

5. Read the following advertisements and do the exercises:

**1. PERSONAL ASSISTANT/SECRETARY**

Our clients, a large export/import company, need a responsible, adaptable person with good touch-typing and word-processing skills who can cope with figures. Lots of telephone liaison. Benefits include luncheon vouchers, season ticket loan and private medical insurance. Salary negotiable according to age and experience.  
Phone Ryan Rowan (Ms) for further details at 01 700 6584.  
**PACE EMPLOYMENT CONSULTANTS**

**2. ADMINISTRATIVE ASSISTANT BI-LINGUAL ENGLISH/SPANISH**

We organize conferences in Britain and abroad. We are looking for someone with the ability to work under pressure and to organize and communicate effectively. We need someone who pays attention to detail when liaising with committees and senior management. Word-processing experience is essential, as is a good telephone manner. This is a position for a well-motivated person with initiative and a flexible attitude to a very varied job.  
Salary scale £ 10,000-11,000 according to experience.  
Please write with full details, or send your curriculum vitae, to:  
J. Hobbs (Ms), Donaldson & Partners, 12, Manton Terrace, London W1.

**3. INSURANCE TRAINEE**

£9,000 per annum plus bonus plus luncheon vouchers.  
We are seeking a young ambitious person with mathematical ability, to be trained in all aspects of marine insurance. Full training will be given.  
Call 01 5410 6584 and speak to Carl Robin direct.  
**Phillip Robin Insurance Brokers**

**4. BANKING OPPORTUNITIES**

As a result of continuing expansion at our City branch, we are presently seeking the following staff:  
Experienced Bank Clerk for someone who has previous experience of banking, or a related field, and is able to cope with a wide variety of duties in a busy environment.  
Junior Bank Clerk is a training position for someone interested in a career in banking. You should have a good general education.  
We work a 35-hour, 5-day week, and attractive salaries are offered for both positions, depending on age and experience. If you have the right background and are interested in either of the above vacancies, write with full details to:  
Mr. Alex Newman, Manager, Finleys Bank plc, 54, Moor Street, London EC3.

• Find a synonymic expression or explain the following:

- advertisement 1:** word-processing skills, to cope with figures, telephone liaison, luncheon vouchers, season ticket loan.  
**advertisement 2:** to work under pressure, flexible attitude, varied job.  
**advertisement 3:** per annum, marine insurance.  
**advertisement 4:** staff, busy environment, the right background, the above vacancies.

• True or False?

**advertisement 1:**

- a) They are looking for a person who knows some accountancy or is familiar with book-keeping.  
b) All candidates will be offered the same salary.  
c) All people interested in the post should send their CV to Ms Ryan Rowan.

**advertisement 2:**

- a) The person has to be able to work in a busy environment and have good organisational and communicative skills.  
b) They will provide full training in using a computer.  
c) The candidate has to know how to use a telephone and a fax.

**advertisement 3:**

- a) The candidate is offered 9,000 pounds a month and some other bonuses.  
b) The candidate has to be trained in insurance and cope with figures.

**advertisement 4:**

- a) The candidates for Experienced Bank Clerk will get their own office near a very busy street.  
b) Junior Bank Clerk is a suitable position for inexperienced secondary school's graduates.

6. Below are two applications for the job of Bi-lingual Secretary. The first is a short covering letter with CV enclosed, and the second one is a descriptive covering letter with advertisement 2. Give reasons for your choice.

**Application One:**

32 Eartsfield Road  
Epsom  
Surrey  
EL3 2BK

Mrs J. Hobbs  
Personnel Officer  
Donaldson & Partners  
12, Manton Terrace  
London W1

January 15, 2000

Dear Mrs Hobbs,

I wish to apply for the position of Bi-lingual Secretary, which was advertised in today's Guardian.

I enclose my Curriculum Vitae.

Please let me know if there is any further information you require.

I can be available for the interview at any time.

Yours sincerely,

Caroline Frost (Mrs)  
Enc. Curriculum Vitae

**CURRICULUM VITAE**

Name:

Caroline Frost

Address:

32 Earlsfield Road, Epsom, Surrey

Telephone:

Home: (03727) 59643

Work: (03727) 54343 ext: 31

Personal Details:

Date and Place of Birth:

3<sup>rd</sup> May 1963, Chiswick, London

Marital Status:

Married, no children

Availability for Employment: Present employer requires one month's notice

I am able to travel, but would prefer not to be away from home longer than two weeks

Qualifications:

Professional: Diploma in Secretarial Skills

Languages: Fluent English, Spanish

Some knowledge of Italian

Education: Epsom College (1986-87), Diploma in Secretarial Skills

Primrose Lane Comprehensive School, Chiswick, London W4  
(1974-80), Advanced Examination Passes in English and Spanish

Further Courses: International House Language School, Italian - lower Intermediate level for one year (1989)

Career Details: 1989-

Secretary/ Personal Assistant to the Senior Sales Manager, Speedtel Ltd.

