

COMPLETE THE SENTENCES .

1 I _____ usually choose my own hours at work, but I _____ work at least forty hours a week.

2 You _____ use your mobile. It _____ be switched off.

3 You _____ pay in pounds. You _____ also pay in euros or dollars if you prefer.

4 The main requirements in my job are that you _____ be good at making decisions and you _____ be a good leader.

5 Sorry I'm late home. I _____ stay at work and finish a report. I _____ leave until I'd sent it to my boss.

6 You _____ have a university degree to work here but you _____ have a lot of relevant experience.

7 We _____ study at least one foreign language at school, but we _____ study English. We _____ choose from English.

Choose the correct options to complete the job description.

A PA (personal assistant) gives support to managers or directors. To be a PA, you mustn't / don't have to have any specific qualifications, but you can / must have the right skills and personal qualities. PA must / can have good knowledge of the organization in which they work, and they can / have to know who the important people in the company are. Managers often communicate with customers and colleagues through their PA, so they must / can be good communicators. In the past, PA must / had to have good typing skills, but today this isn't as important.

