

Questions 22–27

Complete the notes below.

Choose **NO MORE THAN TWO WORDS** from the text for each answer.

Write your answers in boxes 22–27 on your answer sheet.

Position: Communications Manager

Summary of role: to improve IFCES's 22 around the world

Responsibilities include:

- writing for a number of 23 , produced for both IFCES and a wider readership
- producing news releases quickly when necessary
- making sure the 24 contains current information.

Employee specification (essential) includes:

- high level skill in writing appropriately
 - for the 25 to read
 - to achieve a specific 26
- good IT skills.

Employee specification (desirable) includes:

- relevant qualification at a 27 level
- awareness of issues of sustainability in relation to the industry
- knowledge of a foreign language.