**JOB HUNT**

 **Here is a newspaper job ad.**

1. **Read it through first.**

**ERNST&YOUNG**

is inviting a highly-motivated and qualified individual to join its Minsk Office as

***ProgrammeAssistant***

**Requirements:**

* Excellentcomputeruser’sskills
* StrongEnglishlanguageskills
* Excellentwritingandreportingskills
* Excellentcommunicationandinterpersonalskills
* Ability to maintain good working relations with people of different national and cultural background

*For immediate consideration, please submit your CV and covering letter*

*by fax (17) 2931824 or e-mail: e.-y.mail.com.*

*Closingdate: 2 March, 2013*

1. **Assume you are calling in reference to the opening. Work in pairs.**

You want to speak to the person who supervises the position to know 1) degrees required; 2) previous experience required; 3) the working days and hours available; 4) if the holidays are set or floating; 5) the time interviews are held; 6) location of the company; 7) if the position implies traveling or relocation; 8) if they provide on-the-job training, etc.

*While asking for information, use the following phrases:*

Could you tell me …?

I’d like to know….

I’d like to ask you….

I need to know….

Do you happen to know…?

Will you please tell me…?