SCHEDA DI ESERCIZI

Lettera di presentazione in inglese

Storytime Premium

Nome e cognome: Data:

Esercizio 1: Completa la lettera

Completa con: apply, advertised, gained, opportunity, sincerely.

1. I am writing to _____ for the position of Sales Assistant.
2. The position was _____ on your website.
3. During my internship I _____ experience in customer service.
4. I would welcome the _____ to discuss my application.
5. Yours _____, Marco Neri

Esercizio 2: Quale paragrafo?

Scrivi in quale paragrafo va la frase: 1 (apertura), 2 (perché tu), 3 (perché loro), 4 (chiusura).

1. I have managed a team of five in my current role.

2. I am writing to apply for the role of Junior Analyst.

3. Thank you for considering my application.

4. I have long admired your work with local communities.

5. During my Erasmus year I improved my English and my teamwork skills.

Esercizio 3: Più professionale

Riscrivi la frase in modo più adatto a una cover letter.

1. I want this job.

2. I'm a hard worker.

3. Call me for an interview.

4. Your company is very famous.

5. Here's my CV.

Esercizio 4: Traduci

Traduci in inglese.

1. Le scrivo per candidarmi alla posizione di receptionist.

2. Ho visto il vostro annuncio su Indeed.

3. Sono disponibile da subito.

4. Ho una grande esperienza nel turismo.

5. La ringrazio per l'attenzione.

Esercizio 5: Correggi l'errore

In ogni frase c'è un errore. Correggilo.

1. I would like to candidate myself for the role of designer.

2. I am a person very creative and precise.

3. I have a big experience in logistics.

4. I look forward to meet you.

5. I am available for an interview from now.

Lettera di presentazione in inglese

Esercizio 1: Completa la lettera

1. apply
2. advertised
3. gained
4. opportunity
5. sincerely

Esercizio 2: Quale paragrafo?

1. 2
2. 1
3. 4
4. 3
5. 2

Esercizio 3: Più professionale

1. I am writing to apply for this position.
2. In my last role I regularly met tight deadlines. (un fatto concreto)
3. I would welcome the opportunity to discuss my application in an interview.
4. I am particularly attracted to your company because of… (un motivo specifico)
5. Please find my CV attached.

Esercizio 4: Traduci

1. I am writing to apply for the position of receptionist.
2. I saw your advertisement on Indeed.
3. I am available immediately.
4. I have extensive experience in tourism.
5. Thank you for considering my application. / Thank you for your time.

Esercizio 5: Correggi l'errore

1. I am writing to apply for the role of designer.
2. I am very creative and precise.
3. I have extensive experience in logistics.
4. I look forward to meeting you.
5. I am available for an interview immediately. / …at your convenience.

Spiegazione e altri esempi: www.storytimepremium.com/it/blog/lettera-di-presentazione-in-inglese

Impara l'inglese con le storie su www.storytimepremium.com/it

Questa scheda è gratuita per uso personale e in classe.