

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