

Mr. Don fox  
Sales' manager  
The fox art company  
3423 Brown street  
WASHINGTON

Mr. JONES DAVID  
324 Dog-wood  
street BRIGHTON  
Tel. N°202.3444.356.

Re-Job application

May 26th 2009.

Dear Sir,

I am writing to apply for the post of sales' director advertised on your website. I am 29 years old, with a degree in physics (Speciality electronics) from the Oxford university (1998).

I have been working as a regional director for a private company for six years. I am fluent in French and English, and I am currently following an intensive course in Chinese.

I am hard – working and ambitious, and after a number of years with the same company, I would appreciate the opportunity of new challenge. I am looking forward to hearing from you.

Yours faithfully,

JONES DAVID.

### PART I

#### 1/ Reading comprehension : (07Pts)

A/ Choose the correct answer :

The text is :

a/ An e – mail.      b/ A snail – mail.      c/ A letter.

The subject is about :

a/ A job application.      b/ a job reply.      c/ An invitation.

B/ a/ Is this message formal or informal ? Justify ?

b/ Who is the sender of this message ?      c/ Who is the receiver ?

d/ Do you think he is a good candidate for this job ? Justify your answer.

#### 2/ Mastery of the language :

A/ Match each definition with its appropriate word :

To ask somebody for information.

Faithful.

Able to speak a language easily and well.

Fluent.

Loyal to somebody.

To enquire.

B/ Give opposites of these words according to the text :

Different ≠ ... .. Public ≠ ... .. Purchase ≠

#### 1/ Language study. (07 Pts)

A/ Ask questions on the underlined words :

David usually goes to the university.

B/ Rewrite the sentence " a " so that it means the same as sentence " b " :

a- It's necessary for pupils to put on uniforms at school ... ..

b- Pupils ... ..

a-You are not obliged to finish all these files today ... ..

b-You ... ..

C/ Stress these words of two syllables :

Arrive – Apply – Physics – English.

D/ Complete by these articles : a – an – the - Ø

He is ... ..best student at ... ..Salim school.

She writes... .. article about... ..Egyptian civilisation.

### PART II      (06 Pts)

#### Written expression

You are Mr. DON FOX you have to answer Mr. JONES DAVID about his enquiry. Write a short letter telling Mr. DAVID that he is accepted for the position of sales' manager.