

LISTENING – ASKING ABOUT JOBS

- I. Listen to a conversation in which Jake is asking Martha about her job. Remember to answer the questions with full sentences.**

1. *What is Martha's job?*
2. *What stage of her career is Martha at?*
3. *Does she like her job?*

- II. Listen to the conversation again. Complete the questions that Jake asks.**

	Question
1. <i>Job</i>	What _____?
2. <i>Company / Organization</i>	Who _____?
3. <i>Location</i>	_____ based?
4. <i>Job description</i>	_____ involve?
5. <i>Size of organization</i>	Is _____ then?
6. <i>Type of contract</i>	What _____?
7. <i>Like / Dislike</i>	Do _____?

WRITING SKILLS

III. Now, watch this short video and then, rewrite the direct questions as more polite indirect questions.

1. 'What kind of work is it?'

Can you tell me _____?

2. 'Where are you based?'

Could you tell me _____?

3. 'Is it a big company?'

Can you tell me _____?

4. 'What does the work involve?'

I'd like to know _____.

5. 'How long does the interview usually take?'

Do you know _____?

6. 'How often do buses go to the business park?'

Can you tell me _____?