A person who works in the Personnel Department is explaining how they select candidates in their company.

1. If there’s a vacancy, I usually advertize it in-house first of all.
2. If I don’t find any suitable candidates, then we advertise the job in the papers.
3. We ask applicants to send in their resumes.
4. We invite some of the candidates to an interview.
5. After that, we draw up a shortlist.
6. We ask some of the applicants back for a second interview.
7. We choose the best candidate.
8. Then I check their references.
9. If everything’s ok, we offer the applicant the job.
10. After the new employee has proven to be hardworking we assign them special projects to carry out.

Rewrite the sentences below using passive voice to give a general description of the recruitment process. Since #1 is already done as an example, #10 is worth twice as much as the others. Therefore, you should pay extra attention to it.

1. The vacancy is advertized in-house.
2. Advertisements must be written carefully and above all must contain accurate details.
3. The managing director was very satisfied; he approved of my recommendations.
4. If we want to fill the post, we’ll have to bid for a qualified technician.
5. The clerk managed to account for the two missing packages.
7. The whole company is going to base on the South American order.
8. The management and the workers blamed for the strike.
9. The clerks had to work long after five to deal with the backlog of orders.
10. Our agent benefited from the fire-damaged merchandise.
D- Match the following vocabulary terms to their definitions:

1. Deliver ( ) the statement of the current or market price of a commodity or security.
2. Destination ( ) an itemized bill for goods sold or services provided, containing prices, the total charge, and the terms.
3. Dimensions ( ) to acquire by the payment of money or its equivalent; buy.
4. Documents ( ) a written or printed paper furnishing information or evidence, as a passport, deed, bill of sale, or bill of lading; a legal or official paper.
5. Down payment ( ) the place to which a person or thing travels or is sent.
6. Forward ( ) provided in advance of shipment and merely showing the description and quantity of goods shipped without terms of payment.
7. Freight ( ) toward or to what is in front or in advance 2. into view or consideration; 3. directed toward a point in advance.
8. Invoice ( ) measurement in length, width, and thickness.
9. Overseas ( ) goods, cargo, or lading transported for pay. 2. the ordinary means of transport of goods provided by common carriers. 3. the charges for such transportation.
11. Purchase ( ) the act or business of a person or thing that transports goods.
12. Quotation ( ) to carry and turn over (letters, goods, etc.) to the intended recipient or recipients.
13. Retail ( ) the sale of goods to ultimate consumers, usu. in small quantities (opposed to wholesale).
14. Shipping ( ) over, across, or beyond the sea; abroad.
15. Supplier ( ) an initial amount given as partial payment at the time of purchase, as in installment buying.

E- The language in the text below is informal, spoken English. Rewrite it in a clear, simple, positive style appropriate for a business letter. Keep the basic meaning of the original, but change words and phrases freely.

Hi Sue

I got your letter about our Italia Kitchen tiles (tiles = azulejo). You want to buy some, right? Great! Just one problem, we haven’t got any tiles to send you. The thing is, we’re just getting so many orders. Things are going crazy around here, it’s just tiles, tiles, tiles.

Look, don’t worry. I’ll get in touch as soon as we get some more. I’m sure it won’t be long. Meanwhile, I’m gonna send you our latest brochure – you’ll love it. It’s full of great photos and you can see everything we sell.

Give me a call if you want to. Bye.