

Answers:

I. Complete the sentences with a single word.

1. You can't use this visa any longer – it's not **valid**.
2. I work in lots of places, but I'm **based** in Bristol.
3. She was angry because they didn't **acknowledge** that they had received her letters
4. He offered me the job on the phone, but I haven't had written **confirmation** yet.
5. They said they would **contact** me by phone when they've made a decision.
6. You don't need to ask for confirmation; they will reply **automatically**.
7. They interviewed four other **candidates** for the job as well as me.
8. Val wrote to the company for a job, but there are no **vacancies** at the moment.
9. I hope they'll **give** me feedback after the interview.
10. He wants to **apply** for the job, but he still has to fill in the **application** form.
11. You have to do tests and have several interviews; it's quite a long **process**.

II. Replace the underlined words with a more formal word or phrase with the same meaning.

1. Has the company **requested** references?
2. They offered me the **position** on Thursday.
3. I **attended** an interview last week
4. If you **require** more information, please contact me.
5. We're going to give him the job, **subject to** satisfactory references.

III. Complete the conversation with the correct words.

A: Did you have to fill in an (1) **application form** to get your job?

B: No. I saw an (2) **advertisement** in the newspaper for a job as a runner for a TV company and I wrote them a letter. I also sent them my (3) **CV** with details of my education and other work experience. In my letter I said that I had always wanted a (4) **career** in TV and was happy to start at the bottom.

A: Were you nervous when you went for your (5) **interview**?

B: Yes, I was a bit. But they were very friendly and gave me a coffee.

A: What questions did they ask you?

B: They asked if I had a clean (6) **driving license** because I might have to do some driving. They also wanted to know about my computer (7) **skills** and I told them I knew Word and Excel.

A: Did you need any other (8) **qualifications** for the job?

B: No. But I think you have to be well (9) **organized** - for this kind of work, or you can't get everything done in time. And you also need a good (10) **sense of humor**.

A: Really?

B: Yes. Because sometimes, if you didn't laugh, you'd cry!

A: Did they (11) **offer** you the job straightaway?

B: No. They asked me for (12) **references**. They wanted the name and address of my boss at my last company. And I also gave them the name of a woman I worked for in Italy.

A: Is it a (13) **full-time** job?

B: Yes. I work forty hours a week.

A: Do you make good money? Is it (14) **well-paid**?

B: No, but I don't mind. I'm not doing it for the money. My (15) **starting salary** was really low but it went up after two months.

A: Is it a permanent job or is it (16) **temporary**?

B: Well. We got a twelve-month contract. They might renew it after that.

A: Do you find the work (17) **stressful**?

B: No. It's hard work but the atmosphere is very relaxed. Anyway tell me about you. Are you still (18) **unemployed**?

A: No, I've got a job at last, but it's only (19) **part-time** - twenty hours a week. But they're sending me on a (20) **training course** next week to improve my computer skills and after that they may offer me more hours.