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Bir Ben Abed High School. 2014-2015 First Year Literary Stream.

Group: ….. Full Name: ……. Number: ….. 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:

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- 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……

The British Embassy

03, Houcine Slimane Street

Hydra, Algeris. Algeria

BritishEmbassy.Algiers@fco.gov.uk

January 12, 2014

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 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 ….

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