K3A2

**Hello!**

1) This week we are going to talk about another exam topic and that’s **BOOKSHOPS AND LIBRARIES.** We are going to talk about different types of bookshops and libraries, about booksellers and libraries or the famous bookshops and libraries in English speaking countries. Already excited? 😊

*(pište rovnou do tohoto dokumentu a pošlete na mail)*

### 2) JOB DESCRIPTION OF A BOOKSELLER:

The job **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** of a bookseller are quite self-explanatory. Basically, they sell books to people and help the customers of a bookstore (or any establishment that sells books) find the **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,** hardbacks and magazines that they’re looking for.

Booksellers also **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**or give expert advice on the books and other products that the store offers.

The actual responsibilities may differ slightly from store to store, but essentially booksellers do a whole range of tasks, from processing transactions and coordinating **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, to stacking **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**and helping customers with their consumer needs (even when they don’t have a clear idea of what they want).

They are also responsible for assessing the sales activity and creating **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**to make sure that the store meets its sales targets.

As with most areas of retail, booksellers don’t need to have a**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** Sure, a degree may give you an edge over other applicants. However, some employers may prefer candidates with retail **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**over those with scholastic credentials.

The usual clincher here is the applicant’s passion for books. How much does the applicant really know about books?

***Complete: degree, book reservations, experience, plans and strategies, make suggestions, responsibilities, paperbacks, bookshelves***

**3) Look at the text again and find the correct word / an example of: *(pište do tabulky do jednotlivých políček)***

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| **Example of an adverb:** | **A person who formally requests something, especially a job:** | **A person who buys good or services for their own use:** |
| **Example of an adjective:** | **A qualification given to a student after they finish their education:** | **A level or situation we want to achieve (for example in business):** |

**4) Books in bookshops are organized and placed into different sections. Why? It is easier to find the book you look for!** **Put these ten books in the ten correct bookshop departments. Then think of a book for the other five departments (English or your own language).**

Anja Grebe - **Louvre: All the Paintings**; Nigella Lawson: **Cook, Eat, Repeat**; Harper Lee - **To Kill a Mockingbird**; Walter Isaacson – **Steve Jobs**; Timothy Ferris – **The 4-Hour Body**; Helen Fielding - **Bridget Jones's Diary**; Myrna Bell: **Easy French Step by Step**; Peter Wohlleben: **The Hidden Life of Trees**; Peter Mark Roger: **Roget’s Thesaurus**; Stephen Hawking: **A Brief History of Time**

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| **adult fiction** |
| **Art** |
| **Biography** |
| **children´s fiction** |
| **Cookery** |
| **health and fitness** |
| **History** |
| **Humour** |
| **Travel** |
| **Nature** |
| **poetry and drama** |
| **Reference** |
| **science and technology** |
| **Sport** |
| **Languages** |