1987-89

Senior Flying Attendant, British Airways

1980-89

Flying Attendant, British Airways  
awarded "Flying Attendant of the Year 1988"

References: Mrs Jane Browning, Senior Sales Manager, Speedtel Ltd.,

70, Bush Lane, Epsom, Surrey, EL3 4TW

Mr Alan Parker, Assistant Manager, British Airways,

2, Mornmouth Row, London WC2 1AR

**Application Two:**

Kolleg 16/12  
1030 Vienna  
Austria

Mrs J. Hobbs  
Personnel Officer  
Donaldson & Partners  
12 Manton Terrace  
London W1

January 7, 2000

Dear Mrs Hobbs,  
Bilingual Administrative Assistant

I have seen your advertisement for a Bilingual Administrative Assistant in last Friday's Guardian, and wish to apply for this post.

I am 26 years old and have a Bilingual Secretary Diploma. At present I am working for a publishing company in Vienna, but for personal reasons I would like to return to the United Kingdom.

When I was at school I specialized in languages and passed advanced examinations in Spanish, German and Italian. On leaving school, I went to Hammersmith Secretarial College, where I obtained my Diploma. After finishing my course, I spent a year in Spain, where I worked as a hotel receptionist and continued to study Spanish.

After I had returned to England, I went to London and started working for 'The London Informer', selling classified advertising by telephone. At the same time I took advanced evening classes of a course in 'Micro-Computing for the Office'. A year later I started work for IPCO, the international publishing company, in Vienna. I have to assist in the organization of meetings and conferences. My work involves liaison with senior management in various departments.

Mr J. Keller, the Senior Manager of IPCO International, Vienna, has agreed to give you any further information you require about my work.

Ms J. Jackson, the Advertising Manager of 'The London Informer', 5 Broad Court, London EC3, has also agreed to act as a referee.

I will be in London from March 3 to April 1 and will be available for interview during those four weeks.

I look forward to hearing from you.

Yours sincerely,

Sally Brook (Miss)

KŘEPIVSKÁ, HOŠKOVÁ, BUDENÍKOVÁ, MATFYZPRESS  
2006

**8. Study the jumbled text and label each part according to its function. Then put the sentences in order.**

- a. As my contract expires in September, I will be free to take up the job from October onwards.
- b. As you can see from my CV
- c. I look forward to hearing from you in due course.
- d. I am currently working for the Aranco Oil Company in Saudi Arabia.
- e. I have the RSA Diploma in TEFL and have been teaching ESP since 1985.
- f. I am writing in reply to your advertisement for an ESP teacher in the Guardian of June 15, 1999.
- g. I would be grateful if you could send me further details of the post.

qualification  
present situation  
purpose -  
availability  
enclosing CV  
further contact

**9. Write a letter in response to the advertisement you have chosen.**

16th July 2009  
*Your Address*

Mrs. M Foster,  
Graduate Recruitment Manager,  
Elsewhere Bank plc,  
39 High Street,  
Manchester. M2 1RS

Dear Mrs Foster (A)

My name is John Andrews (B) and I am writing in response to your advertisement for a Graduate Trainee on the University of Kent vacancy database.(C) I enclose my CV for your consideration.

I first became interested in retail banking during an "Insight" course which I attended during my second year at University. Since then, discussion with my careers adviser and my own research have confirmed my belief that this is a career which will enable me to use not only my interest in business and finance but also my skills in working with people, both in an advisory and a managerial capacity. (D)

I am particularly interested in a career with Elsewhere Bank, because of the high reputation of your graduate training scheme, and your commitment to giving new recruits early responsibility. (E)

During my time as a student I have had a variety of part-time and vacation jobs, all of which have required me to work as part of a team and to deal directly with the public. I found my work at the Tourist Information Office particularly valuable in teaching me the importance of ascertaining customers' needs and providing clear and accurate information in response to those needs. (F)

As part of my degree course, I chose to carry out a final-year project which involved a statistical analysis of 150 questionnaires sent to local employers. To process this information, I taught myself to set up and use a database and felt great satisfaction in completing this project well ahead of the end-of-term deadline. (G) Although my overall degree result was a 2.2., this particular piece of work was awarded a high 2.1.

I will be available for interview at any time apart from the 12 - 24 August when I have arranged a holiday in Italy. (H) I look forward to hearing from you shortly.

Yours sincerely

*John Andrews*

John Andrews (I)

**Task 2:**

Put the verbs in the correct tense. The first one has been done as an example.

Dear Sir/Madam,

I (1) *am writing*.. (write) in reply to the advertisement which (2)..... (appear) in the Western Mail on 27 April regarding an opening for a Personal Assistant to the Director.

I (3).....(consider) that I am well qualified for this post. I (4).....(have) an RSA Certificate in Office Management. I (5).....(be) fluent in French and have the French Chamber of Commerce language diploma. In 2002 I (6).....(complete) an in-service course in IT.

At the moment, I (7).....(work) as a travel guide for a large travel agency, where I (8).....(work) for three years. Prior to guiding I (9)..... (work) as a typist. As my contract (10).....(expire) in October, I (11) .....(be available) to take up another employment from November onwards.

I (12).....(enclose) a full CV and (13).....(be happy) to answer any further questions you may (14).....(have).

