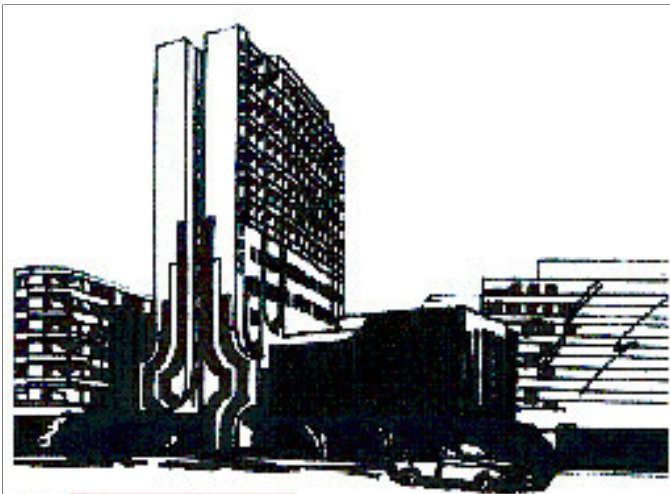


Adverts (Wie analysiere ich eine Anzeige?)



 **Gulf Hotel**

APPRENTICE-RECEPTIONIST
required
for interesting job in big London hotel

Must look smart and be friendly.
5 1/2 day week, good pay and training.
Extra holidays granted.

Experience not necessary, school-leavers
accepted.
Must speak two languages.

If you are aged 15-24 apply to

THE GULF HOTEL
The Manager

94 King George Ave.
London NW 8



01 - 874 4575

This is an advert of the Gulf Hotel. It is a big hotel in London.

They look for an apprentice receptionist. They say that it is an interesting job.

If you can speak two languages, you can apply for the job. It's not necessary to have any experience. It doesn't matter if you are a school-leaver.

Besides, you should be good-looking and friendly with people. If you want the job, you mustn't be older than 24.

This job is a full-time job. It is well paid. You can expect training and extra holidays.

You should apply to the manager of the Gulf Hotel.

You can either write a letter of application or ring the hotel.

Key questions:

1. Who has advertised?
2. What kind of job is offered?
3. Which qualifications are wanted?
4. Are there any other conditions?
5. What are the working conditions like?
6. Who should you apply to?
7. How should you apply for the job.

Depending on the kind of advert there may be further key questions!

Before you start writing your text:

Read the advert very carefully. Then think of the key questions and mark parts of the advert that fit with the questions in different colours.

Now you can write your text. Keep in mind that it should have some kind of structure (paragraphs). It's never wrong to use connectives where possible!