

**Exercise 3**

Read the advertisements and decide if the following statements are true or false.

- |   |   |  |
|---|---|--|
| a | A legal receptionist is required at David Ross & Co because the receptionist they have at the moment is going to have a baby.                         | <input type="checkbox"/> True <input type="checkbox"/> False |
| b | A person needs previous experience of working as an estate agent to be considered for the job at Homefast UK Estate Agency.                           | <input type="checkbox"/> True <input type="checkbox"/> False |
| c | The job at the Chatsworth and Gatford Bank offers other advantages, (maybe things like a company car or medical insurance), as well as a good salary. | <input type="checkbox"/> True <input type="checkbox"/> False |
| d | I can apply for the job at Chatsworth United Football Club until the end of April.  | <input type="checkbox"/> True <input type="checkbox"/> False |
| e | The job at David Ross & Co is usually done by one employee from Monday to Wednesday and by a different employee from Thursday to Friday.              | <input type="checkbox"/> True <input type="checkbox"/> False |

**Exercise 4**

Look at the advertisements again. Complete the following sentences with the correct preposition.

- a I heard \_\_\_\_\_ Stephen Brown yesterday. He sent me a postcard. He is working in Sydney for a year.
- b You can contact me \_\_\_\_\_ Chatsworth 577 9940.
- c Do you have up-to-date knowledge \_\_\_\_\_ disciplinary and grievance procedures?
- d Do you have any experience of dealing with people \_\_\_\_\_ the telephone?
- e My contract of employment says that I have to deal with any task relevant to my job \_\_\_\_\_ required.

**Collocation bank**

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- to have **previous** experience
- to **generate** new business
- to **forward** a C.V. to someone
- to **apply** for a job
- to **join** a department

**Preposition bank**

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- to have a track record **in** a particular area  
'She has a strong track record **in** financial sales.'
- to be confident **of/in** something  
'I am confident **of** my ability to increase sales.'
- to work **within/in** a department of an organisation  
'A new assistant manager is needed **within** the accounts department.'
- to be familiar **with** something  
'Are you familiar **with** recent employment legislation?'
- to have experience **of** a particular job  
'I have five years' experience **of** working as a receptionist.'
- to focus **on/upon** something.  
'In this company we have a strong focus **upon** client satisfaction.'