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الجمهورية الجزائرية الديمقراطية الشعبية

وزارة التربية الوطنية

Houari Boumediene Secondary School

Level : 1st Year Scientific Stream **Duration : 2 Hours**

1ST TERM ENGLISH EXAM

PART ONE : Reading (15pts)

A- Comprehension (8pts)

Read the text then do the following activities

North Point, Hong Kong
Mobile: 95427415
E-mail: wwm654@hkinternet.com
18 November 2015

Mr. William Chan, Personnel Manager
Wong And Lim Consulting, PO Box 583, Kowloon
Re: Post of Management Trainee
Dear Mr. Chan,

*I am writing to apply for the post of Management Trainee, **which** was advertised on the Student Affairs Office notice board of the Hong Kong Polytechnic University on 18 November 2015.*

***My** working experience at LSGML improved my leadership skills, communication skills and ability to work in a team environment. I have fluent spoken and written English. I also have fluent spoken and written Mandarin, and can therefore work in mainland China.*

Currently I am studying a B.A. in Management at the Hong Kong Polytechnic University, graduating in 2016. Subjects which I am studying that are relevant to the post of Management Trainee include Management, Accounting and Marketing.

*Working for Wong And Lim Consulting interests me because it has a good reputation and it provides excellent training. Your **organisation** produces a high-quality service, and I can contribute to this with my leadership skills and my ability to work under pressure.*

I am available for interview at any time. I can be contacted most easily on the mobile phone number given above. I look forward to meeting you.

Yours sincerely
Liang Wilfred
(Adapted from http://www2.elc.polyu.edu.hk/cill/jaleg.htm)

1/ The text is: (1pt)

a- an e-mail b- an application letter c- an enquiry letter

2/ Say if these statements are true or false. (2pts)

a. Mr. William Chan wants to apply for the post of management trainee.
b. The post of Management Trainee was advertised on the Internet.
c. Liang thinks he is suitable for the job.
d. Liang is still a student.

3/ Answer these questions according to the text: (3.5pts)

a. Did Liang's previous experience benefit him?
b. What languages can Liang speak?
c. Why does the advertised work appeal to the applicant?
d. How does Liang think he can add to the organization work?

4/ To what or to whom do the underlined words in the text refer: (1.5 pt)

Which (1§)= my (2§) = organization (4§)=

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B. Exploring the Text (7pts)

1/ Match words from the text with their definition: (1.5 pt)

to receive a degree or diploma on completing a course of study.	**advertisement**
a paid announcement, as of goods, in newspapers or magazines, on radio or television.	**interview**
a formal meeting in which one or more persons question, consult, or evaluate another person	**graduate**

***2/* Fill in the blanks with the following words: (2.5 pts)** *either- in order to - very- must- yourself.*

a. ……. be accepted in a job, you need to be suitable.
b. …….. you call the company or you send an e-mail.
c. When they call you for the interview, start by introducing…….
d. If you want to be accepted, you……..be self-confident.
e. A job interview can be ……..intimidating.

***3/ Complete the following chart:* (1 pts)**

Verb	*Noun*
……	Apology
To enquire	……
To ……	Application
To reply	……

4/ Classify the following words according to the pronunciation of the final's': (1pt)

letters- enquiries- applicants- advantages

/S/	/Z/	/IZ/

5/ Fill in the gaps with the following words: (1 pts) *Internet/ existence/ electronic-mail/ snail-mail*

Before the Internet came into …….., to communicate with someone who isn't in the same room as you, you would have to call them on a phone. If you wanted to send them a note you had to send a letter through …….. . With the introduction of the ……, we now have the ability to send and receive messages through …… virtually instantaneously and without the need of a postage stamp.

PART TWO: Written Comprehension: choose one topic of the two bellow: **(5pts)**

Topic 1: After receiving no answer from the organization, Liang decided to call them and enquire if the job is still vacant. Imagine how this phone conversation would follow up by completing it.

***Secretary**: Hello,……..?*
***Liang**: Good morning Madam; I am calling ..... Can I speak to Mr. Chan, please?*
***Secretary**:.....?*
***Liang**: oh I'm sorry; it is Liang Wilfred madam!*
***Secretary**:.....*
***Liang**: OK! I'll wait.*
***Chan**: .....*
***Liang**: .....*
***Chan**: well Mr. Wilfred, I've posted the reply letters two days ago so check again your mail, but I'm glad you called because we have accepted your application.*
***Liang**: .....*
***Chan**: you are welcome! And I'll see you at the interview.*
***Liang**: .....*
***Chan**: .....*

Topic 2: Imagine that you were Mr. Chang's secretary and that he asked you to write an acceptance letter in his name to Liang Wilfred. Write this letter of acceptance.

