

## PART 1

SALLY:	Good morning. Thanks for coming in to see us here at the agency, Joe. I'm one of the agency representatives, and my name's Sally Baker.	
JOE:	Hi Sally. I think we spoke on the phone, didn't we?	
SALLY:	That's right, we did. So thank you for sending in your CV. We've had quite a careful look at it and I think we have two jobs that might be suitable for you.	
JOE:	OK.	
SALLY:	The first one is in a company based in North London. They're looking for an administrative assistant.	
JOE:	OK. What sort of company is it?	
SALLY:	They're called Home Solutions and they design and make furniture.	Q1
JOE:	Oh, I don't know much about that, but it sounds interesting.	
SALLY:	Yes, well as I said, they want someone in their office, and looking at your past experience it does look as if you fit quite a few of the requirements. So on your CV it appears you've done some data entry?	
JOE:	Yes.	
SALLY:	So that's one skill they want. Then they expect the person they appoint to attend meetings and take notes there ...	Q2
JOE:	OK. I've done that before, yes.	
SALLY:	And you'd need to be able to cope with general admin.	
JOE:	Filing, and keeping records and so on? That should be OK. And in my last job I also had to manage the diary.	Q3
SALLY:	Excellent. That's something they want here too. I'd suggest you add it to your CV – I don't think you mentioned that, did you?	
JOE:	No.	
SALLY:	So as far as the requirements go, they want good computer skills, of course, and they particularly mention spreadsheets.	
JOE:	That should be fine.	
SALLY:	And interpersonal skills – which would be something they'd check with your references.	
JOE:	I think that should be OK, yes.	
SALLY:	Then they mention that they want someone who is careful and takes care with details – just looking at your CV, I'd say you're probably alright there.	Q4
JOE:	I think so, yes. Do they want any special experience?	
SALLY:	I think they wanted some experience of teleconferencing.	
JOE:	I've got three years' experience of that.	
SALLY:	Let's see, yes, good. In fact they're only asking for at least one year, so that's great. So is that something that might interest you?	Q5
JOE:	It is, yes. The only thing is, you said they were in North London so it would be quite a long commute for me.	
SALLY:	OK.	
<hr/>		
SALLY:	So the second position might suit you better as far as the location goes; that's for a warehouse assistant and that's in South London.	
JOE:	Yes, that would be a lot closer.	
SALLY:	And you've worked in a warehouse before, haven't you?	
JOE:	Yes.	

# Ielts Speaking Cue Card Topics With Answers

**Jobin Thomas**



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