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4AM

Third Term

Date:.....
Full name:.....
Class :.....

4 Hope Road
Oxford Ox6 5pp

Anne Watson
Director
The Oxford international school
16 college Street
Oxford OX2 7pt
August 19th

Dear Ms Watson ,

I am interested in the job of a receptionist in your school and I wish for the post . I am 28 years old and live in Oxford . At the moment I am a tourist guide , but last year I was a hotel receptionist. I like working with people very much and I can speak two languages , French and Spanish . I can also use a computer .
I was born in Oxford , so I know it very well .
I look forward to hearing from you .

Your sincerely,
Carol Barnes

From " How to write formal Letters "

PART 1:
A-Reading comprehension
Activity one :Read the text and answer the questions : (3pts)

1-Is it a friendly letter or a business letter ?
.....
2- What does the Oxford International School need ? ?
.....
3-What are the abilities of Carol ?
.....

Activity two :Read the text and complete the table : (2pts)

Full name : .....
Address :.....
Present job :.....
Last job : .....

Activity three : Choose the right equivalent from a b or c (2pts)

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*Interested = ……. a)disappointed b)attracted c)tired
Look forward =…….. a)expect b)represent c)try

B-Mastery of language :

Activity one : Reorder the following words to get meaningful sentences (2pts)

*/must/sites/very/a tourist/well/the/touristic/guide/./know/

……

*foreign/to/are/speak/?/languages/you/able/

……

Activity two : Write the correct from of the verbs in brackets (3pts)

Laura (to work) …….. in the bank as a bank clerk last year . While she (to work)…… there , she (to meet)…… a nice man . They (to become)…… friends and (to make) …… Many projects together . Finally , they (to get) …… married .

Activity three : Complete the table (2pts)

verb	noun
To ……	Addition
To exhibit	……
To ……..	Explosion
To teach	……

Part II : Situation of integration (6pts)

You are Tom Brown .You live at 12 Baker street in London . You have read an advertisement looking for a tourist guide and you are interested in the job.
-Write a business letter applying for this job . Use this advertisement .

Please write to Mr. Peter Mann Happy holidays 59 Brook Street, London W 1 5F W	Happy holidays Want tourist guides *Are you aged 18 years or more? *Do you like talking to people ? *Do you know your town well ? *Can you speak foreign language ? *Are you free from July to September ?

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