



### Conversation 1: ► *(click to play audio)*

M: Good morning. My name is Jane Smith. I'm calling about the job (1) ..... for a secretary.

W: Oh yes! Thanks for contacting us. Do you have any questions about the (2)

.....

M: I'm wondering if my (3) ..... documents have been received or not. I sent them by mail last week.

W: Let me check on that for you! Yes, here they are. I have your (4) ..... with me on my desk. We'll begin to contact the (5) ..... that we'd like to (6)..... on Tuesday.