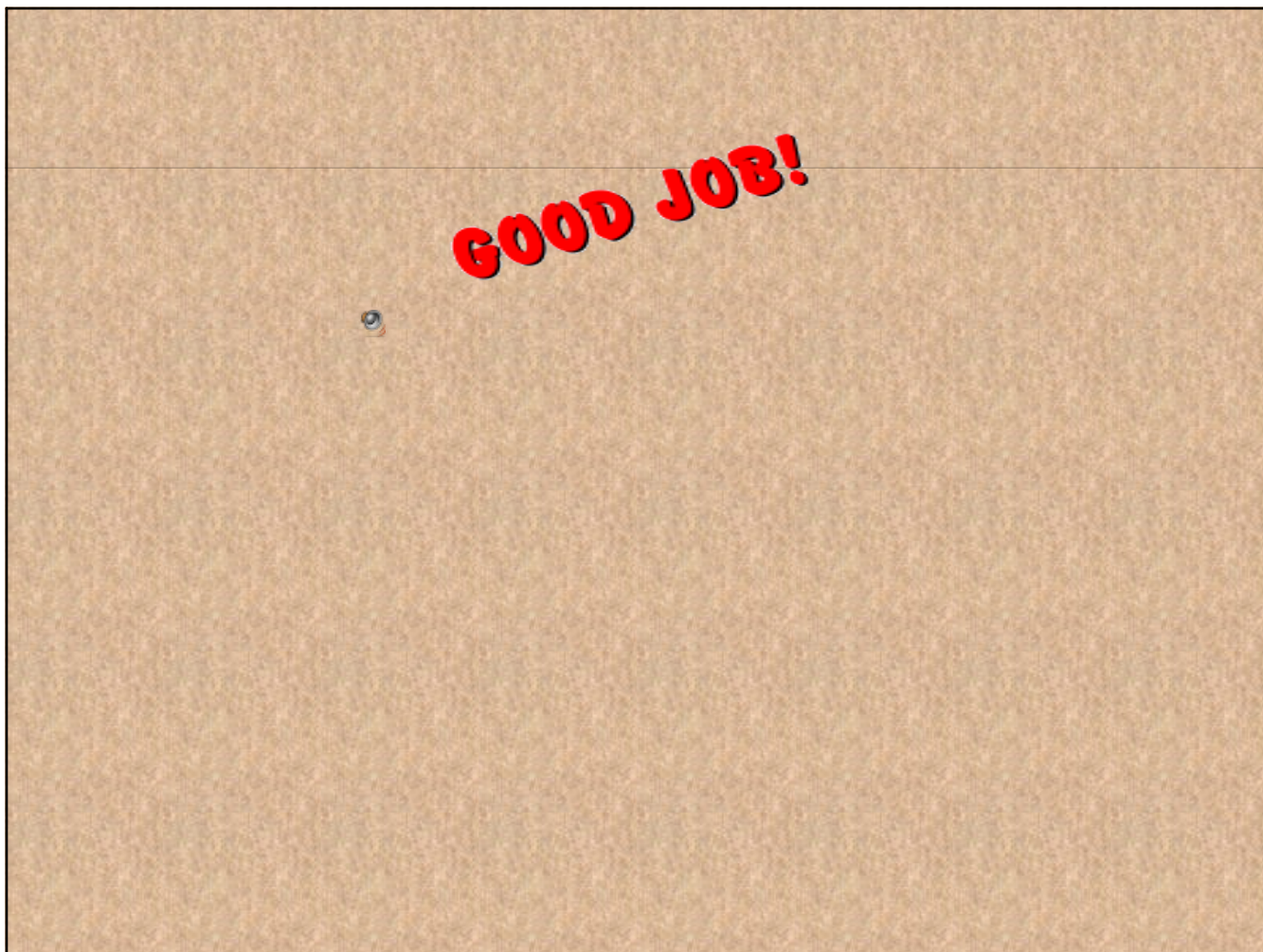


Which of these phrases are formal and which are informal?

<p>Edit</p>		<p>Check</p>	<p>Reset</p>	<p>Solve</p>	<p>?</p>
<p>Formal</p>		<p>Informal</p>			
<p>Bye for now</p>	<p>Love</p>	<p>Cheers</p>	<p>Take care</p>		
<p>Best wishes</p>	<p>Dear colle ...</p>	<p>Dear Sir/Madam</p>	<p>Dear Dr Bryce</p>		



Here are some real examples of job ads.



