

EDITING (2)

Read the sentences below. They are taken from a job rejection letter and are in the wrong order. Answer the questions that follow.

- A. I regret to inform you that on this occasion your application has been unsuccessful.
- B. I would like to take this opportunity to thank you for your interest in Andy's Supermarket and wish you every success in your future.
- C. Thank you for your recent application for the post of Warehouse Manager at Andy's Supermarket.
- D. However, we will keep your details on file and contact you should a more suitable position become available.

1. Which of these sentences should come first? Circle the correct answer.

- A.
- B.
- C.
- D.

2. Which sentence should come fourth? Circle the correct answer.

- A.
- B.
- C.
- D.

3. Which of the following is an acceptable way to begin this letter? (Tick one box.)

- a. Dear Mr. Jenkins,
- b. Bob,
- c. Hello,
- d. Hey there!

4. Which of the following pairs of words would best fit the below sentence? (Tick one box.)

“The _____ of applicants for this position was very _____.”

- a. status excellent
- b. quality high
- c. number various
- d. quality complex