

Ans:-b

2481) Before you start applying for any job, you must be absolutely sure you have the right paper

- a) qualities b) qualifiers c) qualifying d) qualifications

Ans:-d

2482) In advance of drawing up the job specification and advertisement, you have to sit down and work out theyou have in mind for the ideal employee.

- a) portrait b) profile c) picture d) sketch

Ans:-b

2483) As soon as the arrive, it will be your job to show them round the work place and give them a general history of the company for which they want to work.

- a) chosen b) selected c) candidates d) appliers

Ans:-c

2484) At the moment the company is doing an extensive advertising campaign with a view to new staff.

- a) recruiting b) catching c) reaching d) taking

Ans:-a

2485) After you've read the details of the job, made some notes and written a draft letter, check the details, write the final letter and then your application.

- a) pursue b) submit c) undergo d) undertake

Ans:-b

2486) I think you were asking too much of that new member of staff when you expected her to with a cost cutting scheme.

- a) come over b) come through c) come by d) come up

Ans:-d

2487) I think that you've chosen a very good area of work to seek employment in because I've heard that jobs are there.

- a) many b) abundant c) frequent d) plenty

Ans:-b

2488) Interviewing applicants for an important job can be a very time process but it's worth it in the end.

- a) lasting b) developing c) consuming d) taking

Ans:-c

2489) When you are interviewing someone, it is obviously necessary to ask questions relevant to their job experience but discussing someone's other is also useful.

- a) deeds b) accomplishments c) doings d) holdings

Ans:-b

2490) We can offer you a salary that will be with the duties and responsibilities that the job demands.

- a) level b) equal c) connected d) commensurate

Ans:-d

2491) As soon as the doctor looked at her, he was able to the cause of her frequent headaches.

- a) decide b) diagnose c) define d) describe

Ans:-b

2492) Treatment of this particular disorder was beyond the doctor's capability and he the patient to a specialist.

- a) referenced b) returned c) referred d) reduced