I (15).....(look forward) to hearing from you.

Yours faithfully,

Mary Parker

**Task 3:**

Complete the text with the following words. The first has been done as an example.

available	opportunity	obtained	advertised	assisted	hearing
enclose	due	apply	qualified	may	completing

Dear Mr. Johnson,

I would like to (1)....*apply*..... for the position of a laboratory assistant as (2)..... in the April Issue of the New Scientist.

I (3)..... a copy of my CV with the names of two referees.

I feel that I would be a (4)..... candidate for the position. I am (5)..... my Bachelor's degree in Biology this May and will be (6)..... for employment from the end of June.

As a Teacher Assistant in the Department of Molecular Biology, I have had an (7)..... to work with a team of researchers. I have (8)..... with numerous projects and have (9)..... experience with many laboratory techniques.

I would be happy to answer any questions you (10)..... have.

I look forward to (11)..... from you in (12)..... course.

Yours sincerely,

Andrew Baxter

## ***JOB ADVERTS - MATHS***

### ***1] Research Analyst***

#### ***Insurance – Pricing, Product & Risk Management***

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CAA South Central Ontario has been successfully servicing our members and customers for over 100 years. Our vision is to be the leading membership organization in Canada by delivering first class quality service, unparalleled member satisfaction and profitable growth. Our high quality of service can only be achieved through our employees. We are always looking for enthusiastic people who have a proven ability to provide exceptional experiences to our members, customers and associates.

In this role, you will analyze data and conduct statistical analysis to make recommendations for new and existing products and pricing changes. You will extract and query databases in preparation for data modeling as well as running software to find optimal statistical models. In addition, you will create ad-hoc analysis and reports to meet business objectives. The successful candidate will hold a University Degree in Statistics, Actuarial Science, Mathematics or Computer Science with at least 3 year of related statistical analysis experience. Your exceptional analytical skills coupled with excellent written and verbal communication skills will ensure your success in this role.

If you are ready to join a driven team, we'd love to hear from you. Please visit our website at [www.caasco.com](http://www.caasco.com) to apply online.

### **2] Tenure Track Position, Mathematical Finance**

The Department of Mathematical and Statistical Sciences at the University of Alberta invites applications for a tenure-track position in Mathematical Finance at the Assistant Professor level. Appointment at a higher level may be possible under exceptional circumstances. We offer an excellent research environment with a normal teaching load of three courses per year. The University of Alberta has one of the leading Mathematics Departments in Canada and has strong connections with other mathematical institutes, such as the Pacific Institute for the Mathematical Sciences (PIMS), Mathematics of Information Technology and Complex Systems (MITACS), and the Banff International Research Station (BIRS). For more information about the Department, please visit our website at [www.math.ualberta.ca](http://www.math.ualberta.ca).

The successful candidate will hold a PhD or international equivalent; have established accomplishments and outstanding promise in research; as well as a strong commitment to graduate and undergraduate teaching. Applicants should submit their curriculum vitae, a research statement, a teaching profile outlining experience and interests, and at least three confidential letters of reference. Review of applications will begin on November 13, 2009; however, the competition will remain open until filled. Early applications are encouraged.

Interested applicants may apply to:

Online: <http://www.careers.ualberta.ca/competition.aspx?id=A10019300>

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Arturo Pianzola, Chair  
Department of Mathematical and Statistical Sciences  
University of Alberta  
Edmonton, AB Canada T6G 2G1

Email: [chairsec@math.ualberta.ca](mailto:chairsec@math.ualberta.ca)

Competition No. - A10019300  
Closing Date - Will remain open until filled.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Alberta hires on the basis of merit. We are committed to the principle of equity in employment. We welcome diversity and encourage applications from all qualified women and men, including persons with disabilities, members of visible minorities, and Aboriginal persons.

**3] FRIDAY SEPTEMBER 10TH 2009 - *Toronto, Ontario***

**Call for nominations and applications for the position of Deputy Director of the Fields Institute**

This is a call for applications or nominations for the position of Deputy Director of the Fields Institute for a term of three to five years beginning July 1, 2010. The deputy director works closely with the director on all aspects of the Institute's oversight and program development.

Qualified candidates should be mathematical scientists with good management skills, an excellent research record, and a strong interest in developing the programs of the Institute. Women and members of under-represented groups are encouraged to apply. In the past, this position has been filled by a mathematical scientist seconded from a local university, but we are also open to other strategies, such as using this as an opportunity to recruit new faculty to Ontario. Inquiries can be addressed to any member of the search committee: Edward Bierstone ([bierston@fields.utoronto.ca](mailto:bierston@fields.utoronto.ca)), Tom Salisbury ([salt@pascal.math.yorku.ca](mailto:salt@pascal.math.yorku.ca)) and Mary Thompson ([methomps@uwaterloo.ca](mailto:methomps@uwaterloo.ca))

A brief letter of nomination and a CV should be sent to:

**Edward Bierstone**  
**Director**  
**Fields Institute**  
**222 College St. W.**  
**Toronto, ON M5T 3J1**  
**[bierston@fields.utoronto.ca](mailto:bierston@fields.utoronto.ca)**