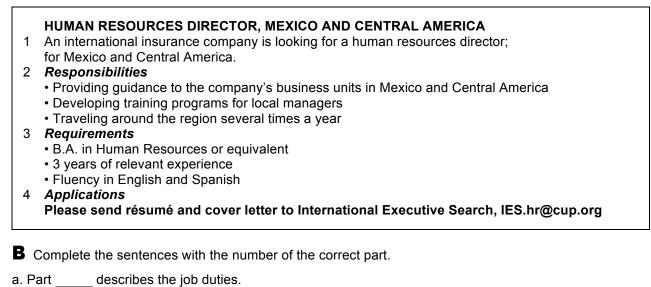
AD FOR A JOB POSITION

Before You Write

A Read the ad. Where might you find an ad like this?



b. Part _____ announces the position.

c. Part _____ gives contact information.

d. Part lists the qualifications.

Your First Draft

A Imagine you want to hire someone for a position in your company. Choose a position and make notes about the responsibilities and requirements.

B Write an ad for the position. Use your notes and the ad above as a model.

C PAIR WORK Read your partner's ad. Write answers to these questions.

1. Does the ad include necessary information?

- 2. Is the information clear?
- 3. Can you suggest any improvements to the content or grammar?

Your Second Draft

Use your partner's answers to revise your ad.