

**TASK 1: USE THE WORDS IN THE BOX TO COMPLETE THE SENTENCES**

qualification—hours—team—in charge of—reference--involves—personal qualities— earns-- apply for--experience--provide—communication skills—duties—rate of pay—attend—applicants

1. He got a certificate from Edinburgh College =  
He got a qualification from Edinburgh College
2. I work from 9.00 am to 5.00 pm =  
My hours are 9.00 am to 5.00 pm.
3. I am a teacher. I have to teach students, prepare classes, and check homework. =  
I am a teacher. My \_\_\_\_\_ are to teach students, prepare classes, and check homework
4. The Principal is the head of Edinburgh College. =  
The Principal is \_\_\_\_\_ Edinburgh College.
5. I am a driver. I have to travel all over Scotland. =  
I am a driver. My job \_\_\_\_\_ travelling all over Scotland.
6. He is a good worker. He is hard-working, comes on time and is friendly to his colleagues. =  
He has good \_\_\_\_\_.
7. I earn £6 per hour. =  
My \_\_\_\_\_ is £6.00 per hour.
8. The Prime Minister's salary is £ **183,932** =  
The Prime Minister \_\_\_\_\_ £ **183,932** a year.

9. I prefer to work with other people. =  
I prefer to work as part of a \_\_\_\_\_.
10. He is going to fill in an application form for a job as a postman. =  
He is going to \_\_\_\_\_ a job as a postman.
11. She is good at talking to customers. =  
She has good \_\_\_\_\_.
12. Can you come to an interview at the college? =  
Can you \_\_\_\_\_ an interview at the college?
13. You must bring and show 2 documents to open a bank account. =  
You must \_\_\_\_\_ 2 documents to open a bank account.
14. I need a letter from your last job to show you did your job well. =  
I need a \_\_\_\_\_ from your last job.
15. He has been a teacher for 25 years. =  
He has a lot of \_\_\_\_\_ as a teacher.
16. A lot of people have applied for this job? =  
We have had a lot of \_\_\_\_\_ for this job.

### TASK 3: USE THE WORDS IN THE BOX TO COMPLETE THE SENTENCES

qualifications—hours—in charge of—reference--personal qualities— provide-- apply  
for--experience--employed—communication skills—attend—essential—unemployed—  
relevant—duties—opportunity--previous

- a. Can you come to an interview on Wednesday? =  
Can you \_\_\_\_\_ an interview on Wednesday?
- b. You must have experience for this job. =  
Experience is \_\_\_\_\_ for this job.
- c. He doesn't have a job at the moment. =  
He is \_\_\_\_\_ at the moment.
- d. To get that job you must have certificates from a college. =  
To get that job you must have \_\_\_\_\_ from a college.
- e. He starts work at 9.00 and finishes at 5.00pm =  
His \_\_\_\_\_ are 9.00 am to 5.00 pm.
- f. He is the managing director of a computer company. He has a staff of 200 people. =  
He is \_\_\_\_\_ of 200 people.
- g. If you are a car salesman you must be good at talking to customers. =  
If you are a car salesman you must have good \_\_\_\_\_  
\_\_\_\_\_.
- h. If you want to join a library you must bring 2 forms of identification. =  
If you want to join a library you must \_\_\_\_\_ 2 forms of identification.
- i. My company wants me to work in the USA. It is a good chance for me. =  
My company wants me to work in the USA. It is a good \_\_\_\_\_ for me.
- j. Have you had any experience of this kind of work before? =  
Have you had any \_\_\_\_\_ experience of this kind of work?

- k. I work for Microsoft. =  
I am \_\_\_\_\_ by Microsoft.
- l. I am a painter. I applied for a job as a mechanic. I didn't get the job. =  
I didn't get the job because my experience was not \_\_\_\_\_ to that job.
- m. I need a letter from your last job to show that you did your job well. =  
I need a \_\_\_\_\_ from your last job.
- n. He has been worked as policemen for 25 years. =  
He has a lot of \_\_\_\_\_ as a policemen.
- o. He is going to fill in an application form for a job as a welder. =  
He is going to \_\_\_\_\_ a job as a welder.
- p. He is a good worker. He is hard-working, comes on time and never misses a day. =  
He has good \_\_\_\_\_.
- q. You are the manager of this garage. You have to make sure all the cars are serviced properly and collect payment from customers. =  
You are the manager of this garage. Your \_\_\_\_\_ are to make sure all the cars are serviced properly and collect payment from customers.