

- a We would like you to start on 1 November 2007, if possible. During your first week you will participate in an induction seminar to familiarize you fully with the company. Full details of this will be sent to you nearer the time.
- b Thank you for attending the interview for the above position. It was very nice meeting you.
- c Further to your recent interviews, we have pleasure in offering you the position of International Marketing Assistant in the U.K. Marketing Department, based at this address, at a commencing salary of £29,000 per annum. This offer is conditional on receiving satisfactory references from your present and last employers and to the satisfactory completion of a three-month probationary period on either side.
- d Dear Ms Pelletier
- e We appreciate your interest and would like to take this opportunity to wish you every success in your future career.
- f Please let us know as soon as possible if you would like to accept by signing and returning one copy of the contract. We will then take up references. We hope you will join us and very much look forward to hearing from you.
- g Dear Mr Chevalier
- h We have now fully considered your application and regret we are unable to offer you a second interview on this occasion.
- i Basic hours of work are normally 9 a.m. to 6 p.m. Monday to Friday, including an hour for lunch. It will be necessary for you to work overtime as and when required. Holiday entitlement is 20 days per annum, rising to 25 after two years' service. Normally holiday cannot be taken during the probationary period. All terms, conditions, and benefits are detailed in the handbook and contract enclosed.
- j We will hold your details pending and let you know if a suitable opening occurs in the future.

**8** Look at these words and phrases from the letters above, and match the words in italics with similar words on the right (a–h).

- |  |                                     |
|--|-------------------------------------|
| 1 a <i>commencing</i> salary of ...                | a enclosed                          |
| 2 the offer is <i>conditional on</i> receiving ... | b learn about                       |
| 3 <i>probationary</i> period                       | c starting                          |
| 4 <i>accompanying</i> details                      | d year                              |
| 5 <i>per annum</i>                                 | e subject to                        |
| 6 are <i>detailed</i> in ...                       | f set out                           |
| 7 to <i>familiarize</i>                            | g until we have something available |
| 8 We will hold your details <i>pending</i> ...     | h trial                             |