

PRACTICE: UNDERSTANDING JOB ADVERTISEMENT

Instruction: Fill in the blanks by dragging the answer options from the table below and drop your answer in the blanks.

working experience	tertiary education	notified	essential
qualification	various disciplines	advantage	independently
requirements	fringe benefits	shortlisted candidate	prospects
walk-in	supervision	equivalent	fluently
interpersonal	negotiable	attractive remuneration	essential
rotating shifts	venue	related field	salary

1. A candidate must be able to work in groups or_____.
2. An independent worker is someone who can work without any_____.
3. Nowadays, knowledge of the computer is_____.
4. The ability to speak in English is an_____.
5. An applicant should have the correct _____before he or she is considered for the post.
6. If a candidate does not meet the stated_____, he or she will not be considered for the post
7. With _____a person can get a better job and salary.
8. Those who are interested can attend a _____interview at Suzuki Sdn. Bhd. on the 12th of April 2001.
9. Only successful candidates will be_____.
10. Many jobs require at least 2 –3 years_____.
11. If you want to apply for a job, you must have certificates, a diploma or a degree in the _____.
12. A good employee/ worker should also have good _____skills.
13. Apart from the basic pay, most companies offer _____as an incentive.
14. Managers should be able to speak English _____to enable them to communicate with foreign clients.
15. Qualifications from higher education will enable us to have better_____.