



## Scanning a job advertisement

First of all print out this **Skillswise Delivery Services job advert**.

### **SKILLSWISE DELIVERY SERVICES**

#### **CHRISTMAS JOB OPPORTUNITIES**

Aged between 16 and 65 years? Need extra cash for Christmas?  
Are you available to work at short notice?  
Can you work early, late or night shifts?

We are looking for enthusiastic and reliable people to work on an occasional basis, helping to sort and deliver parcels in the Reading area from late November until the end of December.

Pay rates for weekdays, including Saturdays, will be:-

Ages 16 to 17 - £4.80 per hour.

Age 18 and over - £6.10 per hour.

So if you have good communication skills and are able to work as part of a team, we would like to hear from you.

To obtain an application form please write to:

**Elaine Grey, Personnel Officer,  
Skillswise Delivery Services, Windsor Road,  
Reading, RG5 4BR**

**Tel: 0118 932 814 (24 hr. answer phone)**

Closing date: 10th November.

**Skillswise Delivery Services** is looking for extra staff before Christmas. Scan the advert quickly and try to find the answers to these questions. Remember, you don't need to read every word.



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### Questions

1. When do these jobs start? \_\_\_\_\_
2. The work will last for about a month. True or false? \_\_\_\_\_
3. What type of work is on offer? \_\_\_\_\_
4. What kind of people is Skillswise Delivery Services looking for? \_\_\_\_\_  
\_\_\_\_\_
5. What shift patterns are available? \_\_\_\_\_
6. Where is the job based? \_\_\_\_\_
7. The work involves travel around the UK. True or false? \_\_\_\_\_
8. How much will you earn per hour if you are aged 18? \_\_\_\_\_
9. True or false? You will be paid extra for working on Saturday. True or false? \_\_\_\_\_
10. Whom should you contact at Skillswise Delivery Services to get an application form?  
\_\_\_\_\_
11. You can leave a message on an answering machine. True or false? \_\_\_\_\_  
\_\_\_\_\_
12. You need to be able to work at short notice. True or false? \_\_\_\_\_
13. It is 1 November. Is there still time to apply for a job? \_\_\_\_\_
14. The minimum age for this job is 18. True or false? \_\_\_\_\_
15. Do you need a driving licence to apply for a job with Skillswise Delivery Services? \_\_\_\_\_  
\_\_\_\_\_