

Look at the case study on page 74 and 75. You decide to appoint Martine Lemaire to the job. Complete the letter using the correct alternatives.

Dear Ms Lemaire

It was a ¹ meeting you here at Slim Gyms last Thursday. We had a very interesting discussion. We have now ² your ³ and they were both very positive. I am therefore ⁴ to offer you the ⁵ of General Manager for our chain of Health and Leisure Clubs. We can offer a salary of \$70,000 a year, plus the usual ⁶. We would like you to commence work on September 1st. However, we have a special week of ⁷ for all our managers during the week of August 15th in Kansas City, and I think it would be helpful and useful if you could ⁸ this. It will help you to get to know the company and your future ⁹. Please could you confirm that you wish to ¹⁰ this post, and also let me know if you can go to Kansas City for the course?

I look forward to hearing from you.

Yours sincerely

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|-------------------|-----------------|---------------|------------------|
| 1 a) happiness | b) pleasure | c) fun | d) gladness |
| 2 a) controlled | b) certified | c) tested | d) checked |
| 3 a) refers | b) referees | c) references | d) referred |
| 4 a) delighted | b) content | c) ecstatic | d) over the moon |
| 5 a) location | b) situated | c) position | d) spot |
| 6 a) benefactors | b) benefits | c) kindnesses | d) vantages |
| 7 a) formation | b) training | c) educating | d) teaching |
| 8 a) assist | b) attenuate | c) attend | d) locate |
| 9 a) cooperatives | b) co-employees | c) colleges | d) colleagues |
| 10 a) take off | b) take out | c) take up | d) take in |

Now write a letter (80 to 100 words) to one of the applicants who failed to get the job. Include the following points:

- thank the applicant for coming to the interview
- all the candidates were very strong
- you regret that despite their skills and experience, you are not able to offer them the job
- you will keep the applicant's name on file and let them know about any future job openings
- thank the applicant for their interest in the job

9 Trade

Replace the underlined parts of the sentences with appropriate forms of expressions from the box. (Not all of the expressions in the box are used.)

barriers	open borders	free port	developing industries
dumping	tariffs	a strategic industry	restrictions
quotas	laissez-faire	liberalise	Customs
	deregulation of	subsidies	regulations

1 In 2003, the US imposed special taxes on imported steel

Vocabulary