

Preliminary Reading - Getting a job

1. Complete the following conversations with the correct words from the box.

Advertisement	application form	career	CV	driving license	fulltime
Interview	offer	organized	part time	qualifications	reference
sense of humor	skills	starting salary	stressful	temporary	training course
		Unemployed	well paid		

A: Did they make you fill in an (1) _____ to get the job?

B: No, I saw an (2) _____ in a magazine for a job as a gofer for a TV Company and I wrote them an e-mail. I added my (3) _____ with my educational details and work experience. In my e-mail I said that I had always wanted a (4) _____ in the media and was happy to start at the bottom.

A: Were you nervous when you went to your (5) _____?

B: Not really, well a bit, but they were kind and offered me something to drink.

A: What were the questions like that they ask you?

B: They asked if I had a (6) _____ because I might have to drive. They also asked me about my computer (7) _____. I told them that I knew word processing and spreadsheets.

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

B: No. But in my opinion, you have to be well (9) _____ for this kind of job, or you won't be able to get everything done on time. And you also need a very good (10) _____.

A: Really?

B: Yes, because if you can't laugh at something off, you will cry!

A: Did they (11) _____ the job right then?

B: No. They ask me for (12) _____. They wanted the name of my previous boss and my last company's address. And I also gave them the name of a man I worked for in Germany.

A: Is it a (13) _____ job?

B: Yes. I work a 40 hours a week?

A: Are you making good money? Is it (14) _____?

B: No, not really, but I don't mind, money is not important to me. My (15) _____ was really low but it went up after a few months.

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

B: Well, I've got a six month contract. They might renew me after that but we will see.

A: Do you find the work (17) _____?

B: No, it's hard work but the environment is very relaxed. Enough about me, what about you.? Are you still (18) _____?

A: No, I've got a new job at last, but it's only (19) _____ – 18 hours a week. But they're sending me two a (20) _____ next week to help me improve my computer skills and maybe after that they will offer me more hours.

ANSWERS

1. Application form
2. Advertisement
3. CV
4. Career
5. Interview
6. Driving license
7. Skills
8. Qualifications
9. Organized
10. Sense of humor
11. Offer
12. References
13. Fulltime
14. Well paid
15. Starting salary
16. Temporary
17. Stressful
18. Unemployed
19. Part time
20. Training course