HANDOUT A

work experience vacation medical insurance  bachelor / masters / MBA degree

training salary overtime  housing promotion work environment  transcripts experience personality  language abilities references

letters of recommendation

honesty equality grades  office work schedule breaks

♥ Matthew Blake and Macmillan Publishers Ltd 2005  

Taken from the Lesson Share section in www.onestopenglish.com

HANDOUT B

1. What is your current salary?

2. What is the salary range on offer?  3. What is your work experience?  4. Where is your company located?  5. What did you study in school?

6. What languages can you speak?  7. Is there a chance for promotion?  8. What