

Vocabulary

A Complete the job advertisements with the best words.

Sales/Account Manager**Salary:** £24,000 per year

Edinburgh-based company is seeking a person with sales experience to¹ sales worldwide and to² a large department in the clothing industry.

The person will also need to³ communication between our production, sales and marketing departments.

Background in clothing manufacturing essential.

Please contact: Sarah Atkinson
atkinson@btinternet.com or
Fax: 0131 123 7650.

Telesales Executive**Salary:** £20,000 per year

Our Telesales Executive will have the⁴ to make effective phone calls to marketing contacts and to⁵ business meetings for our clients.

Bebop offers excellent training and promotion⁶.

Call Paul Glover on
020 4456 1090 or e-mail:
beboprecruit@easynet.co.uk

Sales Manager**Salary:** £26,000 per year

Conference and Events Company urgently requires a Sales Manager to⁷ a team of 8 telesales executives.

You will⁸ the team and⁹ all sales staff and their problems. In addition, you will¹⁰ future marketing campaigns and¹¹ a new marketing strategy.

Background of the candidate: experience in telesales and direct sales; at least 3 years' management experience.

Location: Cheshire

Contact: Karen Poulson,
tel. 01260 271288, e-mail:
cec@events.co.uk

1 a) increase

b) set up

c) lead

2 a) manage

b) train

c) direct

3 a) create

b) plan

c) improve

4 a) interest

b) ability

c) responsibility

5 a) work

b) organise

c) communicate

6 a) opportunities

b) facilities

c) qualities

7 a) boss

b) lead

c) drive

8 a) apply

b) practise

c) train

9 a) set up

b) deal with

c) look for

10 a) train

b) control

c) plan

11 a) improve

b) develop

c) increase

Vocabulary +

B Study the examples and the tip, and complete the sentences. Use *for*, *as* or *in*.**Examples:**Stephen works **for** an engineering company.Gerhard works **as** a receptionist.Sandra works **in** education.Isabelle works **in** a French restaurant.

Tip

- Use *work for* when you talk about the company or organisation where someone is employed.
- Use *work as* + job.
- Use *work in* + kind of activity.
- Also, use *work in* with words like bank, hotel, hospital or factory.

- 1 He has worked an air traffic controller.
- 2 Have you worked the food industry?
- 3 At the moment, he is working a travel agency.
- 4 Would you like to work mechanical engineering?
- 5 Sandra's husband works the BBC.
- 6 Are you going to work a clothing company in Edinburgh?
- 7 Rachel is going to work a consultant for a design company.

Language review**Present perfect****A Put the verbs in brackets in the present perfect.**

- 1 ..*Have*.. you ..*known*.. each other for a long time? (*know*)
- 2 Pierre and Lucien jobs frequently? (*change*)
- 3 Anna several jobs since leaving university? (*have*)
- 4 Laura and Stella both for the same job? (*apply*)
- 5 you and Tim ever difficulties getting along with Mr Dumas? (*have*)
- 6 you ever in Central Asia? (*work*)

B Match these answers to the questions in exercise A.

- a) Pierre hasn't. But Lucien has had three or four different ones already.
- b) No, we haven't. We met at a conference only last week, in fact.
- c) Yes, I have. I worked in Kazakhstan from 1998 to 2001.
- d) Yes, she has. I don't know how many, though.
- e) Yes, they have. That's a coincidence, isn't it?
- f) Yes, we have. Especially me.

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C Complete the short answers with the correct form of *have*.

- 1 A: Has François ever worked in a bank?
B: No, *he hasn't*.
- 2 A: Have all the candidates for interview arrived?
B: Yes,
- 3 A: So you have worked for Nielsen Electronics, is that right?
B: Yes,
- 4 A: What about these candidates? Have they ever managed a project?
B: No,
- 5 A: Have you called a job agency?
B: No,
- 6 A: Have you and Luis received a reply yet?
B: Well, Luis, but I'm afraid I