

Exercise 1

After listening to the dialogue, answer the following questions:

- What kind of employees is Sarah looking for?
- Does the graphic designer have to have a lot of experience?
- What are the most important features of an office assistant?
- When would Sarah like the post of an office assistant to be filled by?
- Why does Sarah prefer someone who has just left university for the graphic designer job?

Exercise 2

Match the words to form expressions.

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| 1. a background | a) hours |
| 2. to have a medical | b) all-important |
| 3. to make sth | c) in accountancy |
| 4. to manage | d) computer programming |
| 5. to have some experience of | e) to date with sth |
| 6. to be | f) interpersonal skills |
| 7. to have good | g) background |
| 8. to work one's | h) the mail |
| 9. to be up | i) notice period |
| 10. working | j) run smoothly |

 **Exercise 3****Complete the sentences using only one word**

1. We are looking for team players with a solid ethic to join our team.
2. Most IT providers prefer that you have a in computer science.
3. In order to stay with ideas, I regularly read student newspapers.
4. My father's advice really got me of my boring job.
5. We desperately need someone to the post of Executive Director.
6. I trained him to allow him to substitute me while I am on holiday.
7. A suitably nurse is needed to work for our client based in Glasgow.
8. Our company is a highly talented Creative Designer to become part of the team.
9. Jim quickly learned the of his new office.
10. The most stimulating part of my job is liaising our customers and clients.