Worksheet 7. Reading – Job Opening: Legal Assistant

Read the ad. Then do the Worksheet on the next page.

Job Opening: Legal Assistant

Lewison and Clarke, an important law firm, is looking for an assistant to two top lawyers.

The position requires experience in the field of criminal law. The person will need to organize the law office, to deal with clients, and to have excellent computer skills.

Before the firm considers your application, you will need to have three Recent references. Lewison and Clarke will hire a top person and will pay a top salary. If you wish to apply for this position, call Anna McCoy at 555-9889.

experience = something that you know because you did it for a long time
consider = think about
recent = happened or started only a short time ago
references = letters about you from employers before now
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Complete the sentences. Write the correct word in the blank space.

application  apply  assistant  client  crime  deal
lawyer  organize  position  require  skill  top

1. A ___________________ works in a law firm.
2. The person who helps me in my office is my ___________________.
3. A high salary is a ___________________ salary.
4. A job is a ___________________.
5. Another word for **need** is ___________________.
6. Criminal law is about ___________________.
7. If you put something in good order, you ___________________ it.
8. When you do the necessary things for customers -- when you listen to them, talk to them, help them -- you ___________________ with them.
9. A person who gets professional services or advice from you is your ___________________.
10. If you do something well, you have a ___________________ in it.
11. When you want a company to hire you, you ___________________ to the company. The company gives you a paper with questions, and you answer these questions. This paper is an ___________________.

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