

# ENGLISH PLUS

WITH  
ANSWER  
KEY

## PRACTICE WORKSHEETS



## BUSINESS ENGLISH

## RECRUITMENT AND SELECTION

# Business English | Recruitment and Selection

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## 1. Fill in the blanks with the words you learned in the episode.

- I phoned to check on my application, but they said they'd already r(A) \_\_\_\_\_ someone.
- This job is so important; I think we need to h(B) \_\_\_\_\_ someone.
- The selection procedure has lasted three months, but we're going to a(C) \_\_\_\_\_ someone next week.
- I hope she a(D) \_\_\_\_\_ the job, because if she t(E) \_\_\_\_\_ it d(F) \_\_\_\_\_, we'll have to start looking again.
- The last applicant was very strong, but I understand he'd had two other job o(G) \_\_\_\_\_ already.
- They've finally a new h(H) \_\_\_\_\_ receptionist. She starts work next week.
- Computer programmers wanted. Only those with UNIX experience should a(I) \_\_\_\_\_.

## 2. Replace the underlined phrases with correct forms of words and expressions you learned in the episode.

Fred had already refused (A) \_\_\_\_\_ two job offers when he went for a discussion to see if he was suitable for the job (B) \_\_\_\_\_. They looked at his accountancy degree and contacted previous employers Fred had mentioned in his application (C) \_\_\_\_\_. A few days later, the supermarket asked him if he would like (D) \_\_\_\_\_ the job and Fred said yes (E) \_\_\_\_\_.

Harry didn't hear anything for six weeks, so he phoned the company. They told him that they had received a lot of requests for the job (F) \_\_\_\_\_. After looking at the document describing his education, qualifications and previous jobs (G) \_\_\_\_\_ of the people asking for the job (H) \_\_\_\_\_ and looking at what exams they had passed during their education (I) \_\_\_\_\_, the company had chosen six people to interview \_\_\_\_\_.

(J) \_\_\_\_\_ and then given them tests on their personality and intelligence

(K) \_\_\_\_\_. They had then given someone the job.

**3. If you work, answer these questions.**

Where did you see the jobs advertised?

What did you send to apply for the job?

What was the selection procedure?

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**4. If you're a student, answer these questions.**

When you applied for your course did you use an online application form or send an application in?

Did you need to provide referees?

Did you have an interview?

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# Business English | Recruitment and

## Selection

1. A. \_\_\_\_\_ B. \_\_\_\_\_ C. \_\_\_\_\_ D. \_\_\_\_\_  
E. \_\_\_\_\_ F. \_\_\_\_\_ G. \_\_\_\_\_ H. \_\_\_\_\_  
I. \_\_\_\_\_

2. A. \_\_\_\_\_ B. \_\_\_\_\_  
C. \_\_\_\_\_ D. \_\_\_\_\_  
E. \_\_\_\_\_ F. \_\_\_\_\_  
G. \_\_\_\_\_ H. \_\_\_\_\_  
I. \_\_\_\_\_ J. \_\_\_\_\_  
K. \_\_\_\_\_

3. \_\_\_\_\_  
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4. \_\_\_\_\_  
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# Business English | Recruitment and Selection

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## 1. Fill in the blanks with the words you learned in the episode.

- I phoned to check on my application, but they said they'd already **r(A) recruited** someone.
- This job is so important; I think we need to **h(B) headhunt** someone.
- The selection procedure has lasted three months, but we're going to **a(C) appoint** someone next week.
- I hope she **a(D) accepts** the job, because if she **t(E) turns** it **d(F) down**, we'll have to start looking again.
- The last applicant was very strong, but I understand he'd had two other job **o(G) offers** already.
- They've finally a new **h(H) hired** receptionist. She starts work next week.
- Computer programmers wanted. Only those with UNIX experience should **a(I) apply**.

## 2. Replace the underlined phrases with correct forms of words and expressions you learned in the episode.

Fred had already refused **(A) turned down** two job offers when he went for a discussion to see if he was suitable for the job **(B) an interview**. They looked at his accountancy degree and contacted previous employers Fred had mentioned in his application **(C) his references**. A few days later, the supermarket asked him if he would like **(D) offered him** the job and Fred said yes **(E) accepted**.

Harry didn't hear anything for six weeks, so he phoned the company. They told him that they had received a lot of requests for the job **(F) applications**. After looking at the document describing his education, qualifications and previous jobs **(G) CVs/résumés** of the people asking for the job **(H) applicants** and looking at what exams they had passed during their education **(I) their qualifications**, the company had chosen six people to interview.

(J) **shortlisted six people** and then given them tests on their personality and intelligence

(K) **psychometric tests**. They had then given someone the job.

3. **If you work, answer these questions.**

Where did you see the jobs advertised?

What did you send to apply for the job?

What was the selection procedure?

**Sample Answer**

I work as a laboratory technician, and the recruitment process was quite long. I replied to an advertisement on a jobs website - I sent them my CV with references and a covering letter. I was interviewed twice, first by the head of the laboratory and then by some of the people who worked with her. They checked my references, offered me the job, and I accepted it.

4. **If you're a student, answer these questions.**

When you applied for your course did you use an online application form or send an application in?

Did you need to provide referees?

Did you have an interview?

**Sample Answer**

Dear Sir/Madam

I saw the advertisement for gardeners on the Bristol City Council jobs website, and I would like to apply. I'm currently finishing a degree in garden design at University College Falmouth, and I would like to start a career in this area. I attach a CV, and I can provide references from my lecturers at University College.

I can travel at any time to Bristol for an interview.

Looking forward to hearing from you,

Yours sincerely,

# Business English | Recruitment and Selection

1. A. ● recruited    B. ● theadhunt    C. ● ppoint    D. ● ccepts  
E. ● urns    F. ● own    G. ● ffers    H. ● ired  
I. ● pply

2. A. turned down    B. an interview  
C. his references    D. offered him  
E. accepted    F. applications  
G. CVs/résumés    H. applicants  
I. their qualifications    J. shortlisted six people  
K. psychometric tests

3. **Sample Answer**

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advertisement on a jobs website - I sent them my CV with references and a covering letter. I  
was interviewed twice, first by the head of the laboratory and then by some of the people  
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