

application form (U1) I am applying for this course because I have been interested in this subject for many years, and I would like to work in this field as a career in the future. I have been reading books about it since I was nine years old, so I know quite a lot about the basic ideas, but I need to extend what I already know. Now, I am studying biology and English and English as my main subjects at school, and I believe these subjects will all be useful in the career I have chosen. After finishing my final exams in June, I plan to spend a year doing this course, and I will then apply to university to study. My general aim is to study. I believe this is one of the important problems that we face in the 21st century. I hope my application is successful, and I am looking forward to studying at your college.	strange coincidence / a misunderstanding (U3) One day at evening, while I was walking in the street, I saw my friend Ali. He was short man with fair hair, and he was standing in the street. I walked slowly and kicked him severely on his back. Unfortunately, the man who turned to face me wasn't Ali at all, but a complete stranger. To make things worse, the man insisted on taking me to the police station while I was trying to convince him that I thought him my friend Ali, but he refused to listen to me. Coincidentally, Ali arrived, and he was surprised. I told the man that I hit him because I thought him that man pointing to my friend Ali. The man realized that I did not mean to hurt him because he saw some similarity between him and my friend. I asked his pardon and left the place.
work experience (U7) Dear Sir / Madam I am writing to ask if it would be possible for me to do work experience with your company. I am a 18-year-old student at Milton Secondary School. I am trying to arrange for three weeks of work experience at a local company beginning Monday 20th May. My main subjects next year will be geography, biology and information technology. It would be perfect if I could spend a week doing something related to one of these subjects. I enclose my CV. However, I would be grateful for any experience you are able to offer. If you need any further information, please contact me by email. I look forward to hearing from you. Yours faithfully, Sameer	business letter / enquiry letter / business enquiry letter (U8) Dear Sir/Madam (Dear Mrs. Sali Alhamed) I am writing to send us a list of (electronics switches), including prices. We are interested in purchasing many (electronics switches). This would be a large order, so we ask if the prices can be reduced. We would be grateful if you could send details of a guarantee on these parts, and how long it is, the delivery period and methods of payment. I look forward to hearing from you. Yours faithfully, Shadi Ali
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Dream job (U7) A dream job is doing what you really love to do. This supports the lifestyle you want. Everyone dreams to have a respected job. Personally, the dream job would be working as a teacher. Teaching is a great job. Nothing like helping learners to learn something new. You feel happy once you see learners are making good progress. Their minds are developing and their values and feelings as well. I will enjoy being among my students and encourage them to make their aims to be something valuable in the future. They will help other people. On the other hand, this job has disadvantages. Less able students need much work from the teacher. They need remedial plans and hard work with patience. The salary is not enough, so I need to earn money from extra job. Finally, every job has advantages and disadvantages. In the long run, people say that this job is the job of the prophets.	Time-management (U2) Time-management is a vital skill, one that will be necessary in your chosen career as well as in university. Time management techniques involve setting goals, establishing priorities. When we think of time management, we tend to think of personal time management. You probably have a lot of things to do, so assess how important and how urgent the tasks are; then make sure high priority tasks and avoid time wasters! Make the task as specific as possible. Try breaking tasks down into smaller tasks. Once you've started it's easier to keep going. The first step in effective time management is analyzing how you currently spend your time and deciding how you want to change your way of spending your time. Time is a unique resource. It is indispensable, irreplaceable, and therefore invaluable. A day of everyone consists of 24 hours only, no more and no less. Every piece of work requires time. Time is money and a measure of effort, so use it wisely.
Start business (U8) Nearly everyone dreams of having his own business. Starting your own business has become much easier in recent years. However, there are things that every businessman to do to get off the ground. So here are some key steps you need to take to start your own business. The first thing is to have an astonishing idea. You should think of something that people would find helpful and would pay money for. Then get advice from friends and family or on the internet. After that, you should do your research to see if people would really buy what you offer, if there are possible competitors, and what they offer to customers. Besides, you should get started financial support to get started and develop your product. Finally, a good marketing plan to market your product. It is important that you can face the competition in business. You must keep thinking ahead so you must look into the future.	Friends / friendship/ online friends (U5) Having friends is one of the most important and valuable things that we can't live without. Friendship is a great and precious gift we need to have in life. Without friends, life would be dull, boring, and depressing. A friend is someone you trust and share a deep level of understanding and communication. A good friend will show a genuine interest in what's going on in your life, what you have to say, and how you think and feel about things. Good friends relieve a huge impact of stress, provide comfort and joy, prevent loneliness and isolation, and even strengthen your health. But close friendships don't just happen. Many of us struggle to meet new people and develop quality connections. In summary, I believe that friendships are both great and necessary in life. Online friends aren't enough. Life wouldn't go on with true friends that is why we need to find the people we truly love, trust, and depend on.