



Listen and fill in the blanks.

Question 1: ►

M: Good morning. My name is John Smith. I'm calling about your job (1) for an accountant.

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

M: I'm wondering if my application 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 documents with me on my desk. We'll begin to contact the applicants that we'd like to interview on Tuesday.

Question 2: ►

W: Hi, I am calling about the (1) I read in the newspaper yesterday about the secretary position in your company. Is it still open?

M: Oh, yes. The deadline is next Saturday, so we are still accepting applications. If you are interested, please email us your CV, a cover letter and a recommendation letter.

W: Okay, thank you. When should I expect to be contacted for an interview?

M: Typically, it takes 2 weeks after the deadline. We will send you an email to schedule an interview after reviewing your documents.

Question 3: ►

W: Hi, have you heard that Peter is resigning next month?

M: Yes, he just told me that yesterday. By the way, a friend of mine is searching for a new job. I think she would be a qualified candidate.



W: Does she (1) in this field?

M: Well, she has been serving as the marketing manager at ProMedia for almost 5 years.

W: Great. Do you think she would like to apply for this job?

M: Yes, she told me that she was not satisfied with her current job and asked me about this position.

Question 4: ►

M: So, is there anything you want to (1) about the job?

W: Well, I am really interested in writing and want to improve that skill. I wonder if I could do that as an editor here.

M: Actually writing is not included in the daily tasks of this (2) The writing department is in charge of generating ideas and articles. However, if you are selected for this position, I could (3) a meeting for you with the writing project director to see if it is possible.

Question 5: ►

M: Christmas is coming, so we have been very busy recently. Do you think we should (1) temporary employees for this season?

W: Good idea! We need at least 2 more temporary shop assistants. Could you please contact Linda in the Human Resources to see if we have enough budget for that?

M: Okay. I'll phone her now. With (2) workers, we can fill the orders quickly and serve the customers better. Or else, everybody will have to work extra hours.