. They <sup>5</sup>..... well aware of how loud their music is.

**@yume**

Play loud music yourself. Give them a taste of their own medicine. Then when they come round to complain, you can talk to them about it. It's early morning – do it now!

**@smithy123**

Good thinking! OK, I've just put the radio on high. They <sup>6</sup>..... to a nice bit of heavy metal around now! Let's see if they get the message.

#### 5 Complete the second sentence so it has a similar meaning to the first. Use *will* or *would*.

- 1 I used to spend hours making model planes when I was a kid.  
As a kid, I ..... making model planes.
- 2 My sister has an annoying habit of borrowing things without asking.  
Annoyingly, my sister ..... without asking.
- 3 I asked Daniel why he isn't talking to me, but he refused to say.  
Daniel ..... he's not talking to me.
- 4 I think you've seen this presentation already.  
No doubt you ..... this presentation already.
- 5 I bet Thomas is practising in the music room.  
I reckon Thomas ..... in the music room.
- 6 I couldn't get my car to start this morning.  
My car ..... this morning.



## Vocabulary

### Adjective + noun collocations

#### 1 Complete the words. The first letter is given.

- I go to the gym, but not on a **r**..... basis.
- It's hard to get a job when your **p**..... work experience is non-existent.
- Learning a second language has had a profound **i**..... on my life.
- We try and do at least two **h**..... chores a day.
- Abi's always had a **s**..... sense of responsibility.
- Our staff are an untapped **r**..... when it comes to new ideas.
- The rents people pay here in the city are **e**.....
- It's great that the kids offer **m**..... support to each other.

#### 2 Choose the correct option, a, b, c or d.

##### Tamara is feeling good 😊

I've been volunteering on a regular <sup>1</sup>..... for five years. I've always had a strong <sup>2</sup>..... of duty and I feel that if I have time to spare, then I should spend it helping others. I help out at a charity each weekend, as well as visiting an elderly lady near me.

At the charity, I work with people who are suffering from depression. It was a <sup>3</sup>..... challenge at first, especially as the other volunteers there have prior work experience in this field. However, there's a lot of mutual <sup>4</sup>..... among the staff, so if I need help, I get it. Mostly, I just need to spend time listening to people. I do the same when I visit my neighbour, but I also go shopping for her and do some household <sup>5</sup>.....

My voluntary work has had a <sup>6</sup>..... impact on my life. I've made fantastic friends and have grown as a person. Volunteers are an <sup>7</sup>..... resource in our community. If everyone gave a few hours a month, our community would be much better off. I appreciate the <sup>8</sup>..... are exorbitant round here and people work hard to make a living, but if you have time, I'm sure a charity would love to hear from you.



- |              |                |            |            |
|--------------|----------------|------------|------------|
| 1 a premise  | b foundation   | c routine  | d basis    |
| 2 a sense    | b impression   | c feel     | d insight  |
| 3 a severe   | b discouraging | c daunting | d subdued  |
| 4 a support  | b loyalty      | c aid      | d backing  |
| 5 a errands  | b burdens      | c chores   | d routines |
| 6 a vital    | b profound     | c sharp    | d sweeping |
| 7 a idle     | b underdone    | c empty    | d untapped |
| 8 a salaries | b jobs         | c rents    | d homes    |

## Language focus

### Real conditionals

#### 3 Choose the correct option, a or b.

- If you'd like to come with me, I
  - 'd introduce you to Lia.
  - 'll take you to your table.
- I wouldn't be where I am today if
  - I haven't had you by my side.
  - it wasn't for you.
- If you make dinner,
  - I'll wash the dishes.
  - I load the dishwasher.
- Anyone can run a marathon if
  - they'll put the work in.
  - they've trained hard enough.
- If you won't come and pick me up,
  - I'll just have to get a taxi.
  - I get the bus instead.
- You have access to the site if
  - you've paid a subscription.
  - you'll subscribe.

#### 4 Complete the conversation with real conditional forms of the verbs.

My name's Cynthia. How can I help you?

I can't seem to log into my account.

Have you used your account in the last six months? If you <sup>1</sup>..... (not / log in) since May, your account <sup>2</sup>..... (now / be) disabled.

I logged in a couple of months ago.

OK. Did you use the wrong user name or password? If you <sup>3</sup>..... (enter) them incorrectly, the log in process <sup>4</sup>..... (not / work).

I'm pretty sure they were correct.

