

Listening exercise :

3 2.2 Petra wants a new job. She goes to an employment agency. Listen to the conversation and tick (✓) the information she gets. Does she want the job?

company address	holidays	location ✓	salary
work duties	working hours		

4 Listen again and complete Petra's notes.

OFFICE ASSISTANT

Company name: DP Computer Export

Location: ' _____

Transport: good

Working hours: ' _____ a.m. to 5.30 p.m.,

Monday to ' _____

Salary: ' _____ per month

WORK DUTIES

- ' _____ the phone
- do the ' _____ and the photocopying
- write and send ' _____ and ' _____

QUALIFICATIONS/SKILLS

school ' _____

basic ' _____

good computer and communication skills

