

Vocabulary

1 Choose the correct option.

- Nur is very _____. She always completes tasks on time.
a analytical b motivated c organised
- Sandro has good _____ skills. He expresses his ideas well when speaking and writing.
a analytical b communication c language
- Lucas speaks fluent English and Portuguese and some German. His _____ skills are excellent.
a communication b IT c language
- Beatrice works well with other people. She's a good _____.
a hard-working b team worker c communication
- Kelly understands statistics. She is very _____.
a analytical b hard-working c organised
- Hugo wants to do well at work. He's very _____.
a hard-working b motivated c organised
- Sakura is a _____ student. She always does her homework.
a hard-working b motivated c organised
- Mohammad uses many software programs. He has good _____ skills.
a communication b IT c language

2 Complete the sentences with the words in the box.

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- We're interviewing three _____ tomorrow.
- I'd like an assistant with experience, but it isn't _____.
- He's studying at university for a _____ in marketing.
- We can't decide which person to _____ for the job.
- She reads the job _____ online every day.
- Our customer service agents need good communication skills. It's _____ for the job.
- We have a _____ in the IT department at the moment.
- What _____ do you need to be an accountant?

Grammar

3 Write sentences using the Present Perfect Simple.

- She / write / many emails and reports in English / .

- I / never / manage / an international project / .

- you / ever / give / presentations to clients / ?

- He / not / have / much experience managing staff / .

- she / ever / be / to Japan for business / ?

- We / work / with many large manufacturers / .

4 Complete the sentences with the Present Perfect Simple form of the verbs in the box.

be not go not buy make send take

- I _____ to head office once or twice.
- She _____ language courses before.
- We _____ many goods from this supplier. They are expensive.
- They _____ our order late again!
- This company _____ sofas and chairs for thousands of customers.
- Paul _____ to the sales conference. He's in the office.

5 Complete the dialogues with the Past Simple or Present Perfect Simple form of the verbs in brackets.

- A: Have _____ (you/go) to the company's head office in Berlin?
B: Yes. In fact, I _____ (go) there a week ago.
- A: Has _____ (she/ever/speak) to the new supplier in China?
B: Yes, once or twice. In fact, she _____ (speak) to them yesterday.
- A: Have _____ (we/have) many international interns at the company?
B: Yes, lots. For example, we _____ (have) an intern from the Netherlands last month.
- A: Have _____ (they/ever/sell) their products to other countries?
B: Yes, I hear they _____ (sell) a lot of goods in China last week.

Functional language

6 Put the words in the correct order to make job interview questions and answers.

- about / Can / work experience / tell me / your / you / ?

- have / excellent / skills / I / communication / .

- good at / my team / motivating / I'm / .

- you / your / motivated / have / staff / How / ?

- want to / you / Why / our company / do / for / work / ?

- Where / years / see yourself / five / do / you / in / ?

- staff training / I've / a lot of / done / .
