ENGLISH WORKSHEET: JOB ADVERTISEMENTS & RELATIVE CLAUSES

Interactive Digital Worksheet (Liveworksheets Edition)

Full Name: _____	**Class:** _____	**Pair / Group:** _____

PART 1. EXPLORE: JOB ADVERTISEMENTS

Task: Read both job advertisements below carefully. Choose ONE position that interests you, then identify the job title and the organisation offering the position.

JOB ADVERTISEMENT A	JOB ADVERTISEMENT B
PART-TIME BARISTA **Corner Café** *We are looking for a friendly and reliable barista!* **Responsibilities:** • Preparing coffee and other drinks. • Serving customers and taking orders. • Keeping the café clean and organised. **Requirements:** • Applicants who are interested in working with customers. • Candidates who are applying for this position should be friendly and responsible. • Previous experience is preferred but not essential. **Working conditions:** • Part-time position. • Weekend and evening shifts available. • Training provided for successful applicants.	**ENGLISH TEACHING ASSISTANT** **Bright Path Language Centre** *We are looking for an enthusiastic teaching assistant!* **Responsibilities:** • Supporting teachers in primary classes. • Preparing teaching materials. • Helping children who are taking part in classroom activities. **Requirements:** • Applicants who are interested in education. • Candidates who have good communication skills. • Candidates who are selected will receive training before starting work. **Working conditions:** • Part-time position. • Flexible working hours. • Opportunities to gain teaching experience.

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Your Selection (Fill in the boxes below):

	Job title	Organization
Student 1		
Student 2		

PART 2. INVESTIGA

OB ADVERTISEMENT WORKSHEET

Task A: Read your selected advertisement again and complete the table using key words/phrases (do not copy full sentences).

Investigation Questions	Your Notes (Key Information)
1. What is the job title?	
2. Which organisation offers this position?	
3. What are the main responsibilities?	
4. What qualifications or skills are required?	
5. Is previous experience necessary?	
6. What are the working conditions?	

Task B: Answer the follow-up questions below.

1. Which advertisement provides more opportunities for students?

→ Answer:

_____

_____

2. Which job requires better communication skills?

→ Answer:

_____

_____

3. Which position would you prefer? Why?

→ Answer:

_____

_____

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PART 3. APPLY: REDUCED RELATIVE CLAUSES & PREPOSITIONS

Activity 1: Sentence Transformation (Exercise 4)

Join the sentences using reduced relative clauses where possible.

1. The job advert asks candidates to think outside the box. I applied for it.
→ Answer:

_____

_____

2. Those candidates have a competitive edge. They are applying early for the post.
→ Answer:

_____

_____

3. The candidates were absolutely delighted. They were offered a job.
→ Answer:

_____

_____

Activity 2: Matching – Prepositions in Relative Clauses (Exercise 5)

Match the sentences (1–4) with the correct grammar rules (A or B).

Rule A: Prepositions are placed at the end of relative clauses.
Rule B: Prepositions are placed at the beginning of relative clauses in formal English.

No.	Sentence	Rule (A / B)
1	The company (that) you work for is a great place to develop your career.	
2	The town in which they live has an interesting museum.	
3	Use the website to contact the person (who) you sent your application to.	
4	Use the website to contact the person with whom you had the interview.	

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Activity 3: Rewrite the Sentences – Formal Style (Exercise 6)

Rewrite the sentences using prepositions at the beginning of relative clauses.

1. I contacted the man who I had received the offer from.

→ Answer:

_____

_____

2. The company that he referred to has its headquarters in New York.

→ Answer:

_____

_____

3. She apologised to the colleague who she had argued with earlier that day.

→ Answer:

_____

_____

Activity 4: Error Correction (Extension / Homework)

Find and correct ONE mistake in each sentence.

Sentence	Incorrect Word	Correction
1. The candidates applying for the position is required to have experience.		
2. The manager with who I had the interview was friendly.		
3. The employees selected for the position has good communication skills.		

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