Gro	oup: Full Name: Number: Mark:
	First Term English Exam
Par	rt One: Reading and Interpreting:
	A- Comprehension: 1- What is the type of this letter? 0,5 pt
	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-ca
	3- Say whether the following statements are True or False: 1,5 pt
	The sender can speak English and German. True
	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
a-	4- Answer the following questions according to the text: 3 pts 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)
	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 British institution.
	5- What do the underlined words refer to? 1,5 pt
	My: Nidhal Brahimi 2\\$ b- you: Mr. Andrew Nobel 3\\$ -c where: cyber-café .4\\$
	B- <u>Text Exploration:</u>
	1- Find in the text synonyms of the following: 1pt
a-	Announcement= advertisement 1\\$ b- Position=Post 4\\$
0	2- Find in the text opposites of the following: 1pt Private= Public 4\\$ b- refused= accepted 6\\$
a	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 <u>neither</u> in Arts <u>nor</u> in Physics.
	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.
	A-Waste time. B- He reads many books. → (in order not to)
	<u>In order not to</u> 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 decay's peed to great French. (Another peed billity the applicant began't to great French.)
	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 propount.
0	5- Fill in the blanks with the right reflexive pronoun: 1 pt Nidal prepares himself for work every morning
	Nidal prepares himself for work every morning. The computer cleans itself, from viruses by anti-virus
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......

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