

# Test 3

## LISTENING

### PART 1 Questions 1–10

Complete the notes below.

Write **ONE WORD AND/OR A NUMBER** for each answer.

#### Employment Agency: Possible Jobs

##### First Job

Administrative assistant in a company that produces 1 ..... (North London)

##### Responsibilities

- data entry
- go to 2 ..... and take notes
- general admin
- management of 3 .....

##### Requirements

- good computer skills including spreadsheets
- good interpersonal skills
- attention to 4 .....

##### Experience

- need a minimum of 5 ..... of experience of teleconferencing

**Second Job**

Warehouse assistant in South London

**Responsibilities**

- stock management
- managing 6 .....

**Requirements**

- ability to work with numbers
- good computer skills
- very organised and 7 .....
- good communication skills
- used to working in a 8 .....
- able to cope with items that are 9 .....

**Need experience of**

- driving in London
- warehouse work
- 10 ..... service