



## **BULATS Writing on the topic of recruitment**

### **BULATS Writing Part 1**

You have received the following email:

Thank you for inviting me for a job interview on 17<sup>th</sup> March.

I am afraid my present job does not finish until 19<sup>th</sup> March, but I will be available for interview or work at any time from the 20<sup>th</sup>. I would be very grateful if you could offer me an interview on another date.

Could you please tell me if there is anything I need to do to prepare for the interview or that I should bring on the date of the interview?

Yours sincerely

Alex Case

Write an email replying to Alex Case, including this and any other relevant information:

- Suggest another date for the interview
- Ask him to prepare a short presentation on his future career
- Ask him to bring copy of his CV

You should write between 50 and 60 words. Do not include addresses in your answer.

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### **BULATS Writing Part Two**

Your company has decided to change the recruitment process that it uses. Your line manager has asked you to write a report on the present process and suggested changes. Write a report for your line manager.

Write about:

- What the present recruitment process is
- What the weaknesses of the present process are
- What changes there should be

Write between 180 and 200 words.