

Jobs – Newspaper abbreviations

What do you think these common abbreviations might mean? Reading the abbreviations IN CONTEXT will probably help you (i.e. look at the newspaper).

€NEG	
adv.	
asst.	
avail.	
bens.	
comm.	
doe / dep on exp	
Dub Nth. /Sth.	
ess.	
eve.	
ex. / exc.	
exp.	
F/T	
hols.	
immed.	
inc / incl.	
Ind. Est.	
jun / sen	
K	
min. / max.	
mng. / mgr.	
mth.	
nec.	
oppt.	
P/T	
pa.	
PC	
perm.	
pm.	
pw.	
qual.	
recp.	
refs.	
rqd. / reqd.	
sal.	
sec.	
Sthside / Nthside	
temp.	
w/e	
wpm	
yr. / yrs.	

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Use the table of definitions below to check your answers.

€NEG	negotiable wages / salary
adv.	advantage
asst.	assistant
avail.	available
bens.	benefits
comm.	commission
doe / dep on exp	depending on experience
Dub Nth. /Sth.	Dublin North / South
ess.	essential
eve.	evenings
ex. / exc.	excellent
exp.	experience
F/T	full-time
hols.	holidays
immed.	immediate / immediately
inc / incl.	including
Ind. Est.	industrial estate
jnr. - jun / snr. - sen	junior / senior
K	thousand
min. / max.	minimum / maximum
mng. / mgr.	manager
mth.	month
nec.	necessary
oppt.	opportunity
P/T	part-time
pa.	per year
PC	personal computer
perm.	permanent
pm.	per month
pw.	per week
qual.	qualifications / qualified
recp.	reception / receptionist
refs.	references
rqd. / reqd.	required
sal.	salary
sec.	secretary
Sthside / Nthside	Southside / Northside
temp.	temporary
w/e	weekend
wpm	words per minute
yr. / yrs.	year / years

Use your new knowledge of common newspaper abbreviations to rewrite the job ads below in full.

CARPENTER urgently reqd. for Sthside building company. Min. 2 yrs. exp. ess. €NEG (doe). Ph. Joe (01) 6758135

JNR. OFFICE ASST. reqd. for immed. start. No exp. nec., basic PC and 35+ wpm an adv. Exc. oppt. €18K pa. officenow@gofree.net

F/T and P/T CHEFS reqd. for busy Sth. Dub hotel, immed. start. Sal. doe. Forward CV and refs. to The Brambles Hotel, 18 South Walk, D2.

ASST. RECEPTIONIST req. for Nth. Dub. dental surgery. Temp. and perm. positions avail., basic PC skills / 40 + wpm ess. €20K pa + bens. / hols. etc. Box no. 359.

JNR. / TRAINEE SALES REPS req. for busy Sth. Dub. garage (Toyota). No exp. / qual. nec. as incl. full on-the-job training. Starting sal. €21K pa + comm. personnel@toyotasth.com

Questions

Answer the following questions using full sentences and giving detailed explanations of your answers.

1. (Carpenter) What are the wages for this job?
2. (Carpenter) How do I find out where to send my CV?
3. (Junior Office Assistant) I want to apply for this job but I'm going on holiday for 6 weeks. Should I send my CV anyway.
4. (Junior Office Assistant) I have 3 years experience and am fully qualified in a number of computerised accountancy packages. Should I apply for this post?
5. (Chefs) I can only work at the weekends and maybe one or two evenings per week. Should I apply for this job?
6. (Chefs) Should I post the originals of my references along with my CV?
7. (Receptionist) I just need a job for a few months as I start a full-time college course in September. Should I apply for this position?
8. (Receptionist) I can only type at 25 words per minute. Do you think that this matters much?
9. (Receptionist) There's no contact information with this ad, it just says 'Box. no. 359'. Who should I call? Where should I send my CV?
10. (Junior Sales Representatives) Will the Toyota garage send me to college to complete my training for this job?
11. (Junior Sales Representatives) Might it be possible for me to earn more than €21,000 per year in this job?