

Certificate in ESOL for Work at NQF Level 1

Listening Sample Assessment

Outcome 2: Listen and respond appropriately in work-related contexts

Listen to the recording of a talk by a careers adviser and answer the questions which follow. You will hear the recording twice. You will have 3 minutes to read the questions before the recording begins. You will also have 2 minutes between the two recordings.

Section 1

Questions 1 – 3

Which of the following are discussed in the recording? Put a **tick** (✓) in the box next to each point discussed. Three points are NOT discussed.

Websites that advertise jobs	
How to find a traditional job	
Posting your CV online	
Enquiring about unadvertised jobs	
Keeping details of new jobs on file	
Making the most of personal contacts	

Section 2

Questions 4 – 8

Complete the notes below. Use no more than 3 words for each gap.

4	_____ and _____ newspapers contain different types of job vacancies.
5	You can sign up with as many _____ as you like.
6	Local employers sometimes advertise jobs on _____.
7	Most posts are filled without _____.

8	When contacting a company, you should not address your letter to the _____.
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Section 3

Questions 9 – 12

Decide if the speaker **agrees (A)** or **disagrees (D)** with the following statements. Circle the correct letter.

- 9 Don't be pushy when enquiring on spec; wait till the company calls you back A D
- 10 Professional events are a good way of making new contacts A D
- 11 Friends and family are unlikely to be useful in your job search A D
- 12 You have more chance of finding a job if you look for advertised posts A D