

100 job descriptions brought to life	NOVELIST WEBMASTER	2.13 / 12.5 / 13.2 / 15.6
		Eval.



*Here is the same text but you have to complete it with the right words. The first letter is given, as is the number of letters for each word to be written.*

*Simon writes an email to Susie Penlivit*

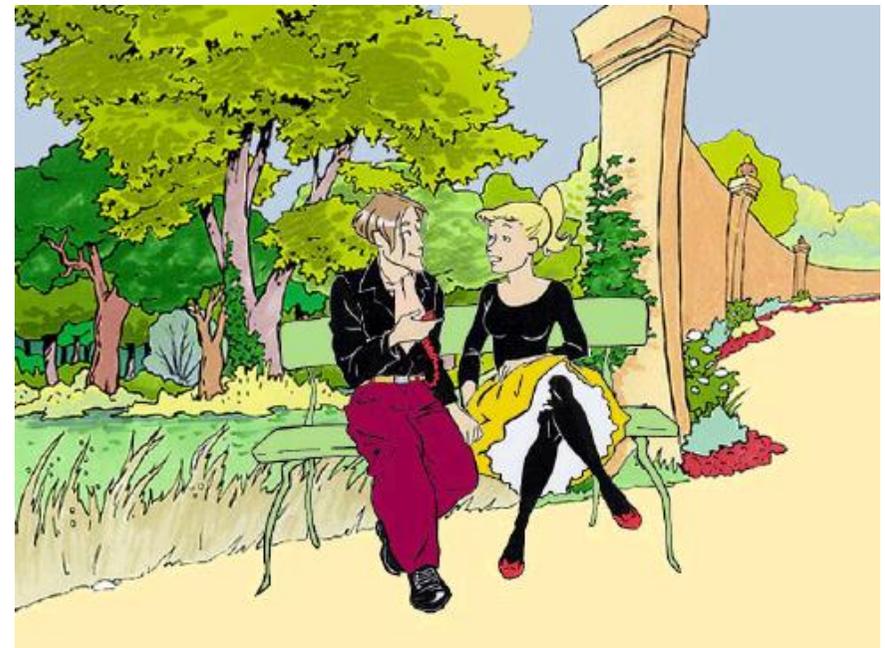
Dear Chief Editor,

First of all, thank you for asking me to d \_\_\_\_\_ and m \_\_\_\_\_ the Graphoville Gazette's new w \_\_\_\_\_. I have thought about the project and I have some ideas for the different s \_\_\_\_\_ and w \_\_\_\_\_ and for the l \_\_\_\_\_ of the p \_\_\_\_\_. I have some suggestions for appropriate l \_\_\_\_\_. I also think that b \_\_\_\_\_ could be simplified, to make it easier for those not used to a m \_\_\_\_\_ or a k \_\_\_\_\_. For the g \_\_\_\_\_, may I suggest a talented young woman who happens to share your name? By an extraordinary coincidence, she is called Vanessa Penlivit! I have given her your e \_\_\_\_\_ a \_\_\_\_\_ so that she can send you her CV.

Yours faithfully

Simon Snooty

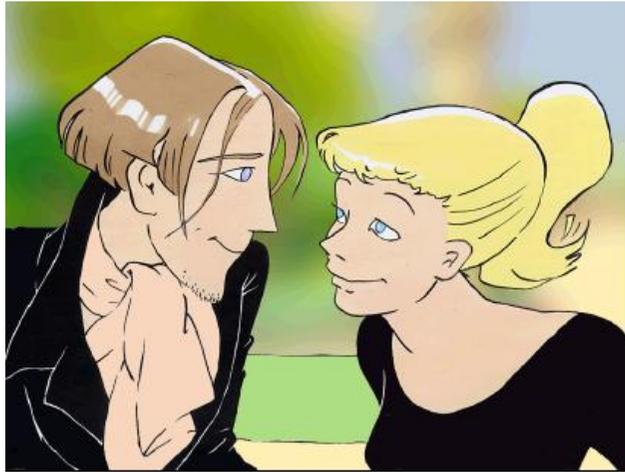
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### *Novelist – Webmaster*

*Conversation with Sophie the florist*

**Simon:** Yes, my dear Sophie, I am a novelist... or at least an unpublished novelist! It's rather hard to get published. Being talented is not enough. So, for the moment, I don't make money from writing, even though I spend a lot of my time at it. To earn a living with my books? Well, Sophie I would need to sell rather a lot of them! Maybe one day..... In the meantime, I work as a web-master. It allows me to work at home - that is in my Aunt Annabel's house. All I need is my computer and an Internet access. You don't know what a web-master does? .../...

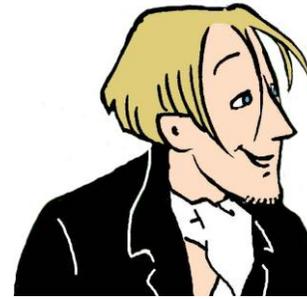


Well, I am employed by a Women's Magazine to manage their website. As I am not particularly technical, I don't work as much with the graphic artists and the developers as other webmasters might, but I update the site's contents and I sometimes write articles for it. Qualifications? Well, I did a bit of everything, one year here and one year there. I really learned to manage the Web software by myself. Do I use a computer to write my novels? Of course I do! There's no other way! Can you imagine me banging on an old typewriter like Agatha Christie!

\*

*In the same area of work, Simon could also be: a writer, a screen writer, a writer of graphic novels, a writer of technical manuals, a copy writer, a journalist, a poet, a librarian, a book seller, a sub-titles writer.*

*And as well as web-master, Simon could also be: a systems administrator, a database administrator, a website designer, a programmer, a technical support worker, an IT consultant, an IT analyst, an on-line editor, a game designer...*



**A few words relating to a web-master's work:**

*Here is a text using a lot of words from the list. Read it carefully, as you will have to use the same words afterwards.*

Browsing	Computer	Design
Downloading	Email	Email address
Graphics	Hardware	Internet
Internet connection	Keyboard	Laptop
Layout	Link	Maintain
Mouse	Page	Save
Screen	Software	Update
Uploading	Website	Window

*Simon writes an email to Susie Penlivit*

Dear Chief Editor,

First of all, thank you for asking me to **design** and **maintain** the Graphoville Gazette's new **website**. I have thought about the project and I have some ideas for the different **screens** and **windows** and for the **layout** of the **pages**. I have some suggestions for appropriate **links**. I also think that **browsing** could be simplified, to make it easier for those not used to a **mouse** or a **keyboard**. For the **graphics**, may I suggest a talented young woman who happens to share your name? By an extraordinary coincidence, she is called Vanessa Penlivit! I have given her your **email address** so that she can send you her CV.

Yours faithfully

Simon Snooty