

Applying for Job

Put the phrases in the correct order. Read the dialogue and answer the question.

Which two adjectives best describe her: patient, hardworking, mean, supportive, keen, reliable.

Yes. I've worked for a number of different companies during my college holidays, including Barnes & Bedford, the lawyers, last summer.

Good morning. Please have a seat.

That's interesting. Do you know that in this job you will have to travel a lot?

So, Ann. What are you doing at the moment?

I'm studying Business at college, but my course finishes next month.

Yes. Welcome to Brown's.

I see. Do you have any experience as a secretary?

Do you mean I've got the job?

Yes, and that's not a problem at all. I enjoy travelling and I don't mind working long hours or weekends.

Excellent! Well, I think that's all I need to know.

Thank you! When can I start?

As soon as you can, after your exams.

Good morning. Thank you.

Mr Smith:
Ann:
Mr Smith:
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Mr Smith:
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Mr Smith:
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Mr Smith: