
Písomná forma internej časti maturitnej skúšky

Predmet:	anglický jazyk
Úroveň:	C1
Téma:	A Job Interview

You have applied for jobs in two companies. Unfortunately, you have been invited for both interviews on the same day and at the same time. The invitations are in the Appendix. Read them carefully and reply by writing a formal letter to both invitations. Your two responses are expected to have 260–320 words and should include the following points:

- Replying to the first invitation, confirm the date and at the same time use the notes taken from the attached invitation to ask about important details or provide them with further information prior to the interview.
- Replying to the second invitation, apologise politely and try to postpone the interview to another day (suggest a new day), giving reasons for not being able to come. At the same time give reasons for the necessity of changing the date as you would really like to be employed by this company. Emphasise your experience.

Appendix

1. INVITATION FOR AN INTERVIEW

Dear Mr/Mrs ...,

As a result of your application for the position of Account Analyst, we would like to invite you to attend an interview on 28th April 2016 at 3:00 p.m. on the premises of our company: 27 Industrial Street, SW1Y 4PD, London.

I confirm, I look forward to ...

In case the term of your interview does not suit you or you have extra questions, write me as soon as possible at the above mentioned address or email me at emanuel.brown@easyaccount.uk.

Which documents am I to bring?

If you cannot take part in the interview, please call me at 621-555-6666.

In case I will provide my mobile number.

Yours sincerely,

Emanuel Brown
personnel office
EASY Account Ltd.

2. INVITATION FOR AN INTERVIEW

Dear Mr/Ms ...,

Thank you for applying for the position of Account Specialist in our company. We would like to invite you for an interview held on

28th April 2016 at 3:00 p.m.

In case the term is not convenient for you, let us know as a matter of urgency. Please note that we do not cover your travel costs or accommodation expenses related to the interview.

Yours sincerely,

Gabriela Silent

Regional Manager
ACC Company
40 Grafton Way, London, WC1E 6DX
651-555-4444
gabrielasilent@acccompany.com