If you <sup>5</sup>..... (type in) the wrong details, there <sup>6</sup>..... (be) a message on your screen now.

There isn't. The screen's just blank. I've tried it several times.

If I <sup>5</sup>..... (do) it again, it <sup>6</sup>..... (not / work).

OK. I think I know what the problem is. If you <sup>9</sup>..... (like) to follow my instructions, I <sup>10</sup>..... (able to) get you back in.

## Vocabulary

### The senses

#### 1 Choose the odd word out in each group.

- 1 a blurry/faint/hazy/savoury image
- 2 a faint/fluffy/muffled/resonant sound
- 3 faint/musty/pungent/succulent smells
- 4 a crystal-clear/mellow/metallic/savoury taste
- 5 a fluffy/shrill/silky/textured sweater

#### 2 Choose the correct alternatives.

- 1 Have you got any *rich/savoury* snacks? Crisps maybe?
- 2 The sea looks *crystal-clear/muted* today.
- 3 Stop screaming! You're so *shrill/resonant*.
- 4 I've got a horrible *metallic/succulent* taste in my mouth.
- 5 I can't see out of one eye. Everything's *blurry/crisp*.
- 6 I can hear them, but their voices are *fuzzy/muffled*.
- 7 Are you getting *fluffy/textured* wallpaper or smooth?
- 8 He gave me a *fleeting/musty* look as he went past.
- 9 Sean has this beautifully deep, *indistinct/resonant* singing voice.
- 10 This painting is lovely – really *mellow/rich* in detail.

#### 3 Complete the post with the words in the box.

aroma faint hazy mellow muted pungent  
shrill silky vibrant

#### What's your favourite smell

The perfume my grandmother wore as it reminds me of her. It's not <sup>1</sup>..... It has this very <sup>2</sup>..... smell of vanilla you barely notice unless you pay attention.

#### What's your favourite taste

It's got to be coffee – something with a light <sup>3</sup>..... and a <sup>4</sup>..... rather than strong taste.

#### What's your favourite thing to touch

My cat with his soft, <sup>5</sup>..... fur.

#### What's your favourite sound

I can tell you what it's not, and that's the <sup>6</sup>..... sound of my alarm clock going off in the morning. I live right next to the sea, so I guess it's the <sup>7</sup>..... sound of the gentle waves I can faintly hear when tucked up in bed.

#### What's your favourite sight

A <sup>8</sup>..... blue sea with <sup>9</sup>..... sunshine. Gorgeous!

I nominate @Tariq to answer the questions next!

200 Likes • 120 Comments • 85 Shares

## Language focus

### Giving impressions

#### 4 Match the sentence halves.

- |  |  |
|--|--|
| 1 I don't know .....                     | a only be described as cardboard.      |
| 2 That man looks vaguely .....           | b familiar to me.                      |
| 3 This might .....                       | c you out in the distance.             |
| 4 I'm eating what can .....              | d possibly be what you're looking for. |
| 5 I think I can just make .....          | e kind of thing.                       |
| 6 I love Kung Pao chicken, or that ..... | f how, but we've got here on time.     |

#### 5 Correct the mistake in seven of these sentences.

- 1 It was tough, but somewhat, we did it. Well done us!
- 2 I'm vaguely aware of the problem, but I need more details.
- 3 This film is so strange, it's verging in ridiculous.
- 4 Can you make on the shape of a dog in those clouds?
- 5 I was given which could only be described as a bowl of coffee – the cup was enormous!
- 6 That shirt's definitely greyish, not green as you said.
- 7 Do you want me to order sushi, or this kind of thing?
- 8 I might be possibly late home tonight.

#### 6 Complete each gap with an item from each box.

described might pretty six somehow  
something vaguely verging

as familiar -ish on possibly resembling  
start warm

When I need to think about something happy, I visualise a particular place – a lake with mountains behind it. I'm standing on a hill overlooking it. It's sunny and the lake is shimmering in the sun. It's <sup>1</sup>....., but not hot. It's about <sup>2</sup>..... in the afternoon, and the sun's starting to set. When I look to my right, I see a little cabin. It's <sup>3</sup>..... although I've never seen it in real life. It <sup>4</sup>..... be something I've seen on TV. In front of me, I see <sup>5</sup>..... a film scene – a path surrounded by grass and flowers. I imagine myself walking down the path. The smell in the air is what can only be <sup>6</sup>..... fresh and sweet. Everything is quiet, <sup>7</sup>..... silent. As I head further and further down the path, I <sup>8</sup>..... to feel calmer and less anxious.

