

*Ans:-b*

**2481)** Before you start applying for any job, you must be absolutely sure you have the right paper .....

- a) qualities   b) qualifiers   c) qualifying   d) qualifications

*Ans:-d*

**2482)** In advance of drawing up the job specification and advertisement, you have to sit down and work out the .....you have in mind for the ideal employee.

- a) portrait   b) profile   c) picture   d) sketch

*Ans:-b*

**2483)** As soon as the ..... arrive, it will be your job to show them round the work place and give them a general history of the company for which they want to work.

- a) chosen   b) selected   c) candidates   d) appliers

*Ans:-c*

**2484)** At the moment the company is doing an extensive advertising campaign with a view to ..... new staff.

- a) recruiting   b) catching   c) reaching   d) taking

*Ans:-a*

**2485)** After you've read the details of the job, made some notes and written a draft letter, check the details, write the final letter and then ..... your application.

- a) pursue   b) submit   c) undergo   d) undertake

*Ans:-b*

**2486)** I think you were asking too much of that new member of staff when you expected her to ..... with a cost cutting scheme.

- a) come over   b) come through   c) come by   d) come up

*Ans:-d*

**2487)** I think that you've chosen a very good area of work to seek employment in because I've heard that jobs are ..... there.

- a) many   b) abundant   c) frequent   d) plenty

*Ans:-b*

**2488)** Interviewing applicants for an important job can be a very time ..... process but it's worth it in the end.

- a) lasting   b) developing   c) consuming   d) taking

*Ans:-c*

**2489)** When you are interviewing someone, it is obviously necessary to ask questions relevant to their job experience but discussing someone's other ..... is also useful.

- a) deeds   b) accomplishments   c) doings   d) holdings

*Ans:-b*

**2490)** We can offer you a salary that will be ..... with the duties and responsibilities that the job demands.

- a) level   b) equal   c) connected   d) commensurate

*Ans:-d*

**2491)** As soon as the doctor looked at her, he was able to ..... the cause of her frequent headaches.

- a) decide   b) diagnose   c) define   d) describe

*Ans:-b*

**2492)** Treatment of this particular disorder was beyond the doctor's capability and he ..... the patient to a specialist.

- a) referenced   b) returned   c) referred   d) reduced