

Test Your Reading Skills

Reading Job Advertisements 1

Read the following extracts from job advertisements. Complete the gaps using the words below, then match each extract (1-10) to a sentence (a-j):

agencies £11,995 effectively OTE flexible
situations pension ref. no. interview experience

1. You will be a confident team player who can communicate _____ in all situations.
2. Circa _____.
3. _____ Wanted.
4. _____ date: Tuesday 14th March.
5. You will have at least one year's relevant _____ within a Marketing department.
6. No _____.
7. Please write quoting _____ 402-12906.
8. We offer excellent working conditions, including a contributory _____ scheme.
9. 37 hours a week, _____ hours – includes some shift work (evenings and weekends).
10. 25k _____ – Company Pension Scheme – Life Assurance.

- a) We do not need the help of other companies to find employees.
- b) We want someone who works well with others and can get their ideas across.
- c) This is a good place to work, partly because you will be able to join our retirement fund.
- d) If successful, your salary will be about this amount.
- e) This is when we would like to discuss the job with you.
- f) This is when we would like you to work. You must be willing to work outside of office hours.
- g) When you contact us please include this job reference number.
- h) Benefits of the job include the opportunity to earn a good salary with on target earnings and join our retirement fund.
- i) You need to have done this job before for a minimum of twelve months.
- j) List of people who are looking for a job, stating what type of job they would like to do.

Test Your Reading Skills

Reading Job Advertisements 1

Answers:

1. You will be a confident team player who can communicate **effectively** in all situations.
2. Circa **£11,995**.
3. **Situations Wanted**.
4. **Interview** date: Tuesday 14th March.
5. You will have at least one year's relevant **experience** within a Marketing department.
6. **No agencies**.
7. Please write quoting **ref. no. 402-12906**.
8. We offer excellent working conditions, including a contributory **pension** scheme.
9. 37 hours a week, **flexible** hours – includes some shift work (evenings and weekend).
10. 25k **OTE** – Company Pension Scheme – Life Assurance.

- a) 6.
- b) 1.
- c) 8.
- d) 2.
- e) 4.
- f) 9.
- g) 7.
- h) 10.
- i) 5.
- j) 3.