

The best person for the job

- A**  8.1.1 Watch the start of the video. What type of companies do the two speakers work for?

- B** Watch the complete video. What skills and personal qualities does each person need? Write James (J), Polly (P) or Dan (D) next to the words in the box.

analytical skills communication skills decisive organised
positive attitude reliable team worker write well

- C** Watch the interview again. Complete the notes.

James has worked for ¹ _____ companies as a ² _____ and an editor. He's also ³ _____ his own company. James was an English teacher in Malta for ⁴ _____ years. He also worked in Valencia, Spain, from ⁵ _____ to _____. He worked in Singapore as an editor for ⁶ _____ months.

Polly has worked in Amsterdam, Eindhoven, ⁷ _____ and Paris. In Paris, she spent ⁸ _____ months working on a ⁹ _____ project.

Dan set up the advertising agency ¹⁰ _____ years ago. He worked for ¹¹ _____ large businesses before Creature. The team at Creature are very ¹² _____.

1 Look at the job advertisements. Where do companies usually advertise vacancies?

We have these vacancies. If you are interested, please click the link below.



[Sales Consultant](#)

GF Hospitality Group, London

[View Job >](#)



[Sales Assistant](#)

Townsend's Logistics, Birmingham

[View Job >](#)



[Sales Executive](#)

Middleton Pharmaceuticals, Coventry

[View Job >](#)



[Sales Manager](#)

Danotex Chemicals, Birmingham

[View Job >](#)

Job requirements

2A Read the email from Dan Baker to Elsa Hernández at Danotex Chemicals. What does Dan want Elsa to do?



From: Dan Baker
To: Elsa Hernández
Subject: Sales Manager Vacancy

Hello Elsa,

Here's a list of the skills and experience we need for the Sales Manager **vacancy**. Can you put these details in the job **advertisement**?

Essential skills and experience

- has Sales Manager or Sales Representative experience
- has managed staff
- has worked in chemical or related industry
- has excellent communication and negotiation skills
- is a team worker

Useful skills and experience

- has a **degree** in business administration or a similar university **qualification**
- can speak languages, especially German
- has experience in international sales

Can you **choose** the best **candidates** for me to interview? Let's talk on the phone after you speak to them.

Best wishes,

Dan Baker

Assistant Sales Director

Danotex Chemicals

What is the difference between 'essential' and 'useful' skills?

3 Choose the correct option, a, b or c.

- 1 We have two _____ in our production department at the moment.
a advertisements b qualifications c vacancies
- 2 There are a lot of _____ for IT jobs on this website.
a advertisements b qualifications c vacancies
- 3 We need staff with _____ in science, engineering and technology.
a advertisements b qualifications c vacancies
- 4 Language skills are _____ for the job, but not essential.
a excellent b similar c useful
- 5 It's important to _____ the best person for the job.
a need b choose c manage
- 6 There are ten _____ for this new job.
a candidates b degrees c vacancies
- 7 Why did you study for a _____ in economics?
a candidate b experience c degree
- 8 You need strong analytical skills. They are _____ in this job.
a excellent b essential c similar

3 Complete the text with the words in the box.

advertisement candidates choose degree essential qualification skills
useful vacancy

Our Finance Director, Helen, is leaving next month. As a result, there is a
1 _____ for a Finance Director in our pharmaceutical company. We need to
put a job 2 _____ online as soon as possible. Then we need to
3 _____ the best candidates to interview. I'd like to see four or five people.
Candidates need a first 4 _____ in Maths or Economics or a similar
5 _____. 6 _____ experience includes one or two years working
in a pharmaceutical or chemical company and at least a year managing a team.
Successful 7 _____ will also need to be good at analysing data and solving
problems. These are essential 8 _____ for the job.
Experience in business administration is 9 _____, but it is not essential.

Choosing job candidates

4A  8.01 Listen to Dan's conversation with Elsa. Who is going to interview the candidates?

B Listen again and complete the profile for each candidate.

	Vicki Grant	Sam Gowan
Impression of candidate	Very friendly, good ¹ _____ skills.	Knows a lot about our company, good ⁴ _____ skills.
Essential	² _____ years' experience in sales, manages a team of twelve staff.	Three years' experience in sales, manages a team of ⁵ _____ staff.
Useful	Works in pharmaceutical industry, degree in chemistry, speaks ³ _____.	Works for a ⁶ _____ chemical company, has business degree, has worked in Germany, excellent German.

Isaac Lange
Good team worker, has a ⁷ _____ personality.
⁸ _____ years' experience in sales, manages a team of twenty staff.
Works for paint manufacturer, has travelled for work, ⁹ _____ German.

5 Look at the information about the candidates in 4B. Complete true sentences with the positive or negative form of the verbs in brackets.

- Vicki hasn't worked (work) in the chemical industry.
- She _____ (study) German, but she _____ (study) French.
- Sam _____ (live) and _____ (work) in another country.
- Sam _____ (work) for a bigger company than Danotex.
- Isaac _____ (have) the most experience as a sales manager.
- Isaac _____ (travel) for work.
- Vicki and Sam _____ (go) to university but Isaac _____.
- Sam _____ (work) in the chemical industry but Vicki and Isaac _____.

1 Read the email and answer the questions.

- 1 What's Maria's job? 2 What is the job vacancy? 3 What is Ernesto going to do?

Subject: Marketing Manager Vacancy

Hello Ernesto,

As you know, we have a vacancy for a Marketing Manager. Here's a list of the skills and experience we need. Can you put these details in the advertisement to go on our job vacancies webpage?

Essential skills and experience

- has marketing experience
- has managed staff
- has worked in cosmetics or a related industry
- has excellent communication skills
- is a team worker

Useful skills and experience

- has a marketing degree or a similar university qualification
- can speak Italian

Can you choose the best candidates for me to interview? Let's talk on the phone after you speak to them.

Best wishes,
Maria Maya
Marketing Director

Coco Care Cosmetics

2 8.01 Listen to the conversation between Maria and Ernesto and complete the sentences with *Miranda*, *Luca* or *Agnes*.

- 1 _____ is the oldest candidate, has the most experience and is happy to learn a language.
- 2 _____ is the youngest candidate, has a degree in marketing and works in the cosmetics industry.
- 3 _____ manages the biggest team and has the best language skills.

3 Complete the notes on each candidate. Then listen again and check.

Miranda Dunn

- Motivated, organised, good
¹ _____
- Two years' management experience
- Manages a team of
² _____ staff
- Works for Planet Health (a vegan
cosmetics company)
- Degree in ³ _____
- Speaks ⁴ _____ well

Luca Baldini

- Friendly personality, good team
worker, great ⁵ _____ skills
- Fluent Italian and English and
good French
- Has ⁶ _____ degree
- ⁷ _____ years' experience
in marketing
- Manages a team of ⁸ _____
staff
- Works for a pharmaceutical
company

Agnes Becker

- Very ⁹ _____
- Very friendly
- Knows a lot about our company
- Works for a ¹⁰ _____
manufacturer
- Has a degree in fashion
- ¹¹ _____ years' experience
in marketing
- Manages a team of nine staff
- ¹² _____ level French
- Has travelled for work