

Test Your Reading Skills

Reading Job Advertisements 4

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):

conditions home part time exp dependent
benefits applicants pay discussion role

1. Work from _____.

2. Previous _____ need not apply.

3. Excellent terms and _____.

4. _____ preferred but not essential.

5. Your _____ will include...

6. Starting salary _____
on experience.

7. Excellent _____ include 25 days' paid holiday.

8. For an informal _____ about this post, please telephone Emma Peet on 01332 9487604.

9. Good rates of _____.

10. Full and _____ Vacancies.

- a) If you get the job, you will be well looked-after by the company.
- b) If you have applied for the same job before, please do not reapply.
- c) Here are some of the duties.
- d) If you would like to talk about the job in more detail, please contact...
- e) The money you will earn will vary depending on what you have done in the past.
- f) You can apply even if you have never done this job before.
- g) You will be well rewarded financially.
- h) There are jobs with various hours available.
- i) You don't need to go to work every day.
- j) Good annual leave entitlement is one of the perks of the job.

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Answers:

1.

Work from **home**.

2.

Previous **applicants** need not apply.

3.

Excellent terms and **conditions**.

4.

Exp preferred but not essential.

5.

Your **role** will include...

6.

Starting salary **dependent** on experience.

7.

Excellent **benefits** include 25 days' paid holiday.

8.

For an informal **discussion** about this post, please telephone Emma Peet on 01332 9487604.

9.

Good rates of **pay**.

10.

Full and **Part Time** Vacancies.

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

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