

1. Read the text and answer the questions.

a. What is the first thing to do when you are looking for a job?

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b. What is important to write about in a job application form?

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c. What do they tell you about in the interview?

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d. If you are accepted for a job, what do you need to sign?

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e. When can you get a promotion?

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f. What is the result of getting a promotion?

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2. Read the text and write True or False.

a. You need to do just two things if you are looking for a job.

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b. You can see the job advertisements on the newspaper or the internet.

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c. You need to write about your work experience in the application form.

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d. You learn about the job details in an email.

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e. All the companies organize two meetings to make you sign the contract.

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f. You can get a promotion if you work in the same company for a long time.

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g. When you get a promotion just your salary changes.

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