



Grammar in Real Life 5

More theme-related vocabulary on P.141 **DSE**

Theme: Study, school life and work

Text Type: Letter of application

Issac wrote a letter of application to apply for a part-time job, but he made some mistakes. Correct the underlined mistakes and write the correct words above them.

Dear Sir / Madam,

Re: Application for Part-time Admin Helper

With reference to the job ad at Tuen Mun Community Centre, I am writing to apply for the post of Part-time Admin Helper. Because of my strong academic background and relevant experience in college, I believe I am a **(1)** suit person for the job.

I am now a Secondary 5 student at Tuen Mun Grace College. I am good at Chinese and English. **(2)** However, I am particularly interested in language-related work. **(3)** As an example, I am familiar with drafting letters. I am **(4)** although good **(5)** for to handle other paperwork due to my excellent skills in Word and Excel.

(6) Furthermore I do not have any work experience, I have actively participated in some extra-curricular activities. It is easy **(7)** to me to manage books and prepare related promotional materials as I have been a school librarian for three years. The experience is very **(8)** preciousness. It is rewarding **(9)** so I have learnt how to work systematically from it.

My family and I have been supporting the events organised by your centre owing to the **(10)** reason fees and diversified options to choose from. I really appreciate the efforts you and your staff have made. It will be lucky **(11)** as me to be a member of your team.

I hope you will consider my **(12)** applicable. Please contact me at 2122 1234. I will be available from 17 June.

Yours faithfully,

Issac Lam