

Reading adverts: tasks for jobseekers

Read this job advert and answer the questions below.

Office Assistant (F/T)

Reliable person needed with excellent computer skills and ability to work on own initiative.

£1,200 pcm

Email CV with covering letter to esmesmith@officeangels

Task 1

What do the following abbreviations stand for?

- a. F/T
- b. CV
- c. pcm

Task 2

What is the annual salary for the Office Assistant job?

Task 3

Which word in the advert means 'can be depended on'?