

Mark:

First Term English Exam

Part One: Reading and Interpreting:

A- Comprehension:

1- What is the type of this letter? 0,5 pt

- a- Application b- Enquiry c- Apology

2- Fill in the resume with information from the text: 1,5 pt

Full name: **Nidal Brahimi.**

Interests: reading books- learning languages- meeting people

Previous work experiences: 1- secretary-assistant in a public office for 18 months 2- working in a private cyber-café

3- Say whether the following statements are True or False: 1,5 pt

- a- The sender can speak English and German. True
- b- The sender got the diploma of informatics in 2009. True
- c- The candidate worked in a public cyber-café for one year and a half. True

4- Answer the following questions according to the text: 3 pts

a- What are the diplomas of the sender? And in which year did he get them?

The diplomas of the sender are: 1- diploma of Informatics (2009) 2- diploma of English (2012)

b- Do you think the sender will be accepted for the post? If yes why?

I think the sender will be accepted for the post because he gets the required capacities to work as a secretary in a British institution.

5- What do the underlined words refer to? **1,5 pt**

a- My: Nidhal Brahimi 2§ b- you: Mr. Andrew Nobel 3§ -c where: cyber-café .4§

B- Text Exploration:

1- Find in the text synonyms of the following: **1pt**

a- Announcement=**advertisement** 1§ b- Position=**Post** 4§

2- Find in the text opposites of the following: 1pt

a- Private= Public 4§ b- refused= accepted 6§

3- Join each pair of sentences using the connectors in brackets. 3 pts

a- A- Nidal is not specialized in Arts B- Nidal is not specialized in Physics → (neither ... nor)

Nidal is specialized **neither** in Arts **nor** in Physics.

b- A- Nidal applies to Mr. Nobel B- Nidal wants to get the job of a secretary. → (so as to)

Nidal applies to Mr. Nobel so as to get the job of secretary.

c- A-Waste time. B- He reads many books. → (in order not to)

In order not to waste time, he reads many books.

4- Rewrite the following sentences expressing the notion in brackets: 1 pt

a- Smokers are not allowed to get the job. (prohibition)

→ The applicant **mustn't** be a smoker (another possibility: the applicant mustn't smoke)

b- It is not necessary to speak French. (absence of obligation)

→ The applicant **doesn't need to** speak French. (Another possibility: the applicant **hasn't to** speak French.)

5- Fill in the blanks with the right reflexive pronoun: 1 pt

a- Nidal prepares **himself** for work every morning.

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

Part Two: Written Expression:

- Imagine that you are Mr. Andrew Nobel and you liked so much the abilities of Nidal Brahimi.
- Write a formal letter of acceptance to him.
- Respect the structure and content of the formal reply
- Use the following keywords: thank you for , I would like to inform you, interview, salary.....

13, 1st November Street Bousmail, Tipaza, Algeira Happylife23@yahoo.com Re : Secretary Dear Mr. Nidhal Brahimi, Thank you very much for your letter of application which pleased us at the Embassy. I am writing to inform you that you are accepted to work as a secretary. Your qualifications are the required ones for the post of secretary. I would like you to come for an interview to talk about the salary, commitments, and timing of work. The interview will be on January 15 from 9 am to 10 am. Looking forward meeting you soon Mr. Brahimi. Yours faithfully Mr. Andrew Nobel.	The British Embassy 03, Houcine Slimane Street Hydra, Algeris. Algeria BritishEmbassy.Algiers@fco.gov.uk January 12, 2014
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The form ----- 2 pts :

The address of the sender , of the receiver , date, Re, salutation, body and the closing.

The content -----3 pts

- 1- Why are you writing: it should be stated clearly
- 2- Grammar accuracy: s+v+o , the tense used.....
- 3- Spelling and punctuation: capital letters, full stop