

Unit 2

Unit 2 Extension

Student A

1 You and your partner are both applying for jobs. Your partner has seen a job advertisement. Use these prompts to ask him/her questions about the job. Remember to respond appropriately to his/her answers.

- what the job is
- details about the job (what you will do) and the benefits
- what qualifications you need
- what experience you need
- what other skills are required
- how you can apply for the job

You: So, what job have you seen advertised?

Student B: It's a graduate training programme to train as an accountant.

2 You later saw this job advertisement. Read it and then answer your partner's questions.

Marketing assistant

Do you want a career in marketing? Do you want to learn about marketing from one of the best in the business? An opportunity has arisen to join Target Marketing, a dynamic multi-award winning company who provide top quality marketing campaigns for a range of top quality clients. The role of Marketing Assistant will offer an excellent opportunity to broaden your marketing skills, and to be directly involved in a wide range of marketing activities and projects including direct mail / email marketing, website development and PR.

Essential qualifications:

You will be a recent graduate with a marketing-related degree or a degree in management, economics or science (minimum 2:1).

Essential Skills:

- Fluent English + an additional language
- Excellent communication skills
- Enthusiasm and commitment
- Previous marketing experience would be a bonus

In return, you will be offered a competitive salary and a range of benefits:

- Salaries from £25K
- Pension scheme
- Private health care
- Laptop and mobile phone

Closing date: 30 October. Follow the link below to apply.

[Apply online](#)

[More about Target Marketing](#)

Student B: So, what job have you seen advertised?

You: It's a job as a marketing assistant.

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Student B

- 1 You and your partner are both applying for jobs. You have seen this job advertisement. Read it and then answer your partner's questions.

Graduate training jobs in accountancy!

Accountancy offers a challenging, varied and flexible career. We are looking for graduates to train with one of the most prestigious accountancy firms in the country, based in London.

As part of the programme, you will undergo full training to receive an accredited qualification in Chartered Accounting. You will also receive hands-on experience working with clients as well as shadowing more experienced colleagues.

The package includes:

- Salaries from £20K
- Full in-house training
- Chartered Accounting qualification
- Opportunities to progress within the company

Entry requirements:

- A degree in any subject
- Maths and English to GCSE (Secondary) level

Additional requirements:

You don't need any previous experience in accountancy. We are looking for confident and ambitious graduates with a strong academic background. We expect our graduates to have the following skills:

- Strong communication skills
- Good organisational skills
- The ability to show initiative
- The ability to manage your workload and work to deadlines

How to apply:

If you feel you have the skills and drive to be an accountant, click [here](#) to apply for the graduate training programme online.

Click [here](#) to find out more about the recruitment process.

Click [here](#) to read some case studies

Student A: So, what job have you seen advertised?

You: It's a graduate training programme to train as an accountant.

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2 Later your partner saw another job advertisement. Use these prompts to ask him/her questions about the job. Remember to respond appropriately to his/her answers.

- what the job is
- details about the job (what you will do) and the benefits
- what qualifications you need
- what experience you need
- what other skills are required
- how you can apply for the job

You: So, what job have you seen advertised?

Student A: It's a job as a marketing assistant.