

Use the word given in capitals to form a word that fits the gap.

## APPLICATION DETAILS



A full job **(1)** \_\_\_\_\_ [DESCRIBE] will be sent to all those selected for interview, but before sending in your application for this post, please note that the Overseas Marketing Officer has **(2)** \_\_\_\_\_ [RESPONSIBLE] for:

- ❖ **(3)** \_\_\_\_\_ [RECRUIT] and **(4)** \_\_\_\_\_ [ENROL] of overseas students.
- ❖ Confirming students' **(5)** \_\_\_\_\_ [SUIT] for courses. This includes checking educational **(6)** \_\_\_\_\_ [QUALIFY]
- ❖ Marketing specialist courses in **(7)** \_\_\_\_\_ [TECHNIC] and **(8)** \_\_\_\_\_ [COMMERCE] training.
- ❖ Giving **(9)** \_\_\_\_\_ [PRESENT] to staff and **(10)** \_\_\_\_\_ [REPRESENT] of overseas **(11)** \_\_\_\_\_ [ORGANISE]
- ❖ Providing advice and **(12)** \_\_\_\_\_ [ASSIST] that will **(13)** \_\_\_\_\_ [ABLE] students to complete visa and immigration **(14)** \_\_\_\_\_ [PROCEED] satisfactorily.
- ❖ Preparing leaflets, brochures and other informational material for **(15)** \_\_\_\_\_ [DISTRIBUTE] in overseas markets.
- ❖ Interviews will be held on 30 July. If you have not heard from us by 20 July, you may assume that your application has been **(16)** \_\_\_\_\_ [SUCCESS] on this occasion.

Adapted from: CAE Practice Tests Plus 1