

TASK 1: USE THE WORDS IN THE BOX TO COMPLETE THE SENTENCES

qualification—hours—team—in charge of—reference--involves—personal qualities— earns-- apply for--experience--provide—communication skills—duties—rate of pay—attend—applicants

1. He got a certificate from Edinburgh College =
He got a qualification from Edinburgh College
2. I work from 9.00 am to 5.00 pm =
My hours are 9.00 am to 5.00 pm.
3. I am a teacher. I have to teach students, prepare classes, and check homework. =
I am a teacher. My _____ are to teach students, prepare classes, and check homework
4. The Principal is the head of Edinburgh College. =
The Principal is _____ Edinburgh College.
5. I am a driver. I have to travel all over Scotland. =
I am a driver. My job _____ travelling all over Scotland.
6. He is a good worker. He is hard-working, comes on time and is friendly to his colleagues. =
He has good _____.
7. I earn £6 per hour. =
My _____ is £6.00 per hour.
8. The Prime Minister's salary is £ **183,932** =
The Prime Minister _____ £ **183,932** a year.

9. I prefer to work with other people. =
I prefer to work as part of a _____.
10. He is going to fill in an application form for a job as a postman. =
He is going to _____ a job as a postman.
11. She is good at talking to customers. =
She has good _____.
12. Can you come to an interview at the college? =
Can you _____ an interview at the college?
13. You must bring and show 2 documents to open a bank account. =
You must _____ 2 documents to open a bank account.
14. I need a letter from your last job to show you did your job well. =
I need a _____ from your last job.
15. He has been a teacher for 25 years. =
He has a lot of _____ as a teacher.
16. A lot of people have applied for this job? =
We have had a lot of _____ for this job.

TASK 3: USE THE WORDS IN THE BOX TO COMPLETE THE SENTENCES

qualifications—hours—in charge of—reference--personal qualities— provide-- apply
for--experience--employed—communication skills—attend—essential—unemployed—
relevant—duties—opportunity--previous

- a. Can you come to an interview on Wednesday? =
Can you _____ an interview on Wednesday?
- b. You must have experience for this job. =
Experience is _____ for this job.
- c. He doesn't have a job at the moment. =
He is _____ at the moment.
- d. To get that job you must have certificates from a college. =
To get that job you must have _____ from a college.
- e. He starts work at 9.00 and finishes at 5.00pm =
His _____ are 9.00 am to 5.00 pm.
- f. He is the managing director of a computer company. He has a staff of 200 people. =
He is _____ of 200 people.
- g. If you are a car salesman you must be good at talking to customers. =
If you are a car salesman you must have good _____
_____.
- h. If you want to join a library you must bring 2 forms of identification. =
If you want to join a library you must _____ 2 forms of identification.
- i. My company wants me to work in the USA. It is a good chance for me. =
My company wants me to work in the USA. It is a good _____ for me.
- j. Have you had any experience of this kind of work before? =
Have you had any _____ experience of this kind of work?

- k. I work for Microsoft. =
I am _____ by Microsoft.
- l. I am a painter. I applied for a job as a mechanic. I didn't get the job. =
I didn't get the job because my experience was not _____ to that job.
- m. I need a letter from your last job to show that you did your job well. =
I need a _____ from your last job.
- n. He has been worked as policemen for 25 years. =
He has a lot of _____ as a policemen.
- o. He is going to fill in an application form for a job as a welder. =
He is going to _____ a job as a welder.
- p. He is a good worker. He is hard-working, comes on time and never misses a day. =
He has good _____.
- q. You are the manager of this garage. You have to make sure all the cars are serviced properly and collect payment from customers. =
You are the manager of this garage. Your _____ are to make sure all the cars are serviced properly and collect payment from customers.