First Term English Exam

Part One: Reading and Interpreting:

A- Comprehension:

1- What is the type of this letter? 0.5 pt

a- 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-café

3- Say whether the following statements are True or False: 1.5 pt

a- The sender can speak English and German. True
b- 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

4- Answer the following questions according to the text: 3 pts

a- 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)
b- 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 a British institution.

c- What do the underlined words refer to? 1.5 pt

a- My: Nidhal Brahimi b- you: Mr. Andrew Nobel c- where: cyber-café

B- Text Exploration:

1- Find in the text synonyms of the following: 1 pt

a- Announcement= advertisement b- Position=Post

2- Find in the text opposites of the following: 1 pt

a- Private= Public b- refused= accepted

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 neither in Arts nor in Physics.
b- 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.
c- A- Waste time. B- He reads many books. → (in order not to) In order not to 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 doesn’t need to speak French. (Another possibility: the applicant hasn’t to speak French.)

5- Fill in the blanks with the right reflexive pronoun: 1 pt

a- Nidal prepares himself for work every morning.
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, Algiers
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 ....