Use the word given in capitals to form a word that fits the gap.

APPLICATION DETAILS

A full job **(1)** _____ [DESCRIBE] will be sent to all those selected for interview, but before sending in your application for this post, please note that the Overseas Marketing Officer has **(2)** _____ [RESPONSIBLE] for:

- **(3)** _____ [RECRUIT] and **(4)** _____ [ENROL] of overseas students.
- Confirming students' **(5)** _____ [SUIT] for courses. This includes checking educational **(6)** _____ [QUALIFY]
- Marketing specialist courses in **(7)** _____ [TECHNIC] and **(8)** _____ [COMMERCE] training.
- Giving **(9)** _____ [PRESENT] to staff and **(10)** _____ [REPRESENT] of overseas **(11)** _____ [ORGANISE]
- Providing advice and **(12)** _____ [ASSIST] that will **(13)** _____ [ABLE] students to complete visa and immigration **(14)** _____ [PROCEED] satisfactorily.
- Preparing leaflets, brochures and other informational material for **(15)** _____ [DISTRIBUTE] in overseas markets.
- Interviews will be held on 30 July. If you have not heard from us by 20 July, you may assume that your application has been **(16)** _____ [SUCCESS] on this occasion.

Adapted from: *CAE Practice Tests Plus 1*

LIVEWORKSHEETS