

First term exam

**SECTION ONE:**

Read the text below then do the activities carefully.

Personnel Manager  
5 Princes Gate  
London SW7 10J

73, South Road  
London 8  
November6th,2005

Dear Sir,

I would like to apply for the post of secretary advertised in the Evening Standard of October 3<sup>rd</sup>.

I am 24 years old and I was educated at the West London Comprehensive School where I passed the “O” and “A” levels. I have also obtained my secretarial diploma from the Star Secretarial College. My typing speed is 40 words per minutes and my shorthand speed is 100 words per minute.

For the two years, I worked as the personal secretary to the managing Director of Mill Ways Toys Ltd.

If my application is considered favourably, I would be available for an interview at any time that is convenient to you.

Looking forward to receiving a quick reply.

Yours Faithfully,  
Jane Hills

**A-READING COMPREHENSION** (8pts)

**1)-Choose the right answer:(1,5pt)**

**This passage is:** a formal invitation - an application letter - an informal invitation

**2)-Say if these statements are TRUE or FALSE (2pts)**

- The job is advertised in the Evening Standard of October 3<sup>rd</sup> .....
- Jane is 34 years old.....
- Jane’s typing speed is 100words per minute.....
- Jane worked as personal secretary.....

**3)-Answer these questions:(3pts)**

a)-Which job is Jane applying for?

.....

b)Where did she work before?

.....

c) Is she suitable for this job? Justify your answer .



## THE CORRECTIO OF THE FIRST TERM FINAL EXAM

YEAR:2011/20012

LEVEL;1<sup>st</sup> year scientific stream

TEXT: a letter

### SECTION ONE: READING

#### I- COMPREHENSION

- 1) A- This passage is an application letter  
B- Jane is looking for a job  
C- This letter is addressed to personnel manager
  
- 2) -TRUE  
-FALSE  
-FALSE  
-TRUE
  
- 3) A) Jane is applying for the post of secretary  
B) She worked before as the personal secretary to the managing Director of Mill Ways Toys Ltd.  
C) Yes, she is because she has all the qualifications that allow her to be a good secretary.

#### II- TEXT EXPLORATION

1)

A	B
Receive	Degree
Reply	Failed
Diploma	Send
passed	Answer

2) Jane applied for the job advertisement **in order to** be a secretary. So, she got up early **in order not to** miss the interview."

3)

- I must study hard to get the job of my dreams → - prohibition
- I mustn't miss my first day at work → - absence of obligation
- I don't have to put on a uniform at my work → - obligation

4) "We were looking for a place to spend **the** night. **The** place we found turned out to be in a charming village. **The** village was called 📍 Lodz Worth."

5) – Jane is **both** serious **and** a hard worker.

\_ I am **neither** late **nor** lazy.

## SECTION TWO: WRITTEN EXPRESSION

### RESUME

**NAME:** Jane Hills

**ADDRESS:** 73, South Road. London E 8

**AGE:** 24 years old

**EDUCATION:** at the West London Comprehensive School where I passed the "O" and "A" levels.

**LANGUAGES:** English language

**PREVIOUS WORK EXPERIENCES:** I worked as the personal secretary to the managing Director of Mill Ways Toys Ltd.

**DEGREES:** I obtained my secretarial diploma from the Star Secretarial College