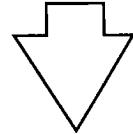


**TELGEN - 21st
CENTURY
COMMUNICATIONS**

**Are looking for a:
DIRECTOR OF EUROPEAN
OPERATIONS**

We are a successful US telecommunications company. We are going to open new offices in Europe this year and we are looking for a dynamic individual to join us. Good salary and fantastic opportunities. Reply with a full CV to: Francisco Moelles, Director of Resources, TELGEN, Telgen House, Mission Street, Battle Creek, NY.

**CAN DO
INC.**



Communications Manager

Can Do Inc. is a charity working with disabled children all over Europe. We are looking for someone with excellent organisational abilities to take responsibility for our Communications Department. We need someone who can speak English and at least one other European language, and who can work alone on a wide variety of tasks.

Apply to:
Andrea Voss, Head of Personnel,
Can Do Inc., 9 Goethe Strasse,
Berlin, Germany

Sales Representative

García and Barnes

García and Barnes is a leading publisher of medical textbooks. We are going to open a new sales office in South America and we are looking for sales representatives. We need people who speak Spanish and English and who have at least two years experience of sales.

Apply to: Lois Barnes, García and Barnes, Diagonal 895 CD, Barcelona, Spain.

Job advertisements

Worksheet Progress check 21-25a

Note: This worksheet is not linked to the activity on Worksheet Progress check 21-25b

ACTIVITY

Groupwork, pairwork: reading, writing, speaking

AIM

To write job advertisements.

GRAMMAR AND FUNCTIONS

Tense review: present continuous, present simple

VOCABULARY

director of operations, successful, dynamic, success, salary, opportunities, experience, qualifications, reply, apply, charity, organisational abilities, communications, to work alone, a wide variety, tasks, leading, sales representative, sales office, experience

PREPARATION

Make one copy of the worksheet for each student. Take in some bluetack for putting the advertisements on the wall.

TIME

30 to 40 minutes

PROCEDURE

- 1 Give out the worksheet.
- 2 Ask the students to read the job advertisements.
- 3 Point to one of the advertisements and ask some comprehension questions: *What's the name of the company? What are they going to do this year? What are they looking for? Is it a good job? What qualifications/qualities/experience/abilities do you need?*
- 4 Divide the class into small groups. Tell them that they should imagine they work for the same company (if they're from different companies). Give them a few minutes to think about the type of company they work for and the job they are going to advertise.
- 5 Ask the students to write an advertisement for their chosen company and the job they wish to advertise. Tell them to use the advertisements on the worksheet as a model.
- 6 Circulate and monitor. Allow 20 minutes or more.
- 7 When they have finished, ask each group to put their advertisement on the wall so others can read it.

FOLLOW-UP

Stronger groups may enjoy acting out interviews for the jobs they have written advertisements for.