แบบทดสอบก่อนเรียน (Pretest)

เรื่อง READING JOB ADVERTISEMENTS

เล่มที่ 6 JOB ANNOUCEMENT คะแนนเต็ม 10 คะแนน

Directions: Read the job advertisement then answer the questions below (1-10)

CDL HR

Creative Diamond Links Human Resources

JOB ANNOUNCEMENT

➤ Position: ACCOUNTANT

➤ Job Description:

-Control Account Receivable and Account Payable
-Issue Invoice and collect the money from the client
-Control the petty cash and company asset
-Making staffs payroll
-Go to deposit and withdraw the money in the bank
-Follow up clients by email or phone to collect the payment
-Purchase the office materials.

➤ Requirement:

-University student in Accounting skill
-No need experience before (We have trained), but if have is an advantage
-Good manner and behavior
-Honest and hardworking person
-Can work under pressure
-Good teamwork and friendly person
-Fast learner and flexible
-Fast solving the problem
-Good English both speaking and writing
-Can adapt all environment working.

➤ Salary: $ 180 - $ 200
➤ Working time: 8:00 - 17:00
➤ Holiday: Sat / Sun / National holiday
➤ Benefit and allowances: Monthly Incentive depends on performance, three-month evaluation salary,Company trip, Annual staff party, Birthday party, and can improve your ability related to Accounting skill.

If you are interested in this recruitment, Please Send CV to
info@cdl-consultant.com or
Call to TEL: 023 964 864 / 010 234 450 / 098 224 783

ที่มา: https://www.facebook.com/CambdoiaJobBoard/photos/a.524264170945949/1964990920206593/?type=3

LIVEWORKSHEETS

Name.....Surname.....Group/level.....Number.....

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1. What is the position being advertised?

a. Human Resources Manager

b. Accountant

c. Sales Representative

d. Bank Teller

2. Which of the following is NOT a benefit mentioned in the ad?

a. Monthly Incentive

b. Company trip

c. Free lunch

d. Birthday party

3. What are the working hours for this position?

a. 8:00 - 17:00

b. 09:00 - 18:00

c. Flexible hours

d. 8:30 - 17:30

4. What skill is required according to the announcement?

a. Good computer programming

b. Marketing skills

c. Graphic design skills

d. Good English speaking and writing

5. Who can apply for this position?

a. Only experienced accountants

b. University students in Accounting

c. High school students

d. Engineers only

LIVEWORKSHEETS

6. When are the regular holidays for this job?

a. Monday and Tuesday

b. Only National holidays

c. Saturday, Sunday, and National holidays

d. Sunday only

7. Which quality is NOT mentioned in the requirements?

a. Creative thinking

b. Able to work under pressure

c. Honest and hardworking

d. Friendly and good teamwork

8. Does a candidate need previous work experience to apply?

a. Yes, at least 2 years are required.

b. No, but having experience is an advantage.

c. Yes, but only in banking.

d. No, experience is strictly prohibited.

9. How can a candidate contact the company for this job?

a. By visiting the office in person only

b. By sending a letter via post

c. Through a Facebook message

d. By phone or email

10. What does "Monthly Incentive depends on performance" mean?

a. You get a fixed amount of extra money every month.

b. You get extra money if you work on holidays.

c. You receive extra money based on how well you do your job.

d. The company will decrease your salary if you are late.

LIVEWORKSHEETS