

1450 Vanguard Rd.  
Apt. 2550  
Bulverde TX 78163  
December 18<sup>th</sup> , 2013

Mr. Frank Hopkins  
Director, Sales and Marketing  
Samsung Electronics Inc.  
Denver, CO 80222

Dear Mr Hopkins:

I have read your advertisement for the position of a sales director on JobWorld.com and I would like to apply for the job.

Based on the conditions stated in the ad, I believe that I have a good experience, knowledge, and skills that can definitely help your company to serve your customers.

I am Alan Gustafson. I was born in Denver. I am forty three years old. I graduated from the university of Boston. I studied Economics and marketing there.

I have worked for fifteen years in the sales and marketing field. I worked as a salesman for LG Electronics for ten years. Moreover, I was a director of sales for Puma shoes company. I am confident that my abilities will benefit Samsung Electronics. I believe that my excellent record of success in sales will help attract and satisfy more customers.

Yours sincerely,  
Alan Gustafson

**Part one:**

**A/- Reading / Interpreting: (7pts)**

**1. Choose the best answer: (1pt)**

- a- The text is a letter of:      application                  enquiry                  apology  
b- Alan found the advertisement on:      TV                  the internet                  newspapers

**2. Say whether the following statements are true or false: (2pts)**

- a- Alan wrote the letter to enquire about the services of Samsung company  
b- Alan wanted to work for Puma  
c- Alan worked for Samsung Electronics  
d- The candidate had a good experience in the field.

**3. Answer the questions from the text: (3pts)**

- a-Why did Alan write the letter?  
b-Where did he study?  
c-Was Alan suitable for the job? Justify your answer !

**4. What or who do the underlined words refer to in the text? (1pt)**

Company = .....                  There = .....

**B/- Text Exploration: (8tps)**

**1. Find in the text words that are closest in meaning to the following: (1pt)**

Job = .....                  in addition = .....

**2. Complete the following table: (0,75pt)**

Verb	Noun
.....	application
.....	apology
enquire	.....

**3. Combine the pairs of sentences using the connectors provided in brackets (1,5pt)**

- a- Alice needs an anti-virus / She wants to remove a virus from her computer (**so as to**)  
 b- The candidate is not competent. / The candidate is not well-informed. (**neither..nor**)  
 a- The secretary is punctual. / She is rapid at work (**both..and**).

**4. Give the correct form or tense of the words in brackets (2pts):**

- a- She ( not go) to the cyber café every day.  
 b- E-mails are ( fast) than snail-mails.  
 c- You ( have) an E-mail address?  
 d- Speaking English is (difficult) than writing it.

**5. Ask a question on the underlined word in the following sentence: (0,5pt)**

Alan always reads the newspapers.

**6. Fill in the gaps with words from the list :** (through – newspapers- communication- information) (1pt)

Internet is a means of ..... which that facilitates information and ideas through a network. Today, most people can communicate ..... social networks, get ..... and knowledge through e-books and .....

**1. Classify the following words according to the stressed syllable: (1,25pt)**

Exchange - service - repeat - network - apply

Stress on 1st syllable	Stress on 2 <sup>nd</sup> syllable

**Part Two: Writing (5pts)**

**Choose one topic:**

**Topic one:**

You are a businessman and you will have a meeting in Paris. You want to register in St- Louis Hotel but you have no information about the services of the hotel. Use the clues to write a letter to enquire about the services of the hotel.

Date of the meeting: January 12<sup>th</sup>. 13<sup>th</sup> and 14<sup>th</sup>, 2014

The availability of rooms on these dates

The fees of booking

The services provided and the meals served.

**Topic two:**

Write a short paragraph in which you talk about the disadvantages of internet.!!