

Job Hunting 2

Working Hours

Duration, day shift & am, night shift& pm,
weekdays (during the week), weekends,
bank/public holidays, (New Year, Christmas)
coffee break, pension, discount, commission,
welfare, bonus, salary, wage,

Job Hunting 3

Clothes

formal clothes, suit, informal / casual clothes,
dark trousers, light shirt, tie, bow tie, uniform,
name badge

Recruitment

Opening / vacancy, training, internship, freelance
Shift, apprentice, job hunting advertisement,
interview, test / quiz

Job Hunting 3

Position

general manager, supervisor, consultant, director,
specialist,
assistant, clerical assistant, editor in chief,
reporter / journalist / pressman, cleaner/dustman
accountant, teller, consultant
Engineer, dentist,

Job Hunting 4

Duty / Responsibility

browse the website, maintain website, answer
The phone, respond to the inquiries, selling
garden tools/carpets, handle customer
complaint, watch shoplifter, window dress, keep
an eye on stock, performance at work

Job Hunting 5

Qualification

competence / capability, incapable /
incompetent/ inadequate, inexperienced,
Junior, senior ,career plan,
think quickly, clear voice, analytical ability,
critical thinking, challenging,
stimulating, rewarding, full of adventure,
Sense of satisfaction, sense of achievement,

Exs3. C8-4-1 Details of job

No more than two words

Newspaper advert for temporary staff.

- Vacancy for 1 _____
- Two shifts
- Can choose your 2 _____ (must be the same each week)
- Pay: £5.50 per hour, including a 3 _____
- A 4 _____ is provided in the hotel.
- Total weekly pay: £231

Exs3. C8-4-1 Details of job

Keys:

1. Waiters
2. Day off
3. Break
4. Meal

~ post for cook, day/late shift, day off
alter, tips,

Exs3. C8-4-1 Details of job

No more than two words

- Dress: a white shirt and 5 _____ trousers

(not supplied)

a 6 _____ (supplied)

- Starting date: 7 _____
- Call Jane 8 _____ (service manager) before
9 _____ tomorrow (Tel:
832009)
- She will require a 10 _____

Exs3. C8-4-1 Details of job

Keys:

5. Dark

6. Jacket

7. 28th June

8. Urwin

9. mid-day

10. Reference

~ June, reference letter,
mid-day, before,
Direct line

Test strategies

- 个人信息表格题

- 读题 --> 分析定位词 --> 预测
- 拼写正确，注意单复数

- 表格填写

- 分析表头 横纵轴 + 整体内容把握
- 预测 + KW + 词性 (be + done)
- 拼读规律 + 格式字数