## Vocabulary

### Negotiating



#### 1 Choose the correct alternatives.

- I know we don't agree now, but I'm sure we can find an *amicable* / *amicable* solution.
- I find talking about my problems *cathartic* / *purifying*.
- Noah *de-escalated* / *diminished* the situation by suggesting a break.
- I go for a run if I need to let off *smoke* / *steam*.
- It's an *evident* / *indisputable* fact that our climate is changing.
- Let's try and see the situation *by* / *through* Manu's eyes.
- That's not what I'm trying to do. Please don't misrepresent my *motivation* / *motives*.

#### 2 Complete the conversation with the phrases in the box.

a compromise    and take    bargaining    concessions    the deadlock  
the difference    their heels in    to their guns

A: How did the negotiations go?

B: It was tough. You expect some give <sup>1</sup>..... in situations like this, but the other party dug <sup>2</sup>..... and wouldn't change anything.

A: So you didn't reach <sup>3</sup>....., then?

B: We did, eventually. The prices we both had in mind were wildly different. After reducing our price slightly a few times without success, we ended up offering to split <sup>4</sup>..... with them, but they wouldn't accept it. Unfortunately, they had a <sup>5</sup>..... chip – a much cheaper offer from one of our competitors. We tried to break <sup>6</sup>..... by throwing in a few extras. They stuck <sup>7</sup>....., however, and refused to make any <sup>8</sup>......

## English in action

### Adjusting tone or language

#### 3 Match the sentence halves.

- I won't .....
  - Stop that .....
  - Any more mistakes .....
  - I'll have you know .....
  - If you don't sort it out, .....
- a or face the consequences.  
b that this is my project.  
c I'll have to do it for you.  
d let you ruin the surprise.  
e and you're off the project.

#### 4 Add one word to complete each sentence.

- Maybe we could try work something out.
- It's not I don't trust you, of course.
- It must have quite upsetting to see that.
- I suppose I might be able wait a few days.
- How come you're here, you don't mind me asking?
- I have lost my temper a little yesterday.

#### 5 Complete the conversation with phrases a–f.

A: I'm sorry about yesterday. <sup>1</sup>..... I'd had a bad day. I'm facing possible redundancy.

B: Oh, <sup>2</sup>.....

A: No, it wasn't.

B: <sup>3</sup>..... get into your car.

A: Yeah, sorry. I just wanted to get inside and shut the world out. Obviously, when I couldn't get into my drive, I got a bit frustrated.

B: <sup>4</sup>.....

A: It's not surprising – I was rude. How come you didn't park in your drive, <sup>5</sup>.....?

B: Oh, we're having some work done. The workmen were parked there.

A: Right, well, I need to start looking for a new job.

B: Oh, <sup>6</sup>.....

A: Let's hope not.

- a I may have lost my temper a little, too  
b Perhaps I was a little harsh with you  
c I can see why you were so desperate to  
d that can't have been easy for you  
e I'm sure it won't come to that  
f if you don't mind me asking

## Reading

- 1 Read the description of an activity on page 33. What is being described?

No two ways about it – this is a dangerous activity. One which can be done as an extreme sport, or for scientific purposes. Either way, you need to be good under water and confident in enclosed spaces.

- 2 Read the title and first three paragraphs of the story. Choose the most likely description of what happens next.

- a One diver struggles to find his way but is led to safety.
- b The divers discover the remains of a historic creature.
- c The divers find a way to reach a mythical cave.

- 3 Read the whole story and check your answer.

- 4 Complete the sentences with one word from the article.

- 1 For Matias, cave diving allows him to visit places where other people haven't .....
- 2 Matias felt a sense of ..... prior to the dive.
- 3 Matias describes the design of the cave as .....
- 4 Matias suggests the water they travelled in was murky due to the ..... they disturbed.
- 5 Matias knew that spending too long in the chamber would create a cause for ..... for his partner.
- 6 When Matias was thrown into darkness, he believed his ..... was at an end.
- 7 Matias was saved by plant life which generated ..... light.
- 8 Matias says that the appearance of this light helped him break out of his .....
- 9 Matias's friend appeared to have been ..... by Matias arriving late.
- 10 Matias had a sense of ..... as he made his way out of the cave.

