Задание 2.

Заполните пропуски в предложениях следующими словами:

overtime unemployed fill in

qualifications challenging vacancies

applications employment salary

experience freelance set up

references creative lay off

1 They received fifty ………….. for the secretarial post that they advertised.

2 Her new employer wrote to her old employers to ask for written ………….

3 Only include certificates of your ……………. if employers ask for them.

4 You've got the right qualifications, but we are looking for someone with more ………….. of this type of job.

5 Could you help me to ………….. this form? I don't know what to write.

6 A ………….. job is difficult but satisfying at the same time.

7 They need a …………. person for this job; someone with lots of fresh ideas.

8 We'll have to ……..more staff if we don't get some more orders.

9 I don't want to work for someone else; I'd like to work ……… .

10 He ……. his own Internet company and now he's a millionaire.

11 The company pays your ………. into your bank account at the end of each month.

12 If you work extra hours, the company will pay you for ……….. .

13 She doesn't have a job; she's been ………. for nearly two years.

14 She went to the ……….. agency to find out if there were any ……….. for a sales

executive.

Задание 3.

Вставьте глагол в правильной форме.

Dear Sir or Madam

I (am writing/write) (to apply/applying) for the post of export marketing assistant which (has advertised/ was advertised) in the last edition of Enterprise magazine.I(believe/am believing) that I(am having/ have) the right combination of academic and personal qualities (doing/to do) the job.

I am in my final year of an international marketing course in Nantes and (look/am looking) for a permanent position. Last summer I(have worked/ worked) in an export company in Athens where I (have found out/found out) a lot about different aspects of the business. In that job, I (have learnt/ learnt) to deal with orders by fax, letter, and e-mail and to complete the forms and documentary procedures for export to different markets. The same company (already offers/has already offered) me a job but I (am feeling/feel) I would learn more about the import-export trade in a larger business such as yours. I am bilingual in French and Greek and I(have been studying / study) English for ten years. I (am coming/ will come) to London next month for an intensive language course so l (am/will be) available for an interview then. I look forward to hearing from you.

Yours faithfully

Marie-Pierre Velios