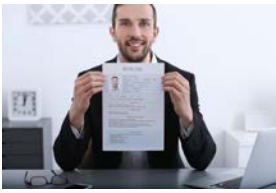


Complete the conversation below between a job applicant and a company



Hello, this is Ploy's Jewelry Company,
May I.....?



(calling about job and ask to talk to manager)

Yes, I want to ask about..... for
the job. Can I.....?

Sure,
I'll.....



Hi Janine, I would like to know.....
.....available?

Hello, this is Janine I am
How.....?



Very! I want to know.
Do I.....?

Yes, it is. Are
.....?



Yes, you do. You need.....
.....



And what.....?

You work at the office.....
..... and you can work from home.....
.....Does that suit you?



Actually,

Alright, When.....?

I can.....
Is.....?

Absolutely, I.....
.....

Useful expressions

I'll put you through.....I'll transfer your call.....hold the line...
requirements.....work experience.....look forward

Hello, this is Ploy's Jewelry Company. May I help you?

Yes. I want to ask about the requirements for the sales job. Can I speak to the manager?

Sure. Hold the line please. I'll put you through.

Hello, this is Janine. I'm the manager. How can I help you today?

Hi Janine! I would like to know if the sales position is still available?

Yes it is. Are you interested?

Very interested! I want to know. Do I need to have work experience?

Yes, you do. You need to have at least 3 years experience in sales.

And what are the work hours?

You work at the office from 9 to 5 three days a week. And you can work from home 2 days a week. Does that suit you?

Actually, that is very good for me.

Alright, when can you come in for an interview?

I can come in tomorrow. Is that convenient?

Absolutely! I look forward to seeing you.