

LISTENING

1. Listen to a conversation with Eric Hardworker. Match the example features (A–F) with the appropriate requirements (1–5). There is one extra example feature. (5x2=10)

1. A thing that jobless people should do to find employment. _____
2. A thing that makes you an expert in your field. _____
3. A useful piece of equipment when you are looking for a job. _____
4. A quality which employers find important in candidates looking for a job. _____
5. A thing that is important for a professional image. _____

- A. You know your duties and right
- B. Present yourself as an expert
- C. Availability
- D. Not having a business card
- F. Maintaining good personal relationships at work
- G. A fax machine

