5. Is hotel experience necessary?

_____

6. What are the usual working days and hours?

_____

7. What physical activities does the job require?

_____

Listening 3: Qualities an Employer Needs

Listen and answer:

1. Which organization is hiring?

_____

2. What are three responsibilities of the front desk assistant?

_____

3. Name three qualities the employer is looking for.

_____

4. What should the employee be able to do when the centre is busy?

_____

5. Is customer service experience required?

_____

6. How many afternoons a week is the position?

_____

7. How should applicants apply, and what is the deadline?

_____

8. What does the employer mean by a 'positive attitude and a willingness to learn'?

_____

LIVEWORKSHEETS