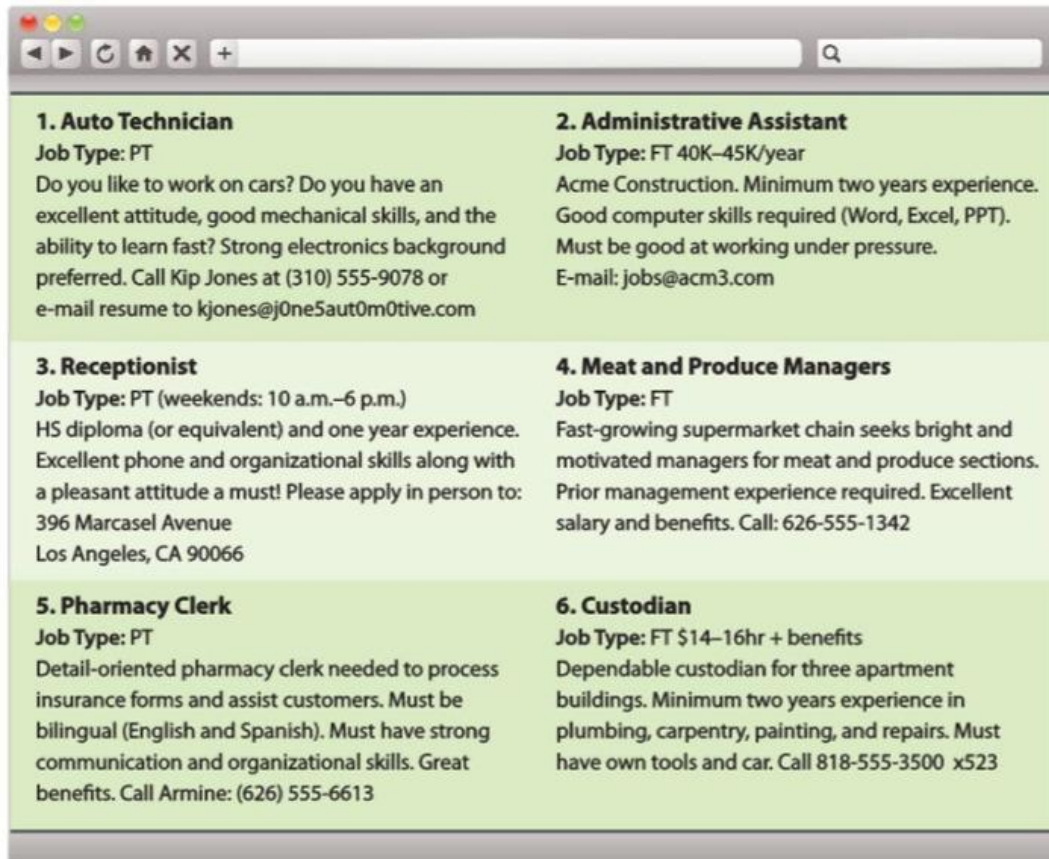


GOAL Interpret job advertisements

A. Read the following job advertisements.



1. Auto Technician Job Type: PT Do you like to work on cars? Do you have an excellent attitude, good mechanical skills, and the ability to learn fast? Strong electronics background preferred. Call Kip Jones at (310) 555-9078 or e-mail resume to kjones@j0ne5aut0m0tive.com	2. Administrative Assistant Job Type: FT 40K–45K/year Acme Construction. Minimum two years experience. Good computer skills required (Word, Excel, PPT). Must be good at working under pressure. E-mail: jobs@acm3.com
3. Receptionist Job Type: PT (weekends: 10 a.m.–6 p.m.) HS diploma (or equivalent) and one year experience. Excellent phone and organizational skills along with a pleasant attitude a must! Please apply in person to: 396 Marcase1 Avenue Los Angeles, CA 90066	4. Meat and Produce Managers Job Type: FT Fast-growing supermarket chain seeks bright and motivated managers for meat and produce sections. Prior management experience required. Excellent salary and benefits. Call: 626-555-1342
5. Pharmacy Clerk Job Type: PT Detail-oriented pharmacy clerk needed to process insurance forms and assist customers. Must be bilingual (English and Spanish). Must have strong communication and organizational skills. Great benefits. Call Armine: (626) 555-6613	6. Custodian Job Type: FT \$14–16hr + benefits Dependable custodian for three apartment buildings. Minimum two years experience in plumbing, carpentry, painting, and repairs. Must have own tools and car. Call 818-555-3500 x523

C. INTERPRET Read the ads in Exercise A again and answer the questions below.

1. What experience should the auto technician have? electronics background
2. Which employer wants someone who can work under pressure? _____
3. Which job requires a friendly personality? _____
4. Which job requires a car? _____
5. Which job requires someone who is detail-oriented? _____
6. Which job requires someone who is bilingual? _____
7. What are ways to apply for these jobs? _____

D. What skills are required for each job advertised in Exercise A? Complete the table.

Job	Skills required or preferred
Auto technician	
Administrative assistant	
Receptionist	
Meat and produce managers	
Pharmacy clerk	
Custodian	

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