

FORMATTING TEXT IN A JOB ADVERTISEMENT

Select a job advertisement from a local or national newspaper. Stick it in the space below.

Look at the advertisement you have selected. It is made up of several different parts. These include:

- The company name
- The job title
- A description of the job
- The experience required
- The salary or wage
- Contact details

Examine the look of the text, **not** what it says. In the table below say how each part has been formatted. Is it in normal, standard text or has it been made to stand out in some way? Perhaps the font size is bigger or a different style. Has anything been put in a bold font? Has any other method been used to emphasise some of the text?

The company name	
The job title	
Job description	
Experience required	
Salary or wage	
Contact details	