

4AM

Third Term

Date:.....

Full name:.....

Class :.....

4 Hope Road
Oxford Ox6 5pp

Anne Watson
Director
The Oxford international school
16 college Street
Oxford OX2 7pt
August 19th

Dear Ms Watson ,

I am interested in the job of a receptionist in your school and I wish for the post . I am 28 years old and live in Oxford . At the moment I am a tourist guide , but last year I was a hotel receptionist. I like working with people very much and I can speak two languages , French and Spanish . I can also use a computer .
I was born in Oxford , so I know it very well .
I look forward to hearing from you .

Your sincerely,
Carol Barnes

From “ How to write formal Letters “

PART 1:

A-Reading comprehension

Activity one :Read the text and answer the questions : (3pts)

1-Is it a friendly letter or a business letter ?

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2- What does the Oxford International School need ? ?

.....

3-What are the abilities of Carol ?

.....

Activity two :Read the text and complete the table : (2pts)

Full name :
Address :
Present job :
Last job :

Activity three : Choose the right equivalent from a b or c (2pts)

