

Advertisements, Complete the sentences with the words [1-2]

References:

1. YDI340 Business English Ders Notları (2007)
2. Akar N. Z., Özkan Y., Tarhan Ş. (2005) "Language and Communication Skills After Graduation"

« Silicon Valley based company specializing in cable and connector assemblies is seeking qualified personnel to be our ASSISTANT PROJECT ENGINEER.

Responsibilities

- assist in managing service station construction projects in Saudi Arabia
- provide technical support, station layout design, project costing estimates, equipment procurement & tendering for service station development projects, coordinate with authorized person/design institutions for the preparation of construction drawings for government submission approval
- liaise with contractors to execute construction projects

Requirements

- university degree preferably in civil or structural engineering with good command of written and spoken English
- preferably minimum 1 year site experience in assisting to coordinate construction projects in Saudi Arabia
- excellent communication and negotiation skills and computer software applications
- willing to travel frequently in S. Arabia and work under pressure

Mobilite provides excellent career opportunities to the best qualified candidate with competitive remuneration package including housing loan, medical and dental coverage, provident fund and non-contributory retirement plan. Candidates meeting the above requirements are welcome to send in their applications with detailed resumé and salary expectation to:

Manager
Retail Engineering Post Box 18902, Dammam, Saudi Arabia

»[1-2]

ABC ASSEMBLY AUTOMATION LTD
«ABC Assembly Automation invites the right candidates
to join our expanding team as:

CHEMICAL / EA ENGINEER

- Degree in Chemical Engineering/ Electronic/ Mechanical Engineering or relevant field
- To support electro-plating production in quality and yield improvement and to enforce standards
- Good command of English required

Attractive salary and fringe benefits package will be offered to the right candidates. Interested parties, please send resumé with expected salary, telephone number and a recent photo to:

Administrative manager, ABC Assembly Automation Ltd., 23 Kung Yip Street, Kwai

Chung, N.T.

»[1-2]

Teacher

«

We are a well-known private school in Bursa seeking teachers to teach the following subjects in its intermediate and senior secondary school.

- English
- Mathematics
- Physics
- Chemistry
- Design & Technology
- Computer Studies

The candidates should:

- hold a university degree, preferably related to the subject area
- be responsible, self-motivated and enthusiastic
- have a fine character and integrity
- be committed to serve in the education field
- be able to communicate effectively in Turkish and English

How to apply

Please apply with full resumé to The Principal, Tophane Ortapazar Caddesi No 89 16260/Bursa - Turkey

»[1-2]

ÖĞRETMEN

Biz, ortaokul ve lisede aşağıdaki konuları öğretecek öğretmenler arayan, Bursa'da iyi bilinen bir özel okuluz.

- İngilizce , • Matematik , • Fizik , • Kimya ,
- Tasarım ve Teknoloji , • Bilgisayar

Adaylarda aranacak :

- İlgili alanda olması tercih edilen bir üniversite derecesi
- Sorumluluk sahibi, kendini motive edebilen ve gayretli
- İyi bir karaktere sahip ve dürüst.
- Türkçe ve İngilizce olarak etkili iletişim kurabilecek

Başvuru işini

Lütfen ayrıntılı özgeçmişinizle müdüre başvurunuz.

Adres: Tophane Ortapazar Caddesi No:89 16260/Bursa

Öğretmen

Biz Bursa'da tanınmış bir özel okuluz ve liseviide aşağıdaki alanlarda ders verecek öğretmenler arıyoruz

- İngilizce
- Matematik
- Fizik
- Kimya
- Tasarım & Teknoloji
- Bilgisayar Dersleri

Adaylarda aranacak özellikler

- Bir üniversite derecesine sahip olmak, tercihen yukarıdaki alanlara ilgili ✓
- Yüksek motivasyona sahip, sorumluluk sahibi ve istekli olmak. ✓
- İyi bir karaktere ve dürüstlüğe sahip olmak. ✓
- Eğitim alanında hizmet etmeye kendini adanmış olmak, ✓
- İngilizce ve Türkçe olarak etkili bir şekilde iletişim kurabilmek.

Nasıl başvurularak? ✓

Eksiksiz yazılmış bir özgeçmiş ile okulu müdüre başvuruda bulunabilirsiniz.

Address: ✓

Complete the sentence with the words in the list. In the two gaps there are two missing words. Use each word only once.

(failure, creative, career, provides, disregard, commerce, positive, admitting, outstanding, responsible)

1. Realizing that a certain **career** path is not right for you is a **positive** thing in itself. It is not about **admitting** failure or wasted time, as each experience we have is useful and **provides** us with knowledge and skills that we can use later in life.
2. This is a new position created for a **creative**, self-motivated individual who will be **responsible** for assisting in the development of our Web Support and E-**commerce** operations.
3. Over a lifetime, it is said that a person can have up to ten different professions. It is important to realize that this does not mean **failure**.
4. If this amount has already been paid, please **disregard** this notice.
5. As our contract indicates, we begin charging 5% interest for any **outstanding** balances after 30 days.

« SALES ENGINEERS
A well-established company invites applications
from aggressive and competent sales persons
to sell micro-computer systems and related products.

Our Requirements:

Attractive remuneration package will be offered to the right candidate. Please apply with full career details, salary expectation and recent photo to the Human Resources Manager, P.O. Box 12543, General Post Office, Hong-Kong.

- hardworking, with strong technical background
- industry experience
- people-oriented 'sales' personality
- excellent communication skills
- good command of English and Putonghua

»[1-2]

« Web Designer / Programmer
The I.S.S.C. Company Ltd. Information Systems
Support & Consulting Services »[1-2]



This is a golden opportunity for young and energetic people who are looking for a career in a growing corporation. You will progress through our training and hands on experience to become a team leader in managing your own team of systems support staff. This is a new position created for a creative, self-motivated individual who will be responsible for assisting in the development of our Web Support and E-commerce operations.

To meet the challenges of the position, you will need the following experience/skills:

- degree holder, preferably in Computer Science or Computer Engineering
- minimum 1 year hands-on experience with web design and programming
- experience in setting up, testing, and implementing simple web sites
- application and database experience with familiar web development tools - Java, HTML, Vbasic, Frontpage & SQL, etc.
- basic computer hardware and operating systems troubleshooting skills
- must be fluent in both Chinese/English
- have interpersonal skills with all levels of personnel
- be hardworking/ willing to work under pressure/ service oriented

We offer a competitive salary. Please apply with resume and salary expectation to the Human Resource Manager, Room 1020, Central Building, Des Voeux Road Central, Hong Kong.

»[1-2]

Complete the sentence with the words in the list. In the two gaps there are two missing words. Use each word only once.

confident, go, approach, encountered, executed, approval, discussed, independently, carry, benefits

1. We hope that we have **executed** your order to your full satisfaction and hope you will allow us to **carry** out your orders again in the future.
2. We would like to quickly go over some of the changes in the new monthly sales reporting system that we **discussed** at Monday's special meeting.
3. Despite this initial effort, we are **confident** that you will all soon enjoy the **benefits** of this new system.
4. Some problems were **encountered** when requesting vacation due to what is perceived as long **approval** waiting periods.
5. James is professional and efficient in his **approach** to work and very well-liked by his colleagues and executive clients. He is well-presented and able to work both **independently** and as part of a team.