



PROGRESS TEST - MODULE 1

Output 7

Ecole Centrale de Lille

ERASMUS+ KA2 Strategic Partnership

2018-1-TR01-KA203-058252 Immersive Business and Engineering English in Virtual Reality: A tool for the Sustainable Mobility of the Skilled Workforce in the EU (I-BEE-VR)

JOB INTERVIEWS

Read the following letter and:

1) fill the **10 gaps** with the words given below 2) Janet left **10 bad typos** in her letter. Can you correct them?

qualifications – act – position – involved – personnel – team – interview – develop – application - projects

MECHANICAL ENGINEER

Janet Garney, janetgarney7@gmail.com, +4276235879

Ms Dolores Perkin,
1. _____ Manager
Perkins Engineering
Vancouver, BC

2th April, 2020

Dear Ms Perkin,

My name is Janet Garney and I am working with Astra for the past 6 years. The description you have outlined for the mechanical engineer 2. _____ at Perkins Engineering strongly match my experience and 3. _____, especially prototype design of industrial machine components. As such, I am highly interested by joining your 4. _____.

I have an M.Sc in Mechanical Engineering from Victoria University and have worked like a mechanical engineer for 6 years. In my time at Astra, I was able to:

- 5. _____ three prototype components of the Super Drill 900 that was commercially employed
- 6. _____ as lead machinist and component designer on four separate engineering products
- win the “Best Machinist” award - nominated twice



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I am aware that Perkins Engineering has been engaged in some exciting 7. _____ in the industry in recent years. As you can see, I have been 8. _____ in similar work and know I could gratefully contribute to Perkins Engineering's goals for the future.

Thank you for taking the time to read my 9. _____. I would be delighted to come in for an 10. _____ and am looking forward to hear from you.

Thanks you again for your time and consideration.

Sincerely,

Janet Garney

ANSWER KEY:

MECHANICAL ENGINEER

Janet Garney, janetgarney7@gmail.com, +4276235879

Ms Dolores Perkin,
1. Personnel Manager
Perkins Engineering
Vancouver, BC

2nd April, 2020

Dear Ms Perkin,

My name is Janet Garney and I **have been working** with Astra for the past 6 years. The description you have outlined for the mechanical engineer 2. position at Perkins Engineering strongly **matches** my experience and 3. qualifications, especially prototype design of industrial machine components. As such, I am **highly** interested in joining your 4. team.

I have an M.Sc in mechanical Engineering from Victoria University and have worked as a mechanical engineer for 6 years. In my time at Astra, I was able to:



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- 5. develop three prototype components of the Super Drill 900 that was commercially employed
- 6. act as lead machinist and component designer on four separate engineering products
- win the “Best Machinist” award - nominated twice

I am aware that Perkins Engineering has been engaged in some exciting 7. projects in the industry in recent years. As you can see, I have been 8. involved in similar work and know I could **greatly** contribute to Perkins Engineering’s goals for the future.

Thank you for taking the time to read my 9. application. I would be delighted to come in for an 10. interview and am looking forward **to hearing** from you.

Thank you again for your time and consideration.

Sincerely

Janet Garney



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MEETINGS

A. Complete the sentences below with the following verbs. Use the correct form:

Take – have – get – discuss – call - send – receive – chair

1. I've this meeting to talk about our new teamwork policy.
2. I've asked Janet to the minutes
3. We have four main points to today
4. Kenny can't come to the meeting this afternoon. Hehis apologies
5. Can westarted? I have another meeting to attend after this one.
6. Is it possible to a short coffee break?
7. Have you all a copy of the agenda?
8. The CFO is away on business so Mark had tothe financial meeting.

B. Match the functions (1-6) with the expressions (a-f)

- | | |
|-----------------------------|---|
| 1. Interrupting someone | a) Sorry, I didn't quite follow that. Could you be more specific? |
| 2. Making a strong point | b) I'm not entirely sure... |
| 3. Asking for clarification | c) That suits me fine. |
| 4. Agreeing | d) I'm afraid I can't go along with that. |
| 5. Disagreeing | e) I do believe it is important. |
| 6. Expressing a doubt | f) If I could just come in here... |



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C. For the following meeting phrases, indicate whether they are rather formal or informal

1. I tend to think that...
2. You're wrong.
3. I would suggest that...
4. I'm afraid I can't agree with you.
5. What do you mean?
6. Sorry to interrupt, but...



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ANSWER KEY:

A.

- (1) called
- (2) take
- (3) discuss
- (4) sends / sent
- (5) get
- (6) have
- (7) received
- (8) chair

B. 1f – 2e – 3a – 4c – 5d – 6b

C. 1 f – 2 inf – 3 f – 4 f – 5 inf – 6 f