# English Year 5
## Week II (17th March 2022)

**Lesson Objectives:**
- Write a short description of occupations

**Step to Success:**
- Read text the information in the given table
- Use present simple tense in writing

Today, we are going to learn writing descriptions of facts using present simple tense.



**VACANCY**

We are seeking motivated and self-driven individuals to join us as:

ADMINISTRATIVE ASSISTANT – 1 Post

Requirements:

- Higher National Diploma in Business or IT-related field.
- Fresh graduates will be considered which has good knowledge in technology, IT-related market and products.
- Must possess excellent communication & relationship building skills and strives for personal development in professional field.
- Team player, positive thinking, high tolerance and customer-oriented.
- Must have valid Class 3 Driving License.
- Preferred Brunei citizen or permanent resident.

Interested applicants please write in with full CV together and relevant academic certificates, passport size photograph, expected salary and contact details to:

Email: jvacancy238@gmail.com

An administrative assistant is responsible for organising, managing and keeping the office running. Administrative assisstants must have a Higher National Diploma in Business or IT. They have to be knowledgeable in technology.

They also need to have good communication and relationship building skills. Being administrative assistant you need to be an effective team player. You have to be a positive person, highly tolerant and costumer-oriented.

LIVEWORKSHEETS

Now, try writing a description for the job below.




LIVEWORKSHEETS