

Reading Part 2

Subject: Job Application

To: Paul Sun

From: Tommy Smith

Dear Paul,

Thank you for sending in your 1 _____ to our store. I think your work experiences and educational background in 2 _____ look quite interesting and hence, I'd like to call you in for an interview.

However, it is important to note that we are currently looking for a full-time worker and not 3 _____. Due to the high calibre of our store's operations, a part-time position does not fit into the picture at the moment unfortunately. I understand that this may deter you from further participating in the recruiting process but I hope you can consider. We are looking for someone with a lot of customer relations and 4 _____ experience, and you are truly an ideal fit. If you are still interested, could you please forward me the name and contact information of your current manager from 5 _____?

Interviews of 30 minute intervals will be held next Wednesday morning between the hours of 9:00AM-11:30AM. Please let me know what time works for you if you are still interested. We look forward to hearing back.

Best,

Tommy Smith

Passage One

1.
 - a. Application
 - b. Resume
 - c. Advertisement
 - d. Report
2.
 - a. Management
 - b. Communications
 - c. Psychology
 - d. English
3.
 - a. Part-time
 - b. Managerial
 - c. Seasonal
 - d. Temporary
4.
 - a. Management
 - b. Marketing
 - c. Human resources
 - d. Sales strategy
5.
 - a. Lily's Clothing Store
 - b. Mayfield Co.
 - c. BCIT
 - d. Downtown Vancouver Homeless Shelter

6. Tommy Smith's store is looking for a
 - a. Part-time worker
 - b. Manager
 - c. Full-time worker
 - d. Seasonal worker
7. The point of the email is to
 - a. Reject an applicant
 - b. Plan for an interview
 - c. Ask for further background questions
 - d. Refer the applicant elsewhere
8. Tommy Smith's attitude can be described as
 - a. Disappointed
 - b. Mad
 - c. Interested
 - d. Elated