

Unit 12: Thinking about the future

Language: Recruitment

1 Test your spelling! Complete the words and expressions about recruitment with vowels.

- 1 grp dscssns: \_\_\_\_\_ B1
- 2 slry: \_\_\_\_\_ B1
- 3 cnddt: \_\_\_\_\_ B2
- 4 rfrncs: \_\_\_\_\_ B2
- 5 cvrng lttr: \_\_\_\_\_
- 6 clnts: \_\_\_\_\_ B2
- 7 mn bjctv: \_\_\_\_\_ B2
- 8 ntrnshp xprnc: \_\_\_\_\_
- 9 nw grdts: \_\_\_\_\_ B2
- 10 ntrvw stg: \_\_\_\_\_ B2

2 Put the words of the sentences in the correct order.

- 1 I for are five job there candidates believe this .  
\_\_\_\_\_
- 2 My challenging find to a is objective job main .  
\_\_\_\_\_
- 3 He interview very reach was to stage the lucky .  
\_\_\_\_\_
- 4 We clients positively to with communicate our try .  
\_\_\_\_\_
- 5 The part took best in group candidates discussions .  
\_\_\_\_\_
- 6 You three at need references least provide to .  
\_\_\_\_\_
- 7 New work get to some try experience should graduates .  
\_\_\_\_\_
- 8 Your should about first not salary be question your .  
\_\_\_\_\_
- 9 Please CV covering us send letter with a your .  
\_\_\_\_\_
- 10 Internship for a this experience requirement is job .  
\_\_\_\_\_

Extension exercises

3 Match definitions 1–10 with expressions a–j.

a seek<sup>B2</sup> b take pride in<sup>B2</sup> c leave<sup>C2</sup> d be a must e have what it takes f fill a position<sup>C1</sup>  
 g attributes<sup>C2</sup> h ongoing professional development<sup>C1</sup> i thrive on<sup>C1</sup> j promotion prospects<sup>B2</sup>

- |                                                  |                                 |
|--------------------------------------------------|---------------------------------|
| 1 holiday from work                              | 6 enjoy and handle well         |
| 2 chances to rise in your career                 | 7 qualities or characteristics  |
| 3 look for                                       | 8 be a necessity or requirement |
| 4 choose someone for a job                       | 9 have the talent or ability    |
| 5 continuing growth of work skills and knowledge | 10 feel proud of                |

4 Cover exercise 3. Complete the job advertisements with these words.

what prospects pride fill leave professional attributes seeking a must thrives

**ASSISTANT STORE MANAGER, RETAIL, up to £25,000**

Wanted: an Assistant Store Manager who can raise profits and maintain the excellence of the store. Personal <sup>1</sup>\_\_\_\_\_: You must be someone who takes <sup>2</sup>\_\_\_\_\_ in their job and <sup>3</sup>\_\_\_\_\_ on challenge. Good leadership and communication skills are <sup>4</sup>\_\_\_\_\_. If you think you have <sup>5</sup>\_\_\_\_\_ it takes, please email us your CV. We aim to <sup>6</sup>\_\_\_\_\_ this position by the end of July.

**MARKETING MANAGER, £35,000 - £45,000**

We are <sup>7</sup>\_\_\_\_\_ a talented, experienced Marketing Manager to head up our new marketing team, manage the marketing strategy across five offices, and oversee new and innovative projects. Opportunities: ongoing <sup>8</sup>\_\_\_\_\_ development, good promotion <sup>9</sup>\_\_\_\_\_. Benefits: car or car allowance, twenty-five days annual <sup>10</sup>\_\_\_\_\_.

## Key

- 1** 1 group discussions 2 salary 3 candidate  
4 references 5 covering letter 6 clients 7 main  
objective 8 internship experience 9 new graduates  
10 interview stage
- 2** 1 I believe there are five candidates for this job.  
2 My main objective is to find a challenging job.  
3 He was very lucky to reach the interview stage.  
4 We try to communicate positively with our  
clients.  
5 The best candidates took part in group  
discussions.  
6 You need to provide at least three references.  
7 New graduates should try to get some work  
experience.  
8 Your first question should not be about your  
salary.  
9 Please send us your CV with a covering letter. /  
Please send us a covering letter with your CV.  
10 Internship experience is a requirement for this  
job.
- 3** 1 c 2 j 3 a 4 f 5 h 6 i 7 g 8 d 9 e 10 b
- 4** 1 attributes 2 pride 3 thrives 4 a must 5 what  
6 fill 7 seeking 8 professional 9 prospects  
10 leave