

1. Needed: **Full-time secretary position** available. Applicants should have at least 2 years experience and be able to type 60 words a minute. No computer skills required. Apply in person at United Business Ltd., 17 Browning Street.
2. Are you looking for a part-time job? We require 3 part time **shop assistants** to work during the evening. No experience required, applicants should be between 18 and 26. Call 366 - 76564 for more information.
3. **Computer trained secretaries:** Do you have experience working with computers? Would you like a full-time position working in an exciting new company? If your answer is yes, give us a call at 565-987-7832.
4. **Teacher Needed:** Tommy's Kindergarten needs 2 teacher/trainers to help with classes from 9 a.m. to 3 p.m. Applicants should have appropriate licenses. For more information visit Tommy's Kindergarten in Leicester Square No. 56.
5. **Part Time work available:** We are looking for retired adults who would like to work part-time at the weekend. Responsibilities include answering the telephone and giving customer's information. For more information contact us by calling 897-980-7654.
6. **University positions open:** The University of Cumberland is looking for 4 teaching assistants to help with homework correction. Applicants should have a degree in one of the following: Political Science, Religion, Economics or History. Please contact the University of Cumberland for more information.

Comprehension Questions

Which position is best for these people?

Choose ONLY ONE position for each person.

Jane Madison. Jane recently retired and is looking for a part-time position. She would like to work with people and enjoys public relation work. The best job for Jane is _____

Jack Anderson. Jack graduated from the University of Trent with a degree in Economics two years ago. He would like an academic position. The best job for Jack is _____

Margaret Lillian. Margaret is 21 years old and would like a part-time position to help her pay her university expenses. She can only work in the evenings. The best job for Margaret is _____

Alice Fingelhamm. Alice was trained as a secretary and has six years of experience. She is an excellent typist but does not know how to use a computer. She is looking for a full-time position. The best job for Alice is _____

Peter Florian. Peter went to business school and studied computer and secretarial skills. He is looking for his first job and would like a full-time position. The best job for Peter is _____

Vincent san George. Vincent loves working with children and has an education license from the city of Birmingham. He would like to work with young children. The best job for Vincent is _____

