

11.7

Applying for a Job

Angela reads a newspaper advertisement for a summer job at ZVI Technology Group beginning July 6. She decides to write a letter to apply for the position.

- 1 As she prepares her letter, Angela should plan to do all of these EXCEPT—
- A make sure to include information that is specific and relevant
 - B ask a teacher, parent, or friend to check her letter for errors
 - C confirm the name and address of the person to whom she's writing
 - D call the company to ask if she can start work in June

Here is the first part of Angela's rough draft of her letter. Use it to answer questions 2–6.

Dear Mr. Levinson:

I would like to apply for the summer office assistant job that you advertised in *Town News*. I believe that my background and abilities are a perfect match for ZVI Technology Group's needs.

Math has always been my best subject in school, I have a very logical mind. I also have strong organizational abilities, which is one of my strengths. For these reasons, I'm sure that I could rapidly master the skills needed to handle the basic data processing and filing tasks you describe in your job listing.

Furthermore, I have excellent communication skills. I'm confident that I can handle the telephone contacts. The daily written reports required for the job, too. I am also a team player, eager to work together with others to do what needs to be done.

Last summer, I had a part-time job at Danson Publications, which publishes how-to guides and magazines. I assisted the editors with a wide variety of tasks. This often happened while under considerable deadline pressure. This experience helped me develop my office skills. It also gave me valuable practice in working with others to solve day-to-day problems on the job. My coworkers always made me laugh.

- 2 Read this sentence from the draft: Math has always been my best subject in school, I have a very logical mind. How can Angela best rewrite this sentence?
- F Having a very logical mind, math has always been my best subject in school.
 - G Math has always been my best subject in school, having a very logical mind.
 - H Math has always been my best subject in school because I have a very logical mind.
 - J In school with my very logical mind, math has always been my best subject.

Sharpening Key Skills

- 3 **Reviewing her draft, Angela finds that one of these sentences is a fragment:**

I'm confident that I can handle the telephone contacts. The daily written reports required for the job, too.

The *best* way to combine these sentences to eliminate the fragment would be—

- A I'm confident that I can handle the telephone contacts and I'm confident that I can handle the daily written reports required for the job, too.
- B I'm confident that I can handle the telephone contacts as well as the daily written reports required for the job.
- C I'm confident that I can handle the telephone contacts; also, the daily written reports required for the job.
- D Confidently, I can handle the telephone contacts and the daily written reports required for the job, too.

- 4 **How can Angela best combine these sentences without changing their meaning? I assisted the editors with a wide variety of tasks. This often happened while under considerable deadline pressure.**

- F I assisted the editors with a wide variety of tasks, often while under considerable deadline pressure.
- G Assisting the editors with a wide variety of tasks, there was often considerable deadline pressure.
- H While assisting the editors with a wide variety of tasks, the deadline pressure was considerable.
- J I assisted the editors with a wide variety of tasks; often this happened while under considerable deadline pressure.

- 5 **Which of these sentences repeats information already given in the sentence?**

- A I believe that my background and abilities are a perfect match for ZVI Technology Group's needs.
- B For these reasons, I'm sure that I could rapidly master the skills needed to handle the basic data processing and filing tasks you describe in your job listing.
- C I also have strong organizational abilities, which is one of my strengths.
- D It also gave me valuable practice in working with others to solve day-to-day problems on the job.

- 6 **Which sentence does *not* belong in Angela's draft?**

- F I believe that my background and abilities are a perfect match for ZVI Technology Group's needs.
- G Furthermore, I have excellent communication skills.
- H This experience helped me develop my office skills.
- J My coworkers always made me laugh.

11.7

Applying for a Job

Angela reads a newspaper advertisement for a summer job at ZVI Technology Group beginning July 6. She decides to write a letter to apply for the position.

- 1 As she prepares her letter, Angela should plan to do all of these EXCEPT—
- A make sure to include information that is specific and relevant
 - B ask a teacher, parent, or friend to check her letter for errors
 - C confirm the name and address of the person to whom she's writing
 - D call the company to ask if she can start work in June

Here is the first part of Angela's rough draft of her letter. Use it to answer questions 2–6.

Dear Mr. Levinson:

I would like to apply for the summer office assistant job that you advertised in *Town News*. I believe that my background and abilities are a perfect match for ZVI Technology Group's needs.

