JOB ADVERT: PARTS & STRUCTURE

1. MATCHING Match each section of a job advert with its description.

A	**Company Information**	_____
B	**Job Title**	_____
C	**Job Description**	_____
D	**Requirements**	_____
E	**Salary**	_____
F	**Benefits**	_____
G	**Location**	_____
H	**Contact Information**	_____

1.	The amount of money you earn.
2.	Where the company is and where you will work.
3.	Information about the business.
4.	What the employee has to do.
5.	The name of the position.
6.	Skills, experience or qualifications you need.
7.	Email, phone number or website to apply.
8.	Extra advantages of the job.

2. PRODUCTION Imagine you work for a company that is looking for a new employee. Complete the job advert.

NOW HIRING!

Company: _____

Job Title: _____

Location: _____

Salary: _____

JOB DESCRIPTION

Write 2–3 sentences.

_____

_____

_____

REQUIREMENTS

Write at least 3 requirements.

- _____
- _____
- _____

BENEFITS

Write 2 benefits.

- _____
- _____

CONTACT INFORMATION

Email or phone number:

_____

LIVEWORKSHEETS