

NAME:

I. W PRACY | Które przyimki poprawnie uzupełniają pytania?

under on at with in to

Top Ten Interview Questions

1. Do you work well _____ a team?
2. Do you work well _____ your own?
3. Can you work _____ deadlines?
4. Are you good (a) _____ dealing (b) _____ people?
5. Do you work well _____ pressure?

II. Odpowiedz na pytania.

1. If you work three days a week, you've got a _____ job.
 - A. temporary
 - B. part-time
 - C. well-paid
2. If you'd like to earn more, you may ask for a _____ rise.
 - A. salary
 - B. bonus
 - C. pay.
3. If you run your own small business, you are _____.
 - A. self-employed
 - B. unemployed
 - C. retired
4. You receive a pension when you are _____.
 - A. in a full-time job
 - B. retired
 - C. unemployed

III. Które wyrazy poprawnie uzupełniają e-mail Bena?

advertised apply experience CV qualifications skills

To: mmorris@ffm.co.uk

Subject: Job application - Project Administrator

Dear Ms Morris,

I am writing to (1) _____ for the position of Project Administrator (2) _____ on your website.

I have the (3) _____ described in the advertisement: I completed my degree in Media and Communication last year. As you will see from the attached (4) _____, I also have two years' (5) _____ of part-time administrative work at Laughton Limited, where I answered enquiries from the public and kept the database up-to date.

I am well organised and have excellent communication (6) _____.

I am attaching a letter of reference from my previous employer, Mr Michael Braddock.

I look forward to an opportunity to discuss ways in which I might be of use to your project.

Your sincerely,

Ben Nichols