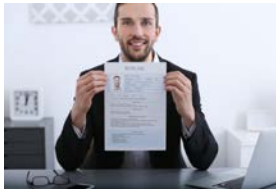


Complete the conversation below between a job applicant and a company



Good morning, this is
How.....?



(calling about job and ask to talk to manager)

Good morning to you too! I want to ask about
..... for the sales position. Can I
.....?

Sure, Hold.....
I'll.....



Yes Charlotte! I'd like to know if the sales
position is.....?

Hello, this is Charlotte. I'm the manager. I hear
.....in the sales position



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



Very! I want to know.
Do I?

Yes you do. You need to have at least
..... in sales.



Good!! And what
.....?

You work at the office, from.....
And you can work from home 2 days a week.
Does?

Actually for me.

Okay. When can you.....?

I can come in tomorrow. Is.....?

Absolutely! I look.....

Useful expressions

I'll put you through.....hold the line....requirements.....work experience.....advertised

Gap fill

Good morning, this is How.....?

Good morning to you too! I want to ask about for the sales position. Can I?

Sure. Holdplease. I'll put

Hello, this is Charlotte. I'm the manager. I hearin the sales position

Yes Charlotte! I'd like to know if the sales position is.....?

Yes Are you interested?

Very interested! And..... Do I need.....?

Yes you do. You need to have at least in sales.

Good!! And what are the work hours?

You work at the office, from..... And you can work from home 2 days a week. Does?

Actually for me.

Okay. When can you.....?

I can come in tomorrow. Is.....?

Absolutely! I look.....

Job enquiry script

Good morning, this is Banana Online Delivery. How may I help you today?

Good morning to you too! I want to ask about the requirements, for the sales position. Can I speak to the manager?

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

Hello, this is Janine. I'm the manager. I hear you're interested in the sales position we advertised.

Yes Janine! I'd like to know if the sales position is still available?

Yes it is. Are you interested?

Very interested! And I'd also like to know. Do I need to have work experience?

Yes you do. You need to have at least 2 years experience in sales.

Good! I've got that! 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's great for me.

Okay. When can you come in for an interview?

I can come in tomorrow. Is that convenient?

Absolutely! I look forward to seeing you.