

7.4 Speaking and writing

Speaking clarification

- 1 7.5))) James applied for a job and was called back for a second interview. Listen and choose the correct options.
- 1 He was offered *the job he had applied for* / *a different job*.
 - 2 The company has had *a good relationship with journalists recently* / *problems with journalists recently*.
 - 3 He *took the job* / *wasn't interested in the job*.
- 2a 7.5))) Match 1-4 to a-d. Then listen again and check.
- | | |
|----------------|-----------------------------------|
| 1 I'm not sure | a you're offering me another job? |
| 2 Do you mean | b think ... |
| 3 Well, for | c I understand. |
| 4 Let me | d instance, press conferences. |
- b Which of the phrases can we use to ...
- ask for clarification? 1 and ____
 - get time to think? ____
 - give clarification? ____
- 3a 7.6))) Complete the conversations from James's first day at work with one suitable word in each space. Then listen and check.
- Conversation 1**
- James** I'm afraid Mr Clarkson is not available any more, but I'm in charge of PR now, and I'm happy to answer your questions.
- Journalist** 'Not available'? Could you explain ¹ _____ you ² _____? Is this related to the recent scandal?
- James** No, it isn't. He doesn't work here any longer, but I'm afraid I can't comment on the reasons. Next question!
- Conversation 2**
- James** OK, so now I've met all of you, I'd like to talk about our image. I think we need something new and fresh. Any suggestions?
- Marie** I'm not ³ _____ I understand ...
- James** Let me ⁴ _____ you an example ... OK, ⁵ _____ me think ... Right. This logo. How long have you had this logo?
- b Which conversation is part of a ...
- meeting? ____
 - press conference? ____

Writing an application letter or email

- 4 Complete the phrases with one suitable word.
- 1 my main responsibility is ...
 - 2 As you will see in the a _____ CV ...
 - 3 I w _____ be happy to ...
 - 4 I would like the o _____ to work ...
 - 5 I look f _____ to hearing from you.
 - 6 If you need f _____ information ...
 - 7 I am writing r _____ the position of ...
- 5 Complete the email with phrases from exercise 4.

Dear Sir or Madam,

a 7 Assistant Marketing Manager advertised in the magazine *The Market* this month.

b _____, I am currently working in the marketing department of an online clothes store. In my present position, c _____ creating advertisements for social media. I have also worked in the public relations department for the city council, dealing with the press and customer complaints.

I have strong interpersonal skills and work well under pressure. d _____ for your company because I believe I could use my skills to further develop the solid reputation of your company.

e _____ attend an interview, and I would be able to start work next month. f _____, please contact me on 01724 6290929, or email me at jstevenson@dmil.com.

g _____

Yours faithfully,
James Stevenson

I can ...

| | Very well | Quite well | More practice |
|---|-----------------------|-----------------------|-----------------------|
| understand and use collocations on creative thinking. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| ask for and give clarification. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| write an application letter or email. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |