

A Circle the correct words.

- 1 My job **contains / involves** helping customers and answering phone enquiries.
- 2 The company decided to **fill / give** the position by placing an ad in the paper.
- 3 Do you think a part-time job in sales would **match / suit** you?
- 4 My grandfather **ran / ruled** his clothing company for nearly 50 years.
- 5 You will need to **request / apply** in writing.
- 6 Can you **attend / appear** an interview at ten o'clock tomorrow morning?
- 7 We need to **hire / take** more sales assistants for the busy holiday period.
- 8 'How do you get to work?' 'I **compute / commute**.'

B Replace the words in **bold** with the words below.

candidate client employees insurance leave opening rise supervisor

- 1 How many **staff** do you have?
- 2 Who was the best **applicant**?
- 3 Do you get on with your **boss**?
- 4 Is there a(n) **job** in the finance department?
- 5 Why were you rude to that **customer**?
- 6 Does the company provide health **cover**?
- 7 Are we getting a pay **increase** this year?
- 8 How many days' annual **holiday** do we get?

