

## VOCABULARY

A

Choose the best word (a, b or c) to complete the job advertisements.

**Sales Account Manager**

(Post Ref. 144ML)

**Salary:** £24,000 per year

Edinburgh-based company is seeking a person with sales experience to increase<sup>1</sup> sales worldwide and to .....<sup>2</sup> a large department in the clothing industry.

The person will also need to .....<sup>3</sup> communication between our production, sales and marketing departments.

Background in clothing manufacturing essential.

Please contact: Nadia Hassouni  
athassouni@btinternet.com or  
telephone 0131 123 7650.

**Telesales Executive (Post Ref. B98ML)****Salary:** £20,000 per year

Our Telesales Executive will have the .....<sup>4</sup> to make effective phone calls to marketing contacts and to .....<sup>5</sup> business meetings for our clients.

Needs to be able to .....<sup>6</sup> with stress.

Bebop offers excellent training and promotion .....<sup>7</sup>.

Call Glen Williams on 020 4456 1090 or  
e-mail beboprecruit@easynet.co.uk

**Sales Manager (Post Ref. 231ML)****Salary:** £26,000 per year

Conference and Events Company urgently requires a Sales Manager to .....<sup>8</sup> a team of eight telesales executives.

You will .....<sup>9</sup> the team and .....<sup>10</sup> all sales staff and their problems. In addition, you will .....<sup>11</sup> future marketing campaigns and .....<sup>12</sup> a new marketing strategy.

At least three years' management experience necessary.

Contact: Lidia Shiraz, tel: 01260 271288, e-mail: ccc@events.co.uk

1 a) increase

2 a) manage

3 a) create

4 a) interest

5 a) work

6 a) cope

7 a) opportunities

8 a) boss

9 a) apply

10 a) set up

11 a) train

12 a) improve

b) set up

b) train

b) plan

b) ability

b) organise

b) succeed

b) facilities

b) lead

b) practise

b) deal with

b) control

b) develop

c) lead

c) direct

c) improve

c) responsibility

c) communicate

c) motivate

c) qualities

c) drive

c) train

c) look for

c) plan

c) increase