

NQ 5 - Adapted SQA 2010

You are preparing an application for the job advertised below.

POLIDEPORTIVO LAS RAMPAS

Calle Jacinto Benavente Fuengirola

Necesitamos **repcionista** para atender a nuestros clientes durante el verano.

Se necesita hablar inglés y español.

Escribir al Director del Polideportivo.

To help you to write your e-mail, you have been given the following checklist of information to give about yourself and to ask about the job.

You must include all of these points:

- Personal details (name, age, where you live)
- School/college/education experience until now
- Skills/interests you have which make you right for the job
- Related work experience
- What you would like to do when you finish school.
- Whether it is more important to do a job which you enjoy or a job where you earn a lot of money.

Use all of the above to help you write the e-mail in Spanish. The e-mail should be approximately 120–150 words. You may use a Spanish dictionary.

20 marks

[END OF QUESTION PAPER]