Working as an office clerk

If you are going to work in the business world, here follow some of the advantages of being an office clerk:

- You work inside, in a usually pleasant environment
- You get a fixed salary
- Your working hours are fixed
- Promotion prospects are possible
- You can enjoy free weekends
- You feel creative
- Initiative is needed

Are you interested? If so, you should bare in mind the following:

- You should have the ability to write clearly expressed and logically argued reports in English. Writing reports as well as letters, telex messages and memoranda, talking to a client or a visitor and telephoning can be difficult tasks
- You should also be polite, efficient, willing to help, sociable, hard-working, intelligent and elegant
- You should speak at least one foreign language fluently and clearly

A. Read the text and answer the following questions/Διάβασε το κείμενο και απάντησε τις ακόλουθες ερωτήσεις

1. A clerk works indoors T/F
2. A clerk should have developed writing skills. T/F
3. A clerk should not speak a foreign language. T/F
4. A clerk might be promoted. T/F
5. A clerk's tasks are easy. T/F
6. Reports in English should be lengthy T/F
7. A clerk's working hours are flexible T/F
8. A clerk does not work at the weekends T/F

B. Fill in the gaps with the following words/ Συμπλήρωσε τα κενά με τις παρακάτω λέξεις

shop-assistants efficient job salary work

1. John is a very manager.

2. Tom has got a very good in an international company.
3. Susan has just left to go to .
4. I get paid my at the end of each month.
5. should be polite to clients.

C. Match/Ταίριαξε

inside	έξυπνος
difficult	ακόλουθος
following	κοινωνικός
advantage	πλεονέκτημα
logically	πρόθυμος
polite	αποδοτικός
efficient	λογικά
willing	μέσα
sociable	δύσκολος
intelligent	ευγενικός

D. Choose in the correct form/ Διάλεξε το σωστό τύπο

1. What would you do if you **win/won** a million dollars?
2. If people stopped using cars completely, there **would be/will be** much less pollution.
3. If it **rained/rains**, I will need an umbrella.

4. If I spoke English fluently, I **wouldn't need to/won't need to** take lessons.
5. If it **snows/snowed**, I will need a pair of gloves.
6. If I see him, I **would say/will say** hello.
7. I **will call/ would call** you if I have free time
8. If Daniel **passes/passed** his exams, he will celebrate with his friends.