

**Level : TCST****February2021****First Term English Exam**

13,1<sup>st</sup> November Street  
[HappyLife23@yahoo.com](mailto:HappyLife23@yahoo.com)  
 January 2nd, 2020

Mr. Andrew Nobel  
 The British Embassy  
 03, Houcine Slimane Street  
 Hydra, Algiers. Algeria  
[BritishEmbassy.Algeria@fco.gov.uk](mailto:BritishEmbassy.Algeria@fco.gov.uk)  
 Re: Secretary  
 Dear Mr. Nobel,

I have seen your advertisement for secretaries in *El-Khabar newspaper* and would like to apply for the job.

My name is Redha Meziani and I am 33 years old. I have graduated from the faculty of computer sciences at "Bab Ezzouar University" in 2009. In addition to my diploma of informatics, I studied English for other 3 years at "the University of Algiers 2", so I think that my level in English is fairly good for the job. At the same time, I was taking training courses of communication in order to improve **my** social skills in dealing with people.

My friends call me a "books worm" because I always read books in my free time. I was a member in the books club in "the university of Algiers 2" **where** I met lot of people and enjoyed exchanging ideas with them. I am very passionate of learning languages, for the moment I am taking courses of German. I would like to inform **you** as well that I am a well-organized person who prefers to do his tasks at time.

I had occupied the post of secretary-assistant in a public office for 18 months from March 2010 to August 2011. At the present time, I am working in a private cyber-café where I deal with administrative documents, business like papers, researches and other services.

I attached two letters of reference which approve my good conduct, my resume and my 2 diplomas.

Regarding the experience I have in using computers and speaking English; I believe I would have a great chance to be accepted as your secretary. Looking forward your positive reply soon.

Yours sincerely,  
 Redha Meziani

**Part one : Reading comprehension (8pts)**

1) **What is the type of this letter? (1pt)**

- a) Application                      b) Invitation                      c) Apology

2) **Say whether the following statements are true or false according to the text: (1,5pts)**

- a) The sender can speak English and German .
- b) The sender got the diploma of informatics in 2009.
- c) Redha Meziani worked in a private office for one year and half.

**4) Answer the following questions according to the text: (4pts)**

- a) Why does the sender write this letter ?
- b) What are the diplomas of the sender?
- c) Where did he work before?
- d) Do you think the sender will be accepted for the post? If yes say why?

**5) What or who do the underlined words refer to in the text? (1,5pts)**

- a) My( §2) .....      b) Where (§3).....      c) You ( 3 § ).....

**B/ Text Exploration: ( 7 pts)**

**1) Find in the text synonyms of the following: (0,5pt)**

- a) Announcement (§1) = .....      b) Position (§4) =.....

**2) Find in the text opposites of the following: (0,5pt)**

- a) Private (4§) ≠ .....      b) Refused (6§) ≠.....

**3) Join each pair of sentences using the right connector in brackets ( Either ..or / Neither ..nor / Both..and) (3pts)**

- 1) a-Redha is a punctual person .      b-.Redha is a reliable person.
- 2) a- Ali is not accepted for the job .      b-Ahmed is not accepted for the job.
- 3) a-You can send an e-mail or you can call the company .

**4) Fill in the gaps with the right reflexive pronoun: (2pts)**

- a) Mr Meziani prepares ..... for work every morning.
- b) The computer cleans ..... from viruses by anti-virus.

**5) Classify the following words according to their stressed syllable: (1pt)**

*Apply - level - member - believe*

On the 1 <sup>st</sup> syllable	On the 2 <sup>nd</sup> syllable

**Part two : Written expression:**

**Choose one of the following topics. ( 5pts)**

**TOPIC 1:** It is the end of the school year and you have read in **El Watan newspaper** that a new private school is looking after a **good teacher of English** to children between 6 and 7 years old .Write an **application letter** in which you apply for the post.

**The following notes may help you :**

**Application & contact :** The language school

**Contact name:** Recruitment Service.

**Address:** Cité Boushaki Bab Ezzouar Algiers, Algeria.

**Experience:** worked in private schools /Good marks in English / good relationship with children

**Topic 2:** Write a short paragraph about the advantages and the drawbacks of the internet and social media..

**Good luck ☺**

**Answers**

**Reading comprehension (8pts)**

The letter is application letter

**Say whether the statements are true or false**

True true false

**Answer the questions**

a)The sender writes the letter in order to apply for the job

b)The diplomas are diploma of informatics

Diploma of English

c )He worked in public office .

d)I think the sender will be accepted because he gets the required capacities to work as a secretary.

**What or who do the underlined words refer to in the text**

My :Redha Meziani

You : Andrew Nobel

Where : University of Algiers 2

**Text Exploration (7pts)**

**Synonyms**

a)Announcement = advertisement      b) position= post

**Opposites**

a) Private ≠public      b) refused ≠accepted

**3) Join each pair of sentences using the connectors in brackets ( either ..or / neither ..nor / Both..and)**

1)Redha is both a punctual and a reliable person.

2) Neither Ali nor Ahmed are accepted for the job.

3)You can either send an e-mail or call the company .

**4)Fill in the gaps with the right reflexive pronoun:**

a) Mr Meziani prepares **himself** for work every morning.

b) The computer cleans **itself** from viruses by anti-virus.

**5) Classify the following words according to their stressed syllable:**

Apply - level – member – believe

On the 1 <sup>st</sup> syllable	On the 2 <sup>nd</sup> syllable
Member level	Apply believe

**Written expression (5pts)**

