

# READING COMPREHENSION: A JOB ADVERT

Read the advertisement and then answer the questions. Remember: Follow the instructions given in class.

## WE'RE HIRING

[www.fastprints4u.com](http://www.fastprints4u.com)



**FASTPRINTS 4U**  
Printing & Graphic Design

### 2 GRAPHIC DESIGNERS - IMMEDIATE START

RESPONSIBLE	REQUIREMENTS
<ul style="list-style-type: none"><li>• Working with our production team across multiple projects.</li><li>• Creating artwork for clients, such as Paper Marketing Products.</li><li>• Ensuring artwork meets quality standards and Brand &amp; Identity Guidelines.</li><li>• Preparing artwork for print.</li><li>• Photo retouching.</li><li>• Maintaining the image bank, filing and cropping our collection of images.</li></ul>	<ul style="list-style-type: none"><li>• A recognised Design Qualification.</li><li>• Proficient in Adobe Creative Suite (Illustrator, InDesign, Photoshop).</li><li>• Strong eye for Typography, Colour and Layout.</li><li>• Excellent Communication skills (written &amp; verbal).</li><li>• Great attention to detail.</li><li>• Excellent Time Management skills and Organisational skills.</li><li>• Comfortable working individually and as a part of a team.</li></ul>

Please send your CV & Portfolio (online or PDF):  
Mrs Clara Hunter, HR Department: [CGraphicHunter@gmail.com](mailto:CGraphicHunter@gmail.com)

1. What type of document is it?

2. What is the name of the recruiting company?
3. What does the company do?
4. What is the job offered?
5. How many people do they need?
6. Is the job urgent? Why? In the text it says...
7. What documents should we send to apply for the post?
8. How can we send the document? We can send them via...
9. Who should we contact to send the documents?
10. What department does she work in?
11. Say if the Requirements for the post are Hard Skills (Technical Skills) or Soft Skills (Interpersonal Skills):
  - a. A Recognised Design Qualification.
  - b. Proficient in Adobe Creative Suite.
  - c. Strong eye for Typography, Colour and Layout.
  - d. Communication skills (written & verbal).
  - e. Attention to detail.
  - f. Time Management skills.
  - g. Organisational skills.
  - h. Comfortable working individually.
  - i. Comfortable working as a part of a team.