

SEMINAR 2 Administration – Answer Key

Task 2

1 – c; 2 – d; 3 – a; 4 – b

Task 3

A) a – F; b – I; c – F; d – I; e – VI; f – VF; g – F; h – I; i – F; j – I; k – VI; l – VF

B) a – F; b – VI; c – VF; d – I; e – VI; f – I; g – VI; h – I; i – F; j – I; k – F; l – I; m – F; n – VI; o – I; p – I

C) a – F; b – I; c – VF; d – F; e – VF; f – VF; g – I; h – I

Task 8

1)B 2)A 3)C 4)D

Task 9

I am writing to apply for the Erasmus student exchange programme at **your** University. I would like to spend next semester of my study programme at the University of Porto in Portugal. Currently, I am **a** student of Charles University in Prague, at the Department of Environmental Studies.

I would appreciate the opportunity of **participating** in the Erasmus programme, because it **would** be meaningful for me personally and for my **prospective** career. Firstly, it would be **an** efficient and **successful** method of **improving** my English and academic skills. I have been learning English as my first foreign language since **the** age of seven, and I believe that this experience at your university would improve my knowledge, because I would get a chance to communicate in an academic environment. Moreover, I would welcome the opportunity to enhance my research experience at your facilities, since your university has a great reputation in this field.

I would like to emphasize that I am eager to benefit from this programme, as I would get to know Erasmus students from all **over** Europe, exchanging practical experience. I believe that **the** Erasmus programme is **an** excellent opportunity to meet various people, spend quality time with them and learn about their customs, attitudes, lifestyle, etc. Furthermore, living, studying and socializing **with** international scholars would broaden my horizons and enable me to build **a** strong social network with people throughout Europe.

Studying at your university, I would have a chance to compare the Portuguese higher education system and **the** Czech one. If I **am** accepted, I will use this comparison to promote the Portuguese educational system not only in my homeland, but in the whole of **the** EU.

The reasons for choosing your university:

- to learn another foreign language, and **become** familiar with Portuguese culture and customs;
- to **obtain** practice in modern facilities and work in a different environment from that of Charles University;
- to enhance my chances of finding better employment, as I would **acquire** a truly multi-cultural experience, highly **valued** nowadays among employers.

I would be very grateful if you **considered** my application and **gave** me a chance to participate in the Erasmus programme at your University, enhancing my future professional and personal development.

Thank you very much for your consideration.

Dear Sir or Madam,

My name is Jiří Nový and I am a **graduated** student of the Bachelor programme in International Relations at **Masaryk's** University in Brno, Czech Republic. (*graduate; Masaryk*)

I **write** this because I would like to have the opportunity to spend the fall semester of this year at the prestigious Copenhagen Business School by taking part **at** the Erasmus Programme as **a** international exchange student. (*am writing; in; an*)

I have decided to apply for Copenhagen Business School **because** the prestige of the university, my personal interest in the excellent courses **offering** by you and their relevance to my educational path, as I am currently studying **economy**. (*because of; offered; economics*)

In **particularly**, studying at CBS would give me the opportunity to further develop my **knowledges** in the field of economics so I can combine **them** with my language skills, as many courses offered at CBS have marked international contents, regarding emerging markets and international business. (*particular; knowledge; it*)

For **this** reasons, I am strongly motivated to diligently attend classes and study at Copenhagen Business School, which I **am considering** the best choice for me as I think I would greatly benefit from the courses it offers. (*these; consider*)

Furthermore, I am **persuaded** that this experience would help me gain important new skills and competences. (*convinced*)

Thus, I consider **me** a good candidate to qualify for attending the 2013 fall semester at Copenhagen Business School as I **am having** the necessary skills, interest and personal motivation to fully benefit from such **---** important opportunity. (*myself; have; an*)

Thank you for **consider** my application. (*considering*)

Yours faithfully,
Jiří Nový