But first, let's have a look at the one of  
your book.





Do you need work experience?


Fox Ltd is a leader in fashion and design. With offices in London, Paris, Rome and Madrid, we make high quality clothes and shoes for successful professionals.

We are looking for people who want work experience in all areas.

Write to Richard Moore at [rmoore@foxltd.com](mailto:rmoore@foxltd.com)



# Job Posting



BlueStar  
energy solutions  
career opportunities

**Senior Accountant**  
San Francisco, CA, 94111

**Our Company**  
Welcome to BlueStar Energy; the fastest growing energy company and a commitment to being the "most admired" energy solutions company in North America.

**Qualifications:**  
4-6 years of experience  
Bachelor's Degree in Accounting  
Embodies Energy Star values

[Apply Now](#)

Powered by **SmartRecruiters**

**JOB OPPORTUNITY**

An Islamabad based a prestigious organization requires the services of full time

**Coordinator/Event Organizer**

Minimum experience 3-5 years with relevant qualifications.  
Attractive salary package will be offered with fringe benefits to the deserving candidate.

Apply by or before **10th December, 2010**  
Preference will be given to Female applicants.  
Please send CV's along with 3 recent passport size photos to

**P.O. Box No. 3017, Islamabad.**

**ASSISTANT MANAGER REQUIRED**

A well known outdoor related media organization required the services of Assistant Manager (Marketing). Candidates must be at least graduates and have minimum 2 years relevant experience. Candidates having own conveyance will be preferred. Market competitive salary will be offered.

Send your CVs at under mentioned address or mail at [info@digiad.com.pk](mailto:info@digiad.com.pk) by **07<sup>th</sup> April, 2011**.

**DIGI Ad International, Office No 2,3rd Floor, Sardar Arcade,F-11 Markaz ,Islamabad.**

**WANTED** THE EDUCATORS  
A project of the Beaconhouse school system

An up heat organization requires the services of dedicated and hard-working female staff for the following positions.

- Principal (M.A/M.Sc/M.Ed) at least 5-10 years Experience.
- Teachers Female for all subjects (Pre-School & Primary), M.A/M.Sc, B.A/B.Sc, B.Ed.(At least 3-5 years experience)
- Montessori Teachers Female with at least 2-5 years experience.

**NOTE** The Candidates must be fluent in spoken English.

- Last date for submission of Cv's is **6th March 2010**.

**ADDRESS** THE EDUCATORS (DHUDIAL CAMPUS Distt Chakwal)  
Maj(R) M. Latasob Satti, C/o Malik Muhammad Rafique General Store  
Near Khan Sweet House, Mughal Market, Dhudial Chakwal  
Tel: 0323-5015560, Email: [edcatordhudial@yahoo.com](mailto:edcatordhudial@yahoo.com)



You decide to apply for one of these jobs.  
But how? Put the following sentences in  
order to have a model text.



The image shows a digital writing application window with an orange border. At the top, there is a toolbar with five buttons: 'Edit', 'Check', 'Reset', 'Solve', and a circular help button with a question mark. Below the toolbar is a text editor with several lines of text, each in a different colored box. The text is as follows:

Could you send me more information about your work experience

Dear Mr Moore,

My name is Patricia Guerrero. I'm from Spain

I look forward to hearing from you.

Patricia Guerrero

Yours sincerely,

I'm writing about your advertisement for work experience. I'm twenty and I'm

**Model answer:**

Dear Mr Moore, (or Sir or Madam  
if I don't know the name of who I am writing to i.e. addressee's name)

My name is Patricia Guerrero. I'm from Spain  
but I'm living in London at the moment.

I'm writing about your advertisement for work experience.  
I'm twenty and I'm studying fashion design at the Royal  
College of Art in London.

Could you send me more information about your work  
experience programme?

I look forward to hearing from you.

Yours sincerely,

Patricia Guerrero

## It's your turn now!

You are interested in one of the ads. Write an email to the company using the prompts below.

1. Introduce yourself (name, home town, etc.)
2. Say why you're writing.
3. Say what you're doing now (studying English, etc.)
4. Ask for information about the company.
5. End the e-mail.









