



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 _____.

