Business English Test unit 13-15

1. Put the words in the gaps. There is **one extra** word

applicants	degree	training	employees	experience	unskilled	skills	set up	desirable

1. You must have a/an ..... in Chemistry to work in this library

2. Computer ..... is something which is necessary for the job of an accountant.

3. If you are applying for the job of a property agent, knowledge of English and Russian is .....

4. The company also offers .....positions such as the job of a gardener

5. If you start working as a cashier in our store on the job ..... is provided.

6 ..... should present a CV on the day of the interview.

7. To .....an interview please contact Alice Green between the hours of 9am to 5 pm.

8. The applicant is rejected because he doesn't have any..... as a laboratory worker

Extra:.....

2. Fill the text with the correct word. There's one extra

salary	retirement	perks	full-time	benefits	vacation time

Our company offers a .....position as a restaurant manager. That means you have to work 40 hours a week with two days- off at the weekend. Your base.....will be 2,500 Euro per month. As a regular worker you will be provided with all the ....., such as health insurance and a ..... plan. Your paid ..... is 20 days in addition to the public holidays.

Extra word:.....

3. Translate

1. подписвам договор ..... а .....

2. прекратявам договор ..... а .....

3. постоянна работа ..... job

4. временна работа ..... job

5. работа на 4 часа .....- time job

6. работа на 8 часа.....- time job