Math has always been my best subject in school, I have a very logical mind. I also have strong organizational abilities, which is one of my strengths. For these reasons, I'm sure that I could rapidly master the skills needed to handle the basic data processing and filing tasks you describe in your job listing.

Furthermore, I have excellent communication skills. I'm confident that I can handle the telephone contacts. The daily written reports required for the job, too. I am also a team player, eager to work together with others to do what needs to be done.

Last summer, I had a part-time job at Danson Publications, which publishes how-to guides and magazines. I assisted the editors with a wide variety of tasks. This often happened while under considerable deadline pressure. This experience helped me develop my office skills. It also gave me valuable practice in working with others to solve day-to-day problems on the job. My coworkers always made me laugh.

- 2 Read this sentence from the draft: Math has always been my best subject in school, I have a very logical mind. How can Angela best rewrite this sentence?
- F Having a very logical mind, math has always been my best subject in school.
 - G Math has always been my best subject in school, having a very logical mind.
 - H Math has always been my best subject in school because I have a very logical mind.
 - J In school with my very logical mind, math has always been my best subject.

- 3 **Reviewing her draft, Angela finds that one of these sentences is a fragment:**

I'm confident that I can handle the telephone contacts. The daily written reports required for the job, too.

The best way to combine these sentences to eliminate the fragment would be—

- A I'm confident that I can handle the telephone contacts and I'm confident that I can handle the daily written reports required for the job, too.
- B I'm confident that I can handle the telephone contacts as well as the daily written reports required for the job.
- C I'm confident that I can handle the telephone contacts; also, the daily written reports required for the job.
- D Confidently, I can handle the telephone contacts and the daily written reports required for the job, too.

- 4 **How can Angela best combine these sentences without changing their meaning? I assisted the editors with a wide variety of tasks. This often happened while under considerable deadline pressure.**

- F I assisted the editors with a wide variety of tasks, often while under considerable deadline pressure.
- G Assisting the editors with a wide variety of tasks, there was often considerable deadline pressure.
- H While assisting the editors with a wide variety of tasks, the deadline pressure was considerable.
- J I assisted the editors with a wide variety of tasks; often this happened while under considerable deadline pressure.

- 5 **Which of these sentences repeats information already given in the sentence?**

- A I believe that my background and abilities are a perfect match for ZVI Technology Group's needs.
- B For these reasons, I'm sure that I could rapidly master the skills needed to handle the basic data processing and filing tasks you describe in your job listing.
- C I also have strong organizational abilities, which is one of my strengths.
- D It also gave me valuable practice in working with others to solve day-to-day problems on the job.

- 6 **Which sentence does *not* belong in Angela's draft?**

- F I believe that my background and abilities are a perfect match for ZVI Technology Group's needs.
- G Furthermore, I have excellent communication skills.
- H This experience helped me develop my office skills.
- J My coworkers always made me laugh.

11.7

Applying for a Job

Angela reads a newspaper advertisement for a summer job at ZVI Technology Group beginning July 6. She decides to write a letter to apply for the position.

- 1 As she prepares her letter, Angela should plan to do all of these EXCEPT—
- A make sure to include information that is specific and relevant
 - B ask a teacher, parent, or friend to check her letter for errors
 - C confirm the name and address of the person to whom she's writing
 - D call the company to ask if she can start work in June

Here is the first part of Angela's rough draft of her letter. Use it to answer questions 2–6.

Dear Mr. Levinson:

I would like to apply for the summer office assistant job that you advertised in *Town News*. I believe that my background and abilities are a perfect match for ZVI Technology Group's needs.

Math has always been my best subject in school, I have a very logical mind. I also have strong organizational abilities, which is one of my strengths. For these reasons, I'm sure that I could rapidly master the skills needed to handle the basic data processing and filing tasks you describe in your job listing.

Furthermore, I have excellent communication skills. I'm confident that I can handle the telephone contacts. The daily written reports required for the job, too. I am also a team player, eager to work together with others to do what needs to be done.

Last summer, I had a part-time job at Danson Publications, which publishes how-to guides and magazines. I assisted the editors with a wide variety of tasks. This often happened while under considerable deadline pressure. This experience helped me develop my office skills. It also gave me valuable practice in working with others to solve day-to-day problems on the job. My coworkers always made me laugh.

