

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)

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

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

- Did Liang's previous experience benefit him?
- What languages can Liang speak?
- Why does the advertised work appeal to the applicant?
- 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\$)=

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.

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

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