Employment Listening Practice – CLB 4

III. Getting Things Done | Help Wanted Ads, Job Duties and Employee Qualities

Student instructions: Listen to each recording twice. Answer the questions using short answers. Listen for the purpose, main ideas, important details and implied meaning.

Listening 1: Help Wanted Advertisement

Listen and answer:

1. What position is the store advertising?

_____

2. Name two duties of the cashier.

_____

3. What personal qualities should applicants have? Name two.

_____

4. Is previous experience required?

_____

5. How many hours a week is the job?

_____

6. What is the starting hourly wage?

_____

7. Where and when should applicants bring their resume?

_____

8. Why might this job be a good opportunity for someone with no cashier experience?

_____

Listening 2: Job Description

Listen and answer:

1. What is the job title?

_____

2. Name three duties of a room attendant.

_____

3. What should the employee do if they notice damage or missing items?

_____

4. Name two qualities needed for this job.

_____

LIVEWORKSHEETS