- 2 Read this sentence from the draft: Math has always been my best subject in school, I have a very logical mind. How can Angela best rewrite this sentence?
- F Having a very logical mind, math has always been my best subject in school.
 - G Math has always been my best subject in school, having a very logical mind.
 - H Math has always been my best subject in school because I have a very logical mind.
 - J In school with my very logical mind, math has always been my best subject.

Sharpening Key Skills

- 3 **Reviewing her draft, Angela finds that one of these sentences is a fragment:**

I'm confident that I can handle the telephone contacts. The daily written reports required for the job, too.

The best way to combine these sentences to eliminate the fragment would be—

- A I'm confident that I can handle the telephone contacts and I'm confident that I can handle the daily written reports required for the job, too.
- B I'm confident that I can handle the telephone contacts as well as the daily written reports required for the job.
- C I'm confident that I can handle the telephone contacts; also, the daily written reports required for the job.
- D Confidently, I can handle the telephone contacts and the daily written reports required for the job, too.

- 4 **How can Angela best combine these sentences without changing their meaning? I assisted the editors with a wide variety of tasks. This often happened while under considerable deadline pressure.**

- F I assisted the editors with a wide variety of tasks, often while under considerable deadline pressure.
- G Assisting the editors with a wide variety of tasks, there was often considerable deadline pressure.
- H While assisting the editors with a wide variety of tasks, the deadline pressure was considerable.
- J I assisted the editors with a wide variety of tasks; often this happened while under considerable deadline pressure.

- 5 **Which of these sentences repeats information already given in the sentence?**

- A I believe that my background and abilities are a perfect match for ZVI Technology Group's needs.
- B For these reasons, I'm sure that I could rapidly master the skills needed to handle the basic data processing and filing tasks you describe in your job listing.
- C I also have strong organizational abilities, which is one of my strengths.
- D It also gave me valuable practice in working with others to solve day-to-day problems on the job.

- 6 **Which sentence does *not* belong in Angela's draft?**

- F I believe that my background and abilities are a perfect match for ZVI Technology Group's needs.
- G Furthermore, I have excellent communication skills.
- H This experience helped me develop my office skills.
- J My coworkers always made me laugh.

11.7

Applying for a Job

Angela reads a newspaper advertisement for a summer job at ZVI Technology Group beginning July 6. She decides to write a letter to apply for the position.

- 1 As she prepares her letter, Angela should plan to do all of these EXCEPT—
- A make sure to include information that is specific and relevant
 - B ask a teacher, parent, or friend to check her letter for errors
 - C confirm the name and address of the person to whom she's writing
 - D call the company to ask if she can start work in June

Here is the first part of Angela's rough draft of her letter. Use it to answer questions 2–6.

Dear Mr. Levinson:

I would like to apply for the summer office assistant job that you advertised in *Town News*. I believe that my background and abilities are a perfect match for ZVI Technology Group's needs.

Math has always been my best subject in school, I have a very logical mind. I also have strong organizational abilities, which is one of my strengths. For these reasons, I'm sure that I could rapidly master the skills needed to handle the basic data processing and filing tasks you describe in your job listing.

Furthermore, I have excellent communication skills. I'm confident that I can handle the telephone contacts. The daily written reports required for the job, too. I am also a team player, eager to work together with others to do what needs to be done.

Last summer, I had a part-time job at Danson Publications, which publishes how-to guides and magazines. I assisted the editors with a wide variety of tasks. This often happened while under considerable deadline pressure. This experience helped me develop my office skills. It also gave me valuable practice in working with others to solve day-to-day problems on the job. My coworkers always made me laugh.

- 2 Read this sentence from the draft: Math has always been my best subject in school, I have a very logical mind. How can Angela best rewrite this sentence?
- F Having a very logical mind, math has always been my best subject in school.
 - G Math has always been my best subject in school, having a very logical mind.
 - H Math has always been my best subject in school because I have a very logical mind.
 - J In school with my very logical mind, math has always been my best subject.

Sharpening Key Skills

3 **Reviewing her draft, Angela finds that one of these sentences is a fragment:**

I'm confident that I can handle the telephone contacts. The daily written reports required for the job, too.

The best way to combine these sentences to eliminate the fragment would be—

- A I'm confident that I can handle the telephone contacts and I'm confident that I can handle the daily written reports required for the job, too.
- B I'm confident that I can handle the telephone contacts as well as the daily written reports required for the job.
- C I'm confident that I can handle the telephone contacts; also, the daily written reports required for the job.
- D Confidently, I can handle the telephone contacts and the daily written reports required for the job, too.

4 **How can Angela best combine these sentences without changing their meaning? I assisted the editors with a wide variety of tasks. This often happened while under considerable deadline pressure.**

- F I assisted the editors with a wide variety of tasks, often while under considerable deadline pressure.
- G Assisting the editors with a wide variety of tasks, there was often considerable deadline pressure.
- H While assisting the editors with a wide variety of tasks, the deadline pressure was considerable.
- J I assisted the editors with a wide variety of tasks; often this happened while under considerable deadline pressure.

5 **Which of these sentences repeats information already given in the sentence?**

- A I believe that my background and abilities are a perfect match for ZVI Technology Group's needs.
- B For these reasons, I'm sure that I could rapidly master the skills needed to handle the basic data processing and filing tasks you describe in your job listing.
- C I also have strong organizational abilities, which is one of my strengths.
- D It also gave me valuable practice in working with others to solve day-to-day problems on the job.

6 **Which sentence does *not* belong in Angela's draft?**

- F I believe that my background and abilities are a perfect match for ZVI Technology Group's needs.
- G Furthermore, I have excellent communication skills.
- H This experience helped me develop my office skills.
- J My coworkers always made me laugh.

117

Applying for a Job

Angela reads a newspaper advertisement for a summer job at ZVI Technology Group beginning July 6. She decides to write a letter to apply for the position.

- 1 As she prepares her letter, Angela should plan to do all of these EXCEPT—
- A make sure to include information that is specific and relevant
 - B ask a teacher, parent, or friend to check her letter for errors
 - C confirm the name and address of the person to whom she's writing
 - D call the company to ask if she can start work in June

Here is the first part of Angela's rough draft of her letter. Use it to answer questions 2–6.

Dear Mr. Levinson:

I would like to apply for the summer office assistant job that you advertised in *Town News*. I believe that my background and abilities are a perfect match for ZVI Technology Group's needs.

Math has always been my best subject in school, I have a very logical mind. I also have strong organizational abilities, which is one of my strengths. For these reasons, I'm sure that I could rapidly master the skills needed to handle the basic data processing and filing tasks you describe in your job listing.

Furthermore, I have excellent communication skills. I'm confident that I can handle the telephone contacts. The daily written reports required for the job, too. I am also a team player, eager to work together with others to do what needs to be done.

Last summer, I had a part-time job at Danson Publications, which publishes how-to guides and magazines. I assisted the editors with a wide variety of tasks. This often happened while under considerable deadline pressure. This experience helped me develop my office skills. It also gave me valuable practice in working with others to solve day-to-day problems on the job. My coworkers always made me laugh.

- 2 Read this sentence from the draft: Math has always been my best subject in school, I have a very logical mind. How can Angela best rewrite this sentence?
- F Having a very logical mind, math has always been my best subject in school.
 - G Math has always been my best subject in school, having a very logical mind.
 - H Math has always been my best subject in school because I have a very logical mind.
 - J In school with my very logical mind, math has always been my best subject.

Sharpening Key Skills

- 3 Reviewing her draft, Angela finds that one of these sentences is a fragment:

I'm confident that I can handle the telephone contacts. The daily written reports required for the job, too.

The *best* way to combine these sentences to eliminate the fragment would be—

- A I'm confident that I can handle the telephone contacts and I'm confident that I can handle the daily written reports required for the job, too.
- B I'm confident that I can handle the telephone contacts as well as the daily written reports required for the job.
- C I'm confident that I can handle the telephone contacts; also, the daily written reports required for the job.
- D Confidently, I can handle the telephone contacts and the daily written reports required for the job, too.

- 4 How can Angela best combine these sentences without changing their meaning? I assisted the editors with a wide variety of tasks. This often happened while under considerable deadline pressure.

- F I assisted the editors with a wide variety of tasks, often while under considerable deadline pressure.
- G Assisting the editors with a wide variety of tasks, there was often considerable deadline pressure.
- H While assisting the editors with a wide variety of tasks, the deadline pressure was considerable.
- J I assisted the editors with a wide variety of tasks; often this happened while under considerable deadline pressure.

