

Dialogue 2 – useful vocab:

I'm calling ~~to~~ (you) about ...

a job ad / advert / advertisement

regarding / concerning

a position of

I am / was wondering ...

if I can still apply for the job / submit my application

only today

it turned up / appeared / popped up

deadline for applications

the closing date for applications

I understand = I see

I see // I can see

a form / an application form

I will **complete** / **fill in** the form immediately

I will email it (to you)

*Fill her up!

I will wait for it // I look forward to getting it.

I mean

if I am the lucky one/guy

to give in your notice

actual = false friend

actual = basic

current / present boss

How much notice do you need to give?

as far as I know / as far as I can gather

my contract says 1 month (notice period)

in that case ...

it should be no problem at all

verb pattern

we don't expect anyone to join us immediately

in fact / as a matter of fact / to be exact / to be precise

to make all the necessary arrangements

just to make sure

just to get it/this clear

by the end of January

You can't leave your office **until** you finish the project.

the salary will **be** depend **on** ...

etc. / and the like

can't you give me any (exact) figure/amount?

(non-)negotiable / subject to negotiation

I can assure you ...

competitive

starting salary

you're (very) welcome = not at all