

2. A company is looking for an accountant. Read Rachel's job application letter and fill in the gaps using the words in the box.

appreciate

pick up

progress

recruitment

- a) A firm that helps companies to find new people to work for them is called a/an ..... office.
- b) I managed to ..... a few words of Spanish when I was there last year.
- c) I believe my teacher will ..... my effort and hard work.
- d) She started with a cleaning job, and she is now hoping to ..... to running her department soon.

3. Write T (true) or F (false) next to each statement.

- a) ..... Rachel is looking for a new job these days.
- b) ..... Rachel finished her accounting course 16 weeks ago.
- c) ..... Rachel could work completely independently during the accounting course.
- d) ..... Completing her work on time was stressful for Rachel.
- e) ..... Rachel has experience working as an accountant.
- f) ..... Rachel worked at a recruitment office for 6 months.
- g) ..... Rachel prefers to work on her own rather than in a team.

4. Complete the sentences according to the passage.

- a) Rachel's accounting course involved ..... , ..... and .....
- b) Rachel owes her success in the course to ..... , ..... and .....
- c) Rachel wants to work at a small company because .....
- d) ..... ,so Rachel couldn't practice her skills in a business setting.
- e) Rachel's responsibilities in the recruitment office were ..... , ..... and .....

5. Answer the questions according to the passage.

- a) Where did Rachel see the advertisement?  
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- b) What are the two verbal communication skills Rachel developed in the recruitment office?  
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- c) When is Rachel available for an interview?  
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