

NOME E COGNOME.....

PUNTEGGIO:.....

VOTAZIONE:.....

1 Match the verbs (1–7) to the nouns (a–g).

- | | |
|----------------|--------------------------|
| 1 to apply | a) a candidate |
| 2 to fill in | b) a probationary period |
| 3 to attend | c) a psychometric test |
| 4 to work | d) a vacancy |
| 5 to shortlist | e) an application form |
| 6 to advertise | f) an interview |
| 7 to take | g) for a job |

2 Choose the correct verb–noun combinations from Exercise 1 to complete the sentences.

- 1 A potential employer will often ask job seekers to in order to form a better idea of their personality.
- 2 If the selection panel members consider that your application has sufficient merit, you will be contacted and invited to
- 3 Many companies would never whose contact e-mail address is anything like 'cool_dude1987@bluedreams.net'.
- 4 The successful applicants will be required to of six months, during which time their suitability for the post will be assessed.
- 5 Before you, it is useful to know what kind of company or institution is offering the position, so do your homework!

3 Look at the Case study on pages 80–81. You have decided to appoint Martha Gómez to the job. Complete the letter with the correct words.

Dear Ms Gómez

It was a¹ meeting you here at our Fast Fitness headquarters last Tuesday. As you certainly realised, the panel was extremely interested in your innovative fitness programs and how you would introduce those in our clubs.

Since then, we have² your³, and all three were very positive.

Therefore, we are⁴ to offer you the⁵ of General Manager for our chain of health and fitness clubs.

We can offer a starting salary of \$75,000 a year, plus an excellent⁶ package, including free accommodation and insurance.

We expect you to commence work on September 1. However, we would like you to⁷ a two-day induction meeting at our headquarters on 3–4 August, which will help you to get to know the company and some of your future⁸.

Please could you⁹ that you wish to take up this post and also let us know whether you are able to come to New York for the induction course?

We look forward to¹⁰ from you.

Sincerely

- | | | | |
|----------------|--------------|----------------|---------------|
| 1 a) welcome | b) pleasure | c) good | d) enjoy |
| 2 a) found | b) checked | c) controlled | d) written |
| 3 a) employers | b) managers | c) sponsors | d) references |
| 4 a) please | b) informing | c) delighted | d) deciding |
| 5 a) position | b) work | c) skill | d) employment |
| 6 a) benefits | b) assets | c) bonus | d) profits |
| 7 a) attend | b) assist | c) participate | d) take part |
| 8 a) colleges | b) workmen | c) colleagues | d) workers |
| 9 a) inform | b) confirm | c) prefer | d) refer |
| 10 a) hear | b) heard | c) have heard | d) hearing |

A Spanish courier company receives a quotation for packing labels and consignment notes. Put the words or phrases into the correct order to make sentences. The first parts have been done for you.

Dear Ana

- 1 **Please find attached** / for three new products / your request / our quotation / according to.
- 2 **Our prices** / annual consumption figures / the basis of / your forecast of / are calculated on.
- 3 **As requested** / pallets to / we will deliver on / Barcelona or Madrid.
- 4 **For a** / we can offer you / of 2.5% / contract term of / a discount / at least two years.
- 5 **In the attached** / all prices / have been listed in / your requirements / quotation sheet / columns according to.
- 6 **If you have** / me know / any further questions / please let.
- 7 **We look** / hearing from / forward to / you soon.

Regards
Enrique



WRITE AN EMAIL INFORMING A CUSTOMER ABOUT A DISPATCH

Include the following information:

- 1 The order number.
- 2 When the consignment was sent.
- 3 How the consignment was shipped (road, air, rail, sea).
- 4 Where it will be delivered.
- 5 When it will arrive at the customer's site.