Good luck

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Houari Boumediene Secondary School

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1ST TERM ENGLISH EXAM

PART ONE : *Reading (15pts)*

A- Comprehension (8pts)

Read the text then do the following activities

1/ The text is: (1pt)

a- an e-mail b- an application letter c- an enquiry letter

2/ Say if these statements are true or false. (2pts)

a. Mr. William Chan wants to apply for the post of management trainee. **False**
b. The post of Management Trainee was advertised on the Internet. **False**
c. Liang thinks he is suitable for the job. **True**
d. Liang is still a student. **True**

3/ Answer these questions according to the text: (3.5pts)

a. Did Liang's previous experience benefit him? **Yes, it did.**
b. What languages can Liang speak? **He can speak English and Mandarin.**
c. Why does the advertised work appeal to the applicant?
It appeals to him because it has a good reputation and it provides excellent training.
d. How does Liang think he can add to the organization work?
He thinks he can add to it by putting forward his *leadership skills and his ability to work under pressure.*

4/ To what or to whom do the underlined words in the text refer: (1.5 pt)

Which (1§)= **post of Management Trainee** **my (2§) =** **Liang Wilfred**
organization (4§)= **Wong And Lim Consulting**

B. Exploring the Text (pts)

1) Match words from the text with their definition: (1.5 pts)

1) to receive a degree or diploma on completing a course of study.	**c) graduate**
2) a paid announcement, as of goods, in newspapers or magazines, on radio or television.	**a) advertisement**
3) a formal meeting in which one or more persons question, consult, or evaluate another person	**b) interview**

***2*-Fill in the blanks with the following words: (2.5 pts)**

a. **In order to** be accepted in a job, you need to be suitable.
b. **Either** you call the company or you send an e-mail.
c. When they call you for the interview, start by introducing **yourself**.
d. If you want to be accepted, you **must** be self-confident.
e. A job interview can be **very** intimidating.

***3-Complete the following chart:* (1 pt)**

Verb	*Noun*
apologize	Apology
To enquire	**enquiry**
apply	Application
To reply	**reply**

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4- Classify the following words according to the pronunciation of the final's': **(1pt)**

/S/	/Z/	/IZ/
applicants-	Letters- enquiries	advantages

5- Fill in the gaps with the following words: *Internet/ existence/ electronic-mail/ snail-mail* **(1pt)**

Before the Internet came into **existence**, to communicate with someone who isn't in the same room as you, you would have to call them on a phone. If you wanted to send them a note you had to send a letter through **snail-mail**. With the introduction of the **internet**, we now have the ability to send and receive messages through **e-mail** virtually instantaneously and without the need of a postage stamp.

PART TWO:Written Expression: choose one topic of the two bellow: **(5pts)**

Topic 1: After receiving no answer from the organization, Liang decided to call them and enquire if the job is still vacant. Imagine how this phone conversation would follow up by completing it.

Secretary: Hello, **Wong And Lim Consulting. How can I help you**?
Liang: Good morning Madam; I am calling for **the post of management trainee.** Can I speak to Mr. Chan, please?
Secretary: **who wants to speak with him please?**
Liang: oh I'm sorry; it is Liang Wilfred madam!
Secretary: **Hold on, please. I'll pass him to you.**
Mr. Chan: **Good morning Mr. Wilfred. It is Mr. Chan speaking.**
Liang: **Good morning sir. I have applied for the post of management trainee but have received no answer yet.**
Mr. Chan: well Mr. Wilfred, I've posted the reply letters two days ago so check again your mail, but I'm glad you called because we have accepted your application.
Liang: **I'm happy to hear that; thank you sir.**
Chan: you are welcome! And I'll see you at the interview.
Liang: **Ok sir, goodbye.**
Chan: **goodbye.**

Good luck

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ample Letter #1

Our hiring committee has reviewed your resume and would like to meet with you in person. We are particularly interested in your law enforcement experience and want to discuss how you feel it might complement our plant security.

We are scheduling interviews with applicants for Thursday, March 2, from 1:00 to 5:00 p.m. If you are able to meet with us on that day, please call my secretary at 555-5555 to reserve a time. If Thursday is inconvenient, feel free to make other arrangements with her. All interviews will be held in the Doe conference room on the second floor of building A. We look forward to meeting with you.

Sample Letter #2

Thank you for visiting my office last week to discuss employment possibilities. I have reviewed your resume and would like you to meet with me and the other managers for a formal interview next week.

Please call my secretary, John Doe, at 555-5555 at your earliest convenience to schedule an appointment. I will look forward to meeting you again.

Sample Letter #1

We appreciate your interest in applying for employment at Doe's. Our job announcement brought 30 applications for the two supervisor openings. Your application was very strong, and you were among the four finalists, but we have offered the positions to two applicants who had lengthy supervisory experience specifically in road construction. Otherwise, you have excellent credentials and will surely find other employment soon.

Sample Letter #2

Thank you for your interest in employment with Doe Van Lines. While your years of on-the-road experience are impressive, we were able to find an applicant who is willing to relocate when our Springfield depot opens. We wish you success in pursuing a career in the local trucking industry. Your knowledge and experience should be great assets in your job search.

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