

Sales assistant duties. Vocabulary:  listen and complete with the expressions:

 work the cash register	 keep the shop clean and tidy	 greet, serve and advise the customers in a friendly manner
 guide customers to the items they need	 scan bar codes	 unload products from delivery trucks



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Receptionist / cinema attendant duties: Listen  and match the expressions with the pictures

 help visitors	 sell tickets	 clean the premises (=workplace)	 welcome people
 check tickets	 answer the phone	 count spectators	 answer people's questions
 greet spectators	 guide people to their seats	 wear a uniform	
			
7	8	9	10



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