

## Vocabulary

## A Complete the job advertisements with the best words.

**Sales/Account Manager****Salary:** £24,000 per year

Edinburgh-based company is seeking a person with sales experience to .....<sup>1</sup> sales worldwide and to .....<sup>2</sup> a large department in the clothing industry.

The person will also need to .....<sup>3</sup> communication between our production, sales and marketing departments.

Background in clothing manufacturing essential.

Please contact: Sarah Atkinson  
atkinson@btinternet.com or  
Fax: 0131 123 7650.

**Telesales Executive****Salary:** £20,000 per year

Our Telesales Executive will have the .....<sup>4</sup> to make effective phone calls to marketing contacts and to .....<sup>5</sup> business meetings for our clients.

Bebop offers excellent training and promotion .....<sup>6</sup>.

Call Paul Glover on  
020 4456 1090 or e-mail:  
beboprecruit@easynet.co.uk

**Sales Manager****Salary:** £26,000 per year

Conference and Events Company urgently requires a Sales Manager to .....<sup>7</sup> a team of 8 telesales executives.

You will .....<sup>8</sup> the team and .....<sup>9</sup> all sales staff and their problems. In addition, you will .....<sup>10</sup> future marketing campaigns and .....<sup>11</sup> a new marketing strategy.

Background of the candidate: experience in telesales and direct sales; at least 3 years' management experience.

Location: Cheshire

Contact: Karen Poulson,  
tel. 01260 271288, e-mail:  
cec@events.co.uk

1 a) increase

b) set up

c) lead

2 a) manage

b) train

c) direct

3 a) create

b) plan

c) improve

4 a) interest

b) ability

c) responsibility

5 a) work

b) organise

c) communicate

6 a) opportunities

b) facilities

c) qualities

7 a) boss

b) lead

c) drive

8 a) apply

b) practise

c) train

9 a) set up

b) deal with

c) look for

10 a) train

b) control

c) plan

11 a) improve

b) develop

c) increase

## Vocabulary +

B Study the examples and the tip, and complete the sentences. Use *for*, *as* or *in*.**Examples:**

Stephen works **for** an engineering company.

Gerhard works **as** a receptionist.

Sandra works **in** education.

Isabelle works **in** a French restaurant.

**Tip**

- Use *work for* when you talk about the company or organisation where someone is employed.
- Use *work as* + job.
- Use *work in* + kind of activity.
- Also, use *work in* with words like bank, hotel, hospital or factory.

- 1 He has worked ..... an air traffic controller.
- 2 Have you worked ..... the food industry?
- 3 At the moment, he is working ..... a travel agency.
- 4 Would you like to work ..... mechanical engineering?
- 5 Sandra's husband works ..... the BBC.
- 6 Are you going to work ..... a clothing company in Edinburgh?
- 7 Rachel is going to work ..... a consultant for a design company.

**Language review****Present perfect****A Put the verbs in brackets in the present perfect.**

- 1 ..*Have*.. you ..*known*.. each other for a long time? (*know*)
- 2 ..... Pierre and Lucien ..... jobs frequently? (*change*)
- 3 ..... Anna ..... several jobs since leaving university? (*have*)
- 4 ..... Laura and Stella both ..... for the same job? (*apply*)
- 5 ..... you and Tim ever ..... difficulties getting along with Mr Dumas? (*have*)
- 6 ..... you ever ..... in Central Asia? (*work*)

**B Match these answers to the questions in exercise A.**

- a) Pierre hasn't. But Lucien has had three or four different ones already.
- b) No, we haven't. We met at a conference only last week, in fact.
- c) Yes, I have. I worked in Kazakhstan from 1998 to 2001.
- d) Yes, she has. I don't know how many, though.
- e) Yes, they have. That's a coincidence, isn't it?
- f) Yes, we have. Especially me.

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**C Complete the short answers with the correct form of *have*.**

- 1 A: Has François ever worked in a bank?  
B: No, *he hasn't*.
- 2 A: Have all the candidates for interview arrived?  
B: Yes, .....
- 3 A: So you have worked for Nielsen Electronics, is that right?  
B: Yes, .....
- 4 A: What about these candidates? Have they ever managed a project?  
B: No, .....
- 5 A: Have you called a job agency?  
B: No, .....
- 6 A: Have you and Luis received a reply yet?  
B: Well, Luis ....., but I'm afraid I .....