

# Test Your Reading Skills

## Reading Job Advertisements 3

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):

CV   arisen   essential   positive   driving licence  
closing date   salary   maternity   opportunities   wide

1. \_\_\_\_\_ negotiable.

2. All posts require a full \_\_\_\_\_ and use of own vehicle.

3. Bob Parsons Housing is an Equal \_\_\_\_\_ Employer.

4. Fixed-Term contract to cover \_\_\_\_\_ leave.

5. The \_\_\_\_\_ is Monday 19<sup>th</sup> September.

6. The right candidate will have good communication skills and a \_\_\_\_\_ attitude.

7. A vacancy has \_\_\_\_\_ for a Senior Staff Nurse.

8. Send a covering letter and \_\_\_\_\_ to...

9. In this interesting role you will be required to undertake a \_\_\_\_\_ range of duties.

10. Previous experience is \_\_\_\_\_.

- a) This post is vacant because one of our staff is leaving to have a baby. When she returns to work the post will end.
- b) Please return your application to us before this time.
- c) You need to have done this job before.
- d) We can talk about how much you will be paid.
- e) We have a new job available for...
- f) You need to be able to drive and have a car.
- g) You need to show that you can work effectively with others and be constructive.
- h) This job isn't boring and provides a lot of variety.
- i) We do not discriminate against applicants from different backgrounds.
- j) Please send us information about yourself and tell us why you want the job.

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Answers:

1. **Salary** negotiable.

2. All posts require a full **driving licence** and use of own vehicle.

3. Bob Parsons Housing is an Equal **Opportunities** Employer.

4. Fixed-Term contract to cover **maternity** leave.

5. The **closing date** is Monday 19<sup>th</sup> September.

6. The right candidate will have good communication skills and a **positive** attitude.

7. A vacancy has **arisen** for a Senior Staff Nurse.

8. Send a covering letter and **CV** to...

9. In this interesting role you will be required to undertake a **wide** range of duties.

10. Previous experience is **essential**.

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