

100 job descriptions brought to life	SHOP MANAGER	4.10 / 4.11 / 7.5
	SALES ASSISTANT	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.

Kelly: I'm sorry, Ms Thorn? You want the same **d** _ _ _ _ as the one you are wearing but in navy blue? For summer? Well, it's just that... this **m** _ _ _ _ hasn't been in the shops for... quite a long time! Today's **f** _ _ _ _ _ is for **c** _ _ _ _ _ in, er... brighter **c** _ _ _ _ _! Why don't you try wearing a **s** _ _ _ _ for a change? I'm sure you would look nice. Fairly **I** _ _ _ yes, of course... pearl grey or beige, for example, with a matching **b** _ _ _ _ . And perhaps a pretty **s** _ _ _ _? All in a light **f** _ _ _ _ _ for summer... I have **o** _ _ _ _ _ of this kind in **s** _ _ _ _ and perhaps even in the **s** _ _ _ _ ! Too extravagant, you say? Do you think so? Oh well, I'm very sorry. Goodbye! I hope to see you again sometime!

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	SALES ASSISTANT	



Shop manager – sales assistant

Kelly: Hello Monty! Have you come to buy a little something for Mother's Day? No? Ah. It's for your school! You're making a list of jobs in your district! Right!
Well, I am the manager of this little boutique that sells clothes and accessories for women. That means that I am responsible for the shop, and I have to make sure it sells well. I have to make a turnover that will keep me out of difficulty as I have to pay rent, certain trading taxes and I often have to renew my stock with things that my customers will like. My customers are mostly slightly older women, as you must have noticed, just by looking in the shop window!

.../...



A few words relating to a shop manager or sales assistant'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.

Naturally, I am also a sales assistant, as I don't employ anyone. I have to greet the customers, help them to choose, give them advice. I have to know my regular customers and to be a little bit of a psychologist too – I'm not always very good at that! I spend a lot of time in the shop. From 9 am to 5.30 pm every day except Sunday. And I do all the accounts and the administrative work. I love my job you know! I see a lot of people! I like it when my customers leave the shop feeling pleased because they have bought an accessory that will make them feel more attractive!

Qualifications? You can get those without doing A-levels. But it's a good idea to take them anyway, especially for the accounting!

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In a similar line of work, Kelly could also have been: buyer – ticket seller – checkout attendant – product manager (or marketing manager) – department manager - demonstrator – sales manager – sales employee - clerk – sales rep – technical salesperson – telesales assistant...

Accessory	Belt	Blouse
Clothes	Colour	Customer
Cut	Discount	Dress
Fabric	Fashion	Long
Model	Outfit	Price
Receipt	Sale	Sales
Scarf	Shop window	Size
Skirt	Stock	Trousers

Kelly: I'm sorry, Ms Thorn? You want the same **dress** as the one you are wearing but in navy blue? For summer? Well, it's just that... this **model** hasn't been in the shops for... quite a long time! Today's **fashion** is for **clothes** in er... brighter **colours**! Why don't you try wearing a **skirt** for a change? I'm sure you would look nice. Fairly **long** yes, of course... pearl grey beige, for example, with a matching **blouse**. And perhaps a pretty **scarf**? All in a light **fabric** for summer... I have **outfits** of this kind in **stock** and perhaps even in the **sales**! Too extravagant, you say? Do you think so? Oh well, I'm very sorry. Goodbye! I hope to see you again sometime!