

Answer Key 4º Sección

Student's Book

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Ex. 2

Yes, the letter contains all the information required.

Ex. 3

- | | | |
|----------------|----------------|----------------|
| 1. paragraph 2 | 2. paragraph 1 | 3. paragraph 5 |
| 4. paragraph 4 | 5. paragraph 3 | |

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Ex. 4

I am writing in response to ...
I am particularly interested in ...
I would welcome the opportunity to ...
I believe that I am well-suited for ...
I have experience of working ...
I consider myself to be ...
I would be delighted to ...
... at your earliest convenience. I enclose my curriculum vitae.

Workbook

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Ex. 4

- | | | | |
|-------------|----------|------------|-----------|
| 1. large | 2. of | 3. On | 4. In |
| 5. Normally | 6. cases | 7. Broadly | 8. extent |

Ex. 5

- | | | |
|----------|---------------------|------------|
| 1. Most | 2. extent | 3. By |
| 4. cases | 5. Usually/Normally | 6. Broadly |

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Ex. 1

1. I am writing in response to your advertisement
2. I am interested in the position of
3. I would welcome the opportunity to work at your company
4. I believe I am well-suited for this job
5. I have experience of working
6. I consider myself to be
7. I would be delighted to attend an interview at your earliest convenience
8. As requested, I enclose my curriculum vitae

Ex. 2

Supervisor/organiser for activity weeks for 11–13 year-olds
2, 3, 5, 7, 8, 9, 10

Ex. 3

- | | | | | |
|------|------|------|------|------|
| 1. d | 2. c | 3. e | 4. a | 5. b |
|------|------|------|------|------|