- 5 Find and underline words/phrases in the article which match definitions 1–10. More than one answer might be possible.

- 1 dark and difficult to see through (paragraph 1)
- 2 held on to something tightly (paragraph 2)
- 3 unpleasantly wet and cold (paragraph 3)
- 4 dividing into two parts (paragraph 4)
- 5 moved along something long with many bends (paragraph 4)
- 6 pulling something from the bottom of a river or lake (paragraph 4)
- 7 rubbing against a rough surface in a way that might cause damage (paragraph 4)
- 8 pull something along because it's heavy (paragraph 5)
- 9 very small (paragraph 5)

- 6 Match words and phrases in Exercise 5 with the things they describe (1–5).

- 1 the tunnels .....
- 2 the actions/movement of the tunnels .....
- 3 the air in and out of the tunnels .....
- 4 the way the divers held onto the guideline .....
- 5 the movements of the divers down the tunnels .....

- 7 Choose the correct alternatives.

I <sup>1</sup>*forked* / *wound* my way through tunnel after tunnel. The space was <sup>2</sup>*confined* / *dank*, but I'd been in narrower ones. I could at least move without my equipment <sup>3</sup>*clutching* / *scraping* along the rock walls. It was cold and I was getting tired, but I managed to <sup>4</sup>*drag* / *scrape* myself nearer and nearer towards the entrance. In my hand I <sup>5</sup>*clutched* / *wound* something special – a piece of rock that would shed light on the history of the cave. I couldn't wait to share it with my diving partners who were all a little way ahead of me.

I came to a place where the tunnel <sup>6</sup>*dredged up* / *forked* in two different directions. I reached along the guideline to see which one I should go down, but it went nowhere. The line had snagged on a piece of rock and broken. I looked at my oxygen tank level – I had enough to try one tunnel, but maybe not both. I looked along both tunnels to see if I could see the one in which mud had been <sup>7</sup>*confined* / *dredged up* by my partners. It was hard to tell, but my gut was saying left, so I went left. Ten minutes later, I stood up out of the water and breathed in what was still horribly <sup>8</sup>*confined* / *dank* air. I didn't care. My diving team were in front of me and I let out a sigh of relief.

# A guiding light

By Matias Gil



**1** I've been cave diving for nearly a decade. Where some see murky, enclosed watery spaces small enough to trigger claustrophobia, I see the chance to explore places where few other humans have ventured before. So, I was full of anticipation one Sunday morning in September because my friend and I were going to help chart the chambers of a cave we'd not set foot in previously.

**2** When we arrived at the mouth of the cave, everything was normal. Nothing ominous hinted at what was to come. We unloaded our equipment, checked it all worked and then made our way inside, each equipped with mask, fins and four oxygen tanks. In our hands we clutched our guideline – the thin nylon rope that would mark out our route as we investigated the different chambers.

**3** The cave greeted us with cold, dank air, the sun shedding light for just a few metres before we fell into total darkness. We switched our torches on to see the tunnel stretched out in front of us, with the promise of adventure (a promise that was kept, as it turned out).

**4** The first tunnel soon swallowed us up, narrowing as we headed further in, forking in different directions in several places very quickly, revealing just how complex the layout of the cave was. We wound our way through a myriad of cramped tunnels, dredging up sediment as we went, scraping our tanks along the rock face. We used our trusty guideline and markers to ensure we could find our way back.

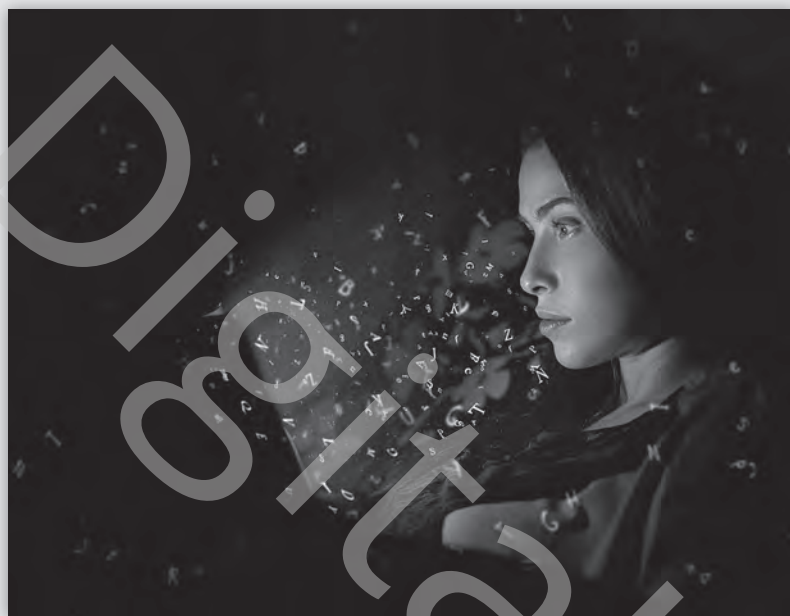
**5** Just before we prepared to head back, I left my diving partner collecting rock samples in a small chamber and went on to drag myself down one last tunnel. Only, it wasn't long before the confined space opened out and I found myself in a huge chamber. A rush of adrenalin flooded through me. This chamber hadn't

been on the maps drawn up by previous divers. I might be the first person ever to be there. Excitedly, I swam round to examine my surroundings. I eked out every second I could before I knew I had to make my way back. Causing my partner to wait longer than necessary would raise concern at the very least and at worst put his life at risk. So, I swam back to the tunnel I thought I'd come through. However, I couldn't feel the guideline anywhere. I headed to one of the other two tunnels leading into the chamber, then the other one. There was no guideline there either, no matter where I groped. I had another rush of adrenaline, this time for an entirely different reason.

I tried to calm my breathing – oxygen was a limited resource and I couldn't afford to waste it – but just then, the light on my torch cut out and everything went pitch black. My immediate thought was this is it. My time is up. My heart thumped in my chest and my breathing started to get out of control, but then something amazing happened. A miracle. The cave suddenly lit up, fluorescent light created by flora lighting my way.

I shook my head. This was what I needed to shake me out of my stupor. I used the light to search again for the guideline and realised that a piece of rock had broken off and hidden it – probably knocked by one of my tanks. Once I'd found it, I clasped it as if my life depended on it, (which it did), and swam back to my friend. I could see he'd been unnerved by my delayed return. We made our way back through the kilometre of twisty tunnels, exiting into sunlight an hour later. I pulled out my regulator, dragged my severely depleted tanks off my body and breathed in some fresh air. I saw the expression of relief on my partner's face. One that I'm sure was mirrored in my own.

## Listening



**1** 4.01 Listen to a conversation between four friends. What do they discover during their discussion?

- a They all go through a similar process when reading.
- b They all struggle to use their imaginations when reading.
- c They all see stories differently in their minds when reading.

**2** Are the statements true (T) or false (F)?

- 1 Justin says that the book is to blame when he doesn't see an image clearly in his mind. ....
- 2 Magdalena's experience is auditory rather than visual. ....
- 3 Sebastian sees and hears words rather than images. ....
- 4 Sebastian sees the characters rather than feels them. ....
- 5 Ruby sees moving images in her mind when reading. ....
- 6 Ruby likes it when her imagination doesn't square with the author's description. ....
- 7 Justin's viewpoint changes depending on how the book is written. ....
- 8 Justin imagines only what the book describes. ....

**3** Complete the extracts with the words in the box. Then listen and check.

bits and pieces clarity contradicts fuzzy irks revert  
sketchier snippets thin

... if there's a house or something, I could walk around it and see it with as much <sup>1</sup> ..... as my own house ... but other times, the scene's a bit <sup>2</sup> ..... I just see an outline – not sure if that's my mind or the description in the book's a bit <sup>3</sup> .....

I don't see moving pictures, just <sup>4</sup> ..... from the story, almost like <sup>5</sup> ..... of paintings. They kind of flash in and out of my mind. And they can be pretty <sup>6</sup> ....., like washed-out watercolours, and just outlines, too.

Anyway, my mind definitely makes up the detail. It really <sup>7</sup> ..... me when I read something that <sup>8</sup> ..... what's in my mind and then I have to adjust it. Often, I'll <sup>9</sup> ..... to my original image very quickly.

## Writing

**1** Read the advert and the email application. Does Lee have extensive experience or only a little?

### Volunteers needed

We're looking for enthusiastic animal lovers to spend a few hours each week helping us at our animal sanctuary. We need people to deal with meal times, exercising the animals and mucking out enclosures. People who don't like getting dirty need not apply! Contact Ms Browning at sbrowning@firthsanctuary.uk.

