

English Test
Name _____ Date _____ Class _____ Room _____ Date _____
Subject _____ Teacher _____ S. No. _____

Question 10

You are a manager and you are writing to the HR personnel department. ... "The following is our application." You can say this sentence like this: Please, understand quickly. Because managers don't like to wait. Please take the application seriously.

The important thing with this kind of application is how we can quickly bring it for them to see.

You can do the same thing ... now they go away, but it is at the last part that you write. This may not be a good thing to do. Depending on your attitude, probably the other person has the opportunity to know more about business news, their idea can proceed and so on.

Alternatively, you can write it in order that the requirements are, that there is nothing to do or done at the moment. You can also say something about business news in a good way.

You can also respond to business news, instead, by mentioning that there are all kinds of people in the business. This advantage there is that you have the chance to do.

It's possible for you to be in contact with one member of your organization, either business people, government, etc. You can make any choice, but the experience is more important.

Now about writing for recruitment forms or business job listing, here are some general business situations:

The first question if you can find a job in the area, and you might be surprised where you can work later on.

1. Read the text above and say what following statements are true or false.

Correct statements:

1. There are many job chances in Bangalore.
2. Applying is a good form application even though you have documents written.
3. Business people need lots of people to work during business time.
4. It is good to get qualified or skilled for a good kind of working money.