

Unit 7

Unit 7 Extension

Student A

- 1 Your partner has information about someone who wants to apply for a job as an office manager at your company. Ask questions, using phrases such as these, to complete the CV.

Can you tell me ... ? What about ... ?
Has he / she got ... ? What is / are / can / etc ... ?

You: *Can you tell me the applicant's name, please?*

Student B: *His name is John Addley.*

Name: *John Addley*

Date of birth:

Address:

Education:

Work experience

Present:

(Duties include):

Past:

Skills:

Interests:

Reference:

- 2 Look at the notes about someone who wants to apply for a job as a sales assistant in a computer shop. Answer your partner's questions about the applicant.

Lisa Robinson

22/11/1986

3 Brook Street, Dover, Kent

BSc in Information Technology, University of Derby

2004–present: Sales assistant, Royston's Computers

Duties include serving customers, answering the phone and taking phone orders, ordering new supplies.

2001–2003: Sales assistant, Deal Computers

Languages: French, Italian, English

Computing: Excel, Word

Hard-working and helpful

Interests: Classical music, yoga

Reference: Karl Brent, Manager, Deal Computers

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Student B

- 1 Look at the notes about someone who wants to apply for a job as an office manager. Answer your partner's questions about the applicant.

John Addley
06/05/1988
10a Manor Street, Chorley, Lancashire
BA in Office Management, University of Leicester
2006–present: Manager, Ashton Advertising
Duties include management of office staff, organising meetings, giving presentations.
2002–2006: Assistant Manager, Kappa Insurance
Languages: English, German
Computing: Word, PowerPoint
Good organiser
Interests: Rugby, cinema
Reference: James Wells, Managing Director, Kappa Insurance

- 2 Your partner has information about someone who wants to apply for a job as a sales assistant in your computer shop. Ask questions, using phrases such as these, to complete the CV.

Can you tell me ... ? What about ... ?
Has he / she got ... ? What is / are / can / etc ... ?

You: *What's the applicant's name?*

Student B: *Her name is Lisa Robinson.*

Name: Lisa Robinson

Date of birth:

Address:

Education:

Work experience

Present:

(Duties include):

.....

Past:

Skills:

Interests:

Reference: