

Unit 8 Lesson A Exercise 3

Answer the personnel manager's questions. Type the answers. Use the information about Marina.

Marina is from Senegal and has been living in the United States for one year. She has been employed as a cashier in a pharmacy for about six months. She has several strengths as an employee. She is reliable and friendly. She also gets along well with her co-workers. She is taking business courses at night and wants to get a degree in hotel management.

Last week, she applied for a job as a reservations clerk at a big hotel. In the future, she hopes to get a job as an assistant manager or a manager. Today she got a call from the personnel manager asking her to come in for an interview.

Marina is confident that she can do the job. She speaks English well, and she speaks French fluently. She knows how to use a computer, a copy machine, and a fax machine. But she can't work the night shift because of her business classes.

1. A: Where are you from?
B: I'm from Senegal.
2. A: What kind of work do you do?
B: I'm _____ in _____.
3. A: What office machines can you use?
B: I can use _____, _____, and _____.
4. A: What other job skills do you have?
B: I _____ French _____ and English _____.
5. A: Are you taking any classes to improve your job skills?
B: Yes, I am going to college to get _____ in _____.
6. A: What are your personal strengths?
B: I am _____ and _____.