

I. Part one: Reading (15pts)

A. Comprehension: (8pts)

Read the text then do the following activities.

16 Sounders Street  
7524 Dallas Texas,  
October 15<sup>th</sup>, 2019

Seniors` Rights Organization  
1824 3<sup>rd</sup> Avenue  
Dallas,Texas 75260

**Dear Sir**

I am writing to apply for the post of Personnel Officer as advertised in today’s edition of The Time.

I believe I am ideally suited for the position you are advertising. As you will see from my curriculum vitae, I have had three years’ experience as an Assistant Personnel Officer in my present company where I enjoy excellent working relations with employees at all levels. In addition, I have a law degree with a specialization in industrial relations. I am also fluent in English in both speaking and writing. I would also add that I am familiar with most office software systems including Microsoft Word. If you consider my qualification and experiences to be suitable, I should be available to attend an interview at any time.

I look forward to hearing from you in due course.

Yours faithfully  
Isabelle Lefranc

1. Circle the choice (a,b,c) that best completes statement (1pt)

- a. The letter is:      a) letter of application      b ) letter of enquiry      c) letter of reply.

2. Read the text then say whether the following sentences are true or false. (1.5pt)

- a. The applicant is writing to enquire about the company.
- b. Isabelle has unpleasant working relations in his present company.
- c. She is ready at any time to attend the interview

3. Read the text then answer the questions.(4pts)

- a. Where does the applicant found the post?  
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- b. What are the qualifications of the applicant?  
1.....2.....  
.....3.....  
.....4.....
- c. Does the applicant think that she is suitable for the job?  
.....

**4. What do the underlined words refer to? (1.5pt)**

My = ..... where = .....

**B. Text Exploration:**

**(7pts)**

**1. Find words that are synonym to: (1pt)**

amuse = ..... well acquainted =.....

**2. Rewrite sentence 'b' so that it means the same as sentence 'a'.(2pts)**

- a. It's obligatory to respect the teacher
- b. Students .....

- a. Mary is not allowed to arrive home late.
- b. Mary .....

- a. It's not necessary to phone her back.
- b. You .....

- a. You cannot smoke in the underground; it's forbidden.
- b. You .....

**3. Put the appropriate reflexive pronouns.(2pts)**

- a. Make sure to remind.....of the things you need to do.
- b. Students enjoy ..... in the sport club.
- c. My friend, Jill and I took.....to the aquarium on Friday.
- d. The cat feeds the little kittens .....

**4. Put the stress in the following words. (2pts)**

advertise— qualification — philosophy – company

**II. Part Two: Writing**

**(5pts)**

Pretend you forgot to do your English Project. Write a letter of apology to your teacher.

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Best wishes