- 5 Which of these sentences repeats information already given in the sentence?

- A I believe that my background and abilities are a perfect match for ZVI Technology Group's needs.
- B For these reasons, I'm sure that I could rapidly master the skills needed to handle the basic data processing and filing tasks you describe in your job listing.
- C I also have strong organizational abilities, which is one of my strengths.
- D It also gave me valuable practice in working with others to solve day-to-day problems on the job.

- 6 Which sentence does *not* belong in Angela's draft?

- F I believe that my background and abilities are a perfect match for ZVI Technology Group's needs.
- G Furthermore, I have excellent communication skills.
- H This experience helped me develop my office skills.
- J My coworkers always made me laugh.

Applying for a Job

Angela reads a newspaper advertisement for a summer job at ZVI Technology Group beginning July 6. She decides to write a letter to apply for the position.

- 1 As she prepares her letter, Angela should plan to do all of these EXCEPT—
- A make sure to include information that is specific and relevant
 - B ask a teacher, parent, or friend to check her letter for errors
 - C confirm the name and address of the person to whom she's writing
 - D call the company to ask if she can start work in June

Here is the first part of Angela's rough draft of her letter. Use it to answer questions 2–6.

Dear Mr. Levinson:

I would like to apply for the summer office assistant job that you advertised in *Town News*. I believe that my background and abilities are a perfect match for ZVI Technology Group's needs.

Math has always been my best subject in school, I have a very logical mind. I also have strong organizational abilities, which is one of my strengths. For these reasons, I'm sure that I could rapidly master the skills needed to handle the basic data processing and filing tasks you describe in your job listing.

Furthermore, I have excellent communication skills. I'm confident that I can handle the telephone contacts. The daily written reports required for the job, too. I am also a team player, eager to work together with others to do what needs to be done.

Last summer, I had a part-time job at Danson Publications, which publishes how-to guides and magazines. I assisted the editors with a wide variety of tasks. This often happened while under considerable deadline pressure. This experience helped me develop my office skills. It also gave me valuable practice in working with others to solve day-to-day problems on the job. My coworkers always made me laugh.

- 2 Read this sentence from the draft: Math has always been my best subject in school, I have a very logical mind. How can Angela best rewrite this sentence?
- F Having a very logical mind, math has always been my best subject in school.
 - G Math has always been my best subject in school, having a very logical mind.
 - H Math has always been my best subject in school because I have a very logical mind.
 - J In school with my very logical mind, math has always been my best subject.

Sharpening Key Skills

- 3 **Reviewing her draft, Angela finds that one of these sentences is a fragment:**

I'm confident that I can handle the telephone contacts. The daily written reports required for the job, too.

The best way to combine these sentences to eliminate the fragment would be—

- A I'm confident that I can handle the telephone contacts and I'm confident that I can handle the daily written reports required for the job, too.
- B I'm confident that I can handle the telephone contacts as well as the daily written reports required for the job.
- C I'm confident that I can handle the telephone contacts; also, the daily written reports required for the job.
- D Confidently, I can handle the telephone contacts and the daily written reports required for the job, too.

- 4 **How can Angela best combine these sentences without changing their meaning? I assisted the editors with a wide variety of tasks. This often happened while under considerable deadline pressure.**

- F I assisted the editors with a wide variety of tasks, often while under considerable deadline pressure.
- G Assisting the editors with a wide variety of tasks, there was often considerable deadline pressure.
- H While assisting the editors with a wide variety of tasks, the deadline pressure was considerable.
- J I assisted the editors with a wide variety of tasks; often this happened while under considerable deadline pressure.

- 5 **Which of these sentences repeats information already given in the sentence?**

- A I believe that my background and abilities are a perfect match for ZVI Technology Group's needs.
- B For these reasons, I'm sure that I could rapidly master the skills needed to handle the basic data processing and filing tasks you describe in your job listing.
- C I also have strong organizational abilities, which is one of my strengths.
- D It also gave me valuable practice in working with others to solve day-to-day problems on the job.

- 6 **Which sentence does *not* belong in Angela's draft?**

- F I believe that my background and abilities are a perfect match for ZVI Technology Group's needs.
- G Furthermore, I have excellent communication skills.
- H This experience helped me develop my office skills.
- J My coworkers always made me laugh.