G. Listen to the job interview and choose the best answer.

1. Four years ago, Maria worked for a small HR services provider ...

   a. in the B2B sector.

   b. in the B2C sector.

   c. in both B2B and B2C sectors.

2. Maria has been in her current job ...

   a. for four years.

   b. for three years.

   c. for one year.

3. Maria's current role is focused ...

   a. only on learning and development.

   b. on a number of HR topics.

   c. only on payroll and she wants to do L&D.

4. Maria ...

   a. did a diploma in L&D two years ago.

   b. is doing a diploma in psychology at the moment.

   c. Both options are true.

5. Maria will need to ...

   a. identify and devise an L&D strategy.

   b. devise and implement an L&D strategy.

   c. implement an L&D strategy that has already been devised.

6. Maria ...

   a. will hear back from them next week.

   b. has been invited to a second interview next week.

   c. needs to call them next week to find out the next steps

LIVEWORKSHEETS

H. Read the following job ad and write an email in response to it applying for the job.

Dynamic, highly-motivated self-starter required

Sales Manager

Five years' relevant experience and proven track record essential.
Must have a good knowledge of a wide range of computer software.
Some experience of giving PowerPoint presentations would be an advantage.
Experience of doing business in China highly desirable.

Life-changing salary for the right candidate.

No time-wasters!

Apply in writing giving full details of experience and stating clearly why you consider yourself suitable for this position.

sharkey@aggroslaes.com

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