Dear Ms Browning,

- 1** I am writing to apply for the position of volunteer, as advertised on your website. I believe that my current studies and extra-curricular experience will stand me in good stead as a carer for animals at your impressive animal sanctuary.
- 2** I am in my second year of university where I am studying to become a veterinarian. I have a keen interest in wildlife and I have read **a great deal** about domestic and wild animals. I enjoy furthering my understanding of these incredible creatures and believe **I have a good knowledge of** the type of animals in your care.
- 3** Last summer, I spent two months working on a local farm, where I gained experience in handling the full range of farm animals. After just one day, the farmer recognised my eagerness to learn and put me in charge of the chickens. **I was instrumental in** ensuring the animals were fed and kept in sanitary conditions over the two-month period.
- 4** As well as studying full-time, I also work in the kitchen of a local restaurant and have done so for the last two years. While preparing food and washing dishes does not directly relate to the work at your sanctuary, it demonstrates that I am a reliable employee who is happy to work within a team. The job has **taught me the value of** communicating well with others, something I believe I have **become proficient in**.
- 5** I believe that I would be a valuable asset to your charity. I have visited the sanctuary on many occasions and am excited at the prospect of being part of such an important organisation. I would approach my work with enthusiasm from the start and would be happy to complete whatever tasks are deemed necessary. The role would provide me with further experience of working with animals. I hope that you will consider me for the position and look forward to hearing from you in due course.

Yours sincerely,  
Lee Jones

## 2 Match purposes a–e with paragraphs 1–5.

- a Provide details of a work/study situation .....
- b Summarise why he should get the position .....
- c Describe the reason for the email .....
- d Provide details of other experience .....
- e Provide details of work experience .....

## 3 Are the sentences true (T) or false (F)?

- 1 Lee shows enthusiasm. ....
- 2 Lee relates his studies and experience to the job advert. ....
- 3 Lee describes extra-curricular experience. ....
- 4 Lee describes specific tasks involved in past work experience. ....
- 5 Lee includes information about his personal circumstances. ....
- 6 Lee describes skills gained during past work experience. ....

## 4 Look at the phrases in bold in the email. What do you think their purpose is? Read the Focus box to check your ideas.

### Putting a positive spin on limited experience and skills

When applying for an internship, we are unlikely to have much experience in the job field that we are applying for and so it is important to make the most of our coursework and extra-curricular activities in the application letter. Certain phrases help us to do this.

For subjects that you have studied you can say:  
*I have read a great deal about domestic and wild animals.*

For concepts and ideas that you have studied you can say:

*I believe I have a good knowledge of the types of animals in your care.*

For software and programmes that you know how to use you can say:

*... something I believe I have become proficient in.*

For principles that you learned through experience you can say:

*The job has taught me the value of communicating well with others.*

For goals that you helped achieve in a project you can say:

*I was instrumental in ensuring the animals were fed ...*

## 5 Complete the second sentence so it means the same as the first. Use the word in brackets.

- 1 I know how to exploit social media to get the attention of customers.  
I am ..... social media to get customers' attention. (proficient)
- 2 I had to be patient when I was a waiter.  
My role as a waiter ..... patient. (taught)
- 3 I participated in extra-curricular activities a lot at school.  
I participated in extra-curricular activities ..... at school. (deal)
- 4 As team captain of a netball team, I know that team work is important.  
Because of my work as team captain of a netball team, I ..... the importance of team work. (understanding)
- 5 When I worked at a hotel reception, I was the main person who implemented a new way of organising requests.  
While working as a hotel reception, I ..... a new way of organising requests. (instrumental)

## Prepare

### 6 Read the advertisement. You are going to apply for this position. Make a list of skills and attributes that you can bring to this job.

#### Intern Jobs

##### Intern wanted for marketing department

Ottery Financial is looking for an intern to work in its marketing department. We are looking for someone with experience of social media who can help us to communicate our financial products better to our customers or potential customers online.

If you think you can help us, please contact  
richard.mccarter@otteryfin.uk.

### 7 Plan your email application. Make notes about what you will include in each section of your email.

## Write

### 8 Write your email. Make sure that you put a positive spin on your experience and studies.

### 9 Use the checklist to review your email. Revise it where necessary to make it more effective.

- Have you stated why you're writing? ☐
- Have you included details of experience and specific tasks? ☐
- Have you related this information to the job ad? ☐
- Have you summarised why you should get the position? ☐
- Have you put a positive spin on your experience? ☐
- Do you come across as enthusiastic? ☐