

Use the word given in capitals to form a word that fits the gap.

APPLICATION DETAILS



A full job (1) _____ [DESCRIBE] will be sent to all those selected for interview, but before sending in your application for this post, please note that the Overseas Marketing Officer has (2) _____ [RESPONSIBLE] for:

- ❖ (3) _____ [RECRUIT] and (4) _____ [ENROL] of overseas students.
- ❖ Confirming students' (5) _____ [SUIT] for courses. This includes checking educational (6) _____ [QUALIFY]
- ❖ Marketing specialist courses in (7) _____ [TECHNIC] and (8) _____ [COMMERCE] training.
- ❖ Giving (9) _____ [PRESENT] to staff and (10) _____ [REPRESENT] of overseas (11) _____ [ORGANISE]
- ❖ Providing advice and (12) _____ [ASSIST] that will (13) _____ [ABLE] students to complete visa and immigration (14) _____ [PROCEED] satisfactorily.
- ❖ Preparing leaflets, brochures and other informational material for (15) _____ [DISTRIBUTE] in overseas markets.
- ❖ Interviews will be held on 30 July. If you have not heard from us by 20 July, you may assume that your application has been (16) _____ [SUCCESS] on this occasion.

Adapted from: CAE Practice Tests Plus 1