

## Exercice 1 : *Recrutement procedures*

Number the stages below in the order in which they should occur. (We have here the stages in a company's recruitment procedure).

1. Informal discussion day (12)
2. 2/3 applicants invited to final interview (8)
3. Job offered to one applicant (13)
4. Vacant position identified (1)
5. Position advertised in national papers (3)
6. short-list produced (5)
7. Replies to advertised assessed (4)
8. short listed candidates invited to interview (6)
9. Position advertised internally (2)
10. Successful applicant takes up job (11)
11. References followed up (9)
12. Interview panel selected (7)
13. One applicant chosen on basis of references and final interview (10)

## Exercice 1 : *Recrutement procedures (Solved)*

Number the stages below in the order in which they should occur. (We have here the stages in a company's recruitment procedure).

1. Vacant position identified (1)
2. Position advertised internally (2)
3. Position advertised in national papers (3)
4. Replies to advertised assessed (4)
5. short-list produced (5)
6. short listed candidates invited to interview (6)
7. Interview panel selected (7)
8. 2/3 applicants invited to final interview (8)
9. References followed up (9)
10. One applicant chosen on basis of references and final interview (10)
11. Successful applicant takes up job (11)
12. Informal discussion day (12)
13. Job offered to one applicant (13)

## Irregular plurals

### Header One Header Two

|            |           |
|------------|-----------|
| criterion  | criteria  |
| mouse      | mice      |
| tooth      | teeth     |
| man        | men       |
| woman      | women     |
| calf       | calves    |
| leaf       | leaves    |
| foot       | feet      |
| phenomenon | phenomena |

# Definitions

| Words                                     | Definition                      |
|---|---------------------------------|
| to dismiss                                | to fire (a dismissal)           |
| to occur                                  | to happen                       |
| position                                  | poste                           |
| advice                                    | a piece of advise               |
| ad  | annonce                         |
| advertise                                 | publier, faire la publicité     |
| to short-list                             | to select                       |
| applicant                                 | candidate                       |
| to apply for                              | postuler                        |
| to apply in                               | Item                            |
| whothwile                                 | valoir la peine                 |
| set up (a bssiness)                       | mettre en place                 |
| hectic                                    |                                 |
| accountant                                | comptable, book keeping         |
| carry out a servey                        | mener une enquete ou un sondage |
| find out                                  | discover                        |
| the customs                               | lla douane                      |
| the figures                               | les chiffres                    |
| Combien de personnes avez-vous embauché ? |                                 |
| How many people did you hire?             |                                 |