

Read the following texts and fill in the gaps:

I)

<b>dedication</b>	<b>extraordinarily helpful in</b>	<b>a leadership role in</b>	<b>team player</b>
<b>has successfully developed</b>	<b>for employment</b>	<b>immediate supervisor</b>	
<b>to present creative ideas</b>	<b>have resulted in</b>		

To Whom It May Concern:

This letter is my personal recommendation for Cathy Douglas. Until just recently, I have been Cathy's 1 for several years. I **found** her **to be** consistently pleasant, tackling all assignments with 2 and a smile.

Besides being a joy to work with, Cathy is a take-charge person who is able 3 and communicate the benefits. She 4 several marketing plans for our company that 5 increased revenue. During her tenure (пребывание (в должности)), we saw an increase in profits that exceeded one million dollars. The new revenue was a direct result of the plans implemented by Cathy.

Though she was an asset to our marketing efforts, Cathy was also 6 other areas of the company. **In addition to writing** effective training modules for sales representatives, Cathy assumed 7 sales meetings, inspiring and motivating other employees.

I highly recommend Cathy 8. She is a 9 and would make a great asset to any organization.

Yours faithfully,  
Sharon Feeney  
Marketing Manager, ABC Productions

II)

<b>a very bright future</b>	<b>Furthermore</b>	<b>real talent</b>	<b>favorably</b>	<b>proven to be</b>
<b>thoughtful</b>	<b>is very good at</b>	<b>my highest recommendation</b>	<b>benefit from</b>	<b>intelligent</b>
<b>All in all</b>	<b>be a very quick study</b>			<b>diligent</b>

To Whom It May Concern:

"Jack Dowson has been an assistant in my laboratory during the past year, and has 1 exceptional in several respects. First, Jack Dowson is exceptionally 2. He proved to 3, learning the elements of experimental design and the uses of microcomputers in record time. 4, his questions are always 5 and penetrating. Jack Dowson threw himself into his assigned projects wholeheartedly, and **shows every sign of having** 6 **in** the work.

Second, Jack Dowson is exceptionally 7 and hard working. He worked many extra hours over the summer. I vividly recall coming into the lab late in the evening and finding Jack Dowson at work.

**Third**, Jack Dowson 8 **working** with other people. He is exceptionally nice and considerate and sensitive. Jack Dowson **is not only** good humored and friendly, **but also** is good at gauging other people's level of knowledge and attitudes. ...

9, I think Jack Dowson has 10, and I am sure that he would 11 this employment. Given his great intelligence and sensitivity, I am sure that he could use all his abilities well.

In short, I give Jack Dowson 12, and very much hope that the committee judges his application 13."

Yours faithfully,  
William Easterbrook  
Head of the laboratory