**READING**

**1 - Which of the skills in the box are important for these jobs? Choose the two most important skills for each job.**

**analytical - communication skills - hard-working - IT skills –**

**language skills - motivated - organised - team worker**

**•** Digital Designer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**•** Translator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

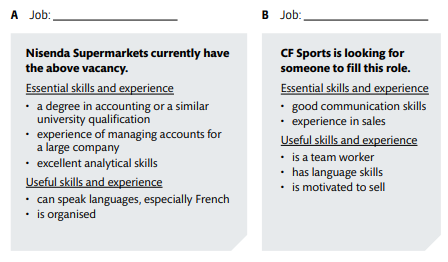
**•** Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**•** Sales Assistant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**•** Finance Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**•** Small Business Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2 - Read the three job advertisements (A–C). Match them to three jobs in Exercise 1.**

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**3 - Reread the ads and answer the following question:**

* **What is a common requirement for the 3 (three) jobs?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4 - Complete with Nisenda Supermarkets (NS), CF Sports (CFS) or NL (Nationwide Logistics). In some cases, more than one answer may be possible.**

1. **\_\_\_\_\_\_\_\_\_** requires a university degree.
2. **\_\_\_\_\_\_\_\_\_** requires team working skills.
3. **\_\_\_\_\_\_\_\_\_** requires organizational skills.
4. **\_\_\_\_\_\_\_\_\_** considers IT skills are important.
5. **\_\_\_\_\_\_\_\_\_** requires motivation.
6. \_\_\_\_\_\_\_\_\_ requires communication skills.
7. \_\_\_\_\_\_\_\_\_ requires to be a hard-working employee.

**USE OF ENGLISH**

**The best person for the job**

**5 - Complete the questions with the words in the box.**

**candidates – choose – degree – languages – qualifications – essential – vacancies**

1. What are the best \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for the job?
2. Who will we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the job?
3. Which \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have worked in other countries?
4. What type of university \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ do you need for this job?
5. How many \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are there in your department?
6. Which \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are useful for this job?
7. Is it \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to have previous work experience? Yes, it´s necessary.

**PRESENT PERFECT**

**6 Choose the correct option, a or b.**

1 I have \_\_\_\_\_\_ travelled to the company’s headquarters in Munich. Have you?

a) ever b) never

2 Has she \_\_\_\_\_\_ in the tourism industry?

a) been b) went

3 She \_\_\_\_\_\_ on some international projects. She went to Japan and India last year.

a) hasn´t worked b) has worked

4 \_\_\_\_\_\_ much experience with meetings in English?

a) Have you had b) Haven’t you have

5 Which companies has she \_\_\_\_\_\_ for?

a) works b) worked

6 Patrick and I haven’t \_\_\_\_\_\_ to the client recently.

a) spoken b) spoke

7 Has he \_\_\_\_\_\_ presentations in English?

a) gave b) given

8 \_\_\_\_\_\_ used this software program?

a) They have never b) Have they ever

9 He \_\_\_\_\_\_ studied abroad.

a) hasn’t b) haven’t

10 Tom and Lisa have \_\_\_\_\_\_ many sales reports.

a) written b) write

**7 - Complete the sentences with the correct verb form for talking about experiences**

1. Fumiko \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (never use) this software program.
2. Nadia and Kim \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (not work) together before.
3. Will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (study) in the USA.
4. Ulla \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (write) three reports this month.
5. I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (manage) my own company for many years.
6. Marcos \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (not travel) for work this year.

**8 – Choose the correct answer.**

1. Eugenio **gave / has given** many presentations of different products. He **gave / has given** the last one on Thursday.
2. Katie **has never had / never had** a job interview. This is her first one.
3. **I've been / I went** to Australia on business last summer. It was amazing.
4. Charlie and I **worked / have worked** on many projects. The most difficult **was / has been** the printing project in February last year.
5. Kamal **has visited / visited** many factories in Africa but he hasn't been to any in Asia.
6. **We opened / We've opened** a new restaurant last year. Not many people came up first.

**WRITING**

**9 – Imagine you are Anna Thompson. Use the information below and write a professional profile.**

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**