

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  
November 6th, 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 100 words 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 .

.....

4)-What or who do the underlined words refer to in the text?(1,5pt)

Where(1§).....My(2§).....You(4§).....

**B-TEXT EXPLORATION**(7pts)

1)-Find in the text words that are closest in meaning to:(1,5pt)

a-degree=.....b-answer=.....c-failed=.....

2)Join the following pairs of sentences with:,(either..or),(neither..Nor),(so as to),(did not have to) :(2pts)

a- With the keyboard we can write Arabic. With the keyboard we can write English.

.....

b-My computer is not modern. My computer is not expensive.

.....

c- She didn't surf on the net. She doesn't want to have sight problems.

.....

d-I have a PC at home .I am not obliged to go the cyber café

.....

3)- Underline the stressed syllable in the following words:(1,5)

Apply -minute- cursor -magic-collect-inform

4) -Fill in each gap with only one word from the list: (Users – tweets – enables – online ):(2pts)

Twitter is an.....1.....social networking service that.....2.....users to send and read short 140- character message called.....3.....Registered .....4.....can read and post tweets,but unregistered users can only read the

**SECTION TWO: WRITTEN EXPRESSION:**(5pts)

**Topic 1** : write an e-mail to a penfriend in which you:

-introduce yourself

-describe your daily activities

- describe your family

-describe your country

**Or : Topic 2:** Write an application letter about the job advertised in El –Watan newspaper.

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**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
- I mustn't miss my first day at work
- I don't have to put on a uniform at my work

- prohibition
- absence of obligation
- 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