

Test Your Speaking & Listening Skills

Information Gap 1 - Looking for a Job

Instructions:

Get the students working in pairs.

Give one person of each pair the Student A page and the other the Student B page.

There are four different jobs being advertised in the local paper. However, there are ten gaps on each page.

Students should ask each other questions to find out the information that is missing from their page, then write it down, asking for spellings as necessary.

Encourage them to communicate verbally to get the answers, rather than letting each other look at their pages!

When all the students have finished, bring the group back together and ask checking questions to elicit the answers, as well as to find out how much the students have understood about the other material in the adverts.

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Student A:

Position:	Cleaner	_____	P/T Coffee Bar Assistant	_____
Salary:	£4.50 per hour	_____	Nat. minimum wage	£12 K
Location:	Derby City Centre	Chelvaston School, Chelvaston, Derby	Ilkeston	Sheffield
Description:	Cleaner required for office venue. May include some evening work	Administrator required for data entry duties and also some reception cover	Working in a busy coffee shop - 3 evenings p.w. (hours negotiable)	Trainee required to learn all aspects of accounts, payroll and _____
Requirements:	_____ _____ _____	Experienced with word processing and general admin duties	A pleasant and hard-working person required. _____ _____ _____	Experienced in MS Office applications and able to deal efficiently and professionally with clients. _____
Contact:	Jean - _____	Mr P Lewis - 01332 5559147, 9-5pm	Jane - 01774 5899045 after _____	Apply in writing, enclosing current CV, to _____, Sheffield Business Systems, Centenary Industrial Park, Spring Drive, Sheffield, SP8 9LU

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Student B:

Position:	_____	Administrator	_____	Trainee Accounts Administrator
Salary:	_____	£13-14K p.a.	Nat. minimum wage	_____
Location:	_____	Chellaston School, Chellaston, Derby	Ilkeston	_____
Description:	Cleaner required for office venue. May include some _____	Administrator required for data entry duties and also some reception cover	Working in a busy coffee shop - 3 evenings p.w. (_____ negotiable)	Trainee required to learn all aspects of accounts, payroll and spreadsheets
Requirements:	Must be flexible re. hours	Experienced with word processing and general _____	A pleasant and hard-working person required. Must enjoy working with the general public	Experienced in MS Office applications and able to deal efficiently and professionally with clients. 17-19 year old only
Contact:	Jean - 01332 2119809	_____ - 01332 5559147, 9-5pm	Jane - 01774 5899045 after 7pm	Apply in writing, enclosing current CV, to Mrs P Falk, Sheffield Business Systems, Centenary Industrial Park, Spring Drive, Sheffield, SP8 9LU

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Teacher's Copy:

Position:	Cleaner	Administrator	P/T Coffee Bar Assistant	Trainee Accounts Administrator
Salary:	£4.50 per hour	£13-14K p.a.	Nat. minimum wage	£12 K
Location:	Derby City Centre	Chellaston School, Chellaston, Derby	Ilkeston	Sheffield
Description:	Cleaner required for office venue. May include some evening work	Administrator required for data entry duties and also some reception cover	Working in a busy coffee shop - 3 evenings p.w. (hours negotiable)	Trainee required to learn all aspects of accounts, payroll and spreadsheets
Requirements:	Must be flexible re. hours	Experienced with word processing and general admin duties	A pleasant and hard-working person required. Must enjoy working with the general public	Experienced in MS Office applications and able to deal efficiently and professionally with clients. 17-19 year old only
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