

1450 Vanguard Rd.
Apt. 2550
Bulverde TX 78163
December 18th , 2013

Mr. Frank Hopkins
Director, Sales and Marketing
Samsung Electronics Inc.
Denver, CO 80222

Dear Mr Hopkins:

I have read your advertisement for the position of a sales director on JobWorld.com and I would like to apply for the job.

Based on the conditions stated in the ad, I believe that I have a good experience, knowledge, and skills that can definitely help your company to serve your customers.

I am Alan Gustafson. I was born in Denver. I am forty three years old. I graduated from the university of Boston. I studied Economics and marketing there.

I have worked for fifteen years in the sales and marketing field. I worked as a salesman for LG Electronics for ten years. Moreover, I was a director of sales for Puma shoes company. I am confident that my abilities will benefit Samsung Electronics. I believe that my excellent record of success in sales will help attract and satisfy more customers.

Yours sincerely,
Alan Gustafson

Part one:

A/- Reading / Interpreting: (7pts)

1. Choose the best answer: (1pt)

- a- The text is a letter of: application enquiry apology
b- Alan found the advertisement on: TV the internet newspapers

2. Say whether the following statements are true or false: (2pts)

- a- Alan wrote the letter to enquire about the services of Samsung company
b- Alan wanted to work for Puma
c- Alan worked for Samsung Electronics
d- The candidate had a good experience in the field.

3. Answer the questions from the text: (3pts)

- a-Why did Alan write the letter?
b-Where did he study?
c-Was Alan suitable for the job? Justify your answer !

4. What or who do the underlined words refer to in the text? (1pt)

Company = There =

B/- Text Exploration: (8tps)

1. Find in the text words that are closest in meaning to the following: (1pt)

Job = in addition =

2. Complete the following table: (0,75pt)

Verb	Noun
.....	application
.....	apology
enquire

3. Combine the pairs of sentences using the connectors provided in brackets (1,5pt)

- a- Alice needs an anti-virus / She wants to remove a virus from her computer (**so as to**)
 b-The candidate is not competent. / The candidate is not well-informed. (**neither..nor**)
 a- The secretary is punctual. / She is rapid at work (**both..and**).

4. Give the correct form or tense of the words in brackets (2pts):

- a- She (not go) to the cyber café every day.
 b-E-mails are (fast) than snail-mails.
 c-You (have) an E-mail address?
 d-Speaking English is (difficult) than writing it.

5. Ask a question on the underlined word in the following sentence: (0,5pt)

Alan always reads the newspapers.

6. Fill in the gaps with words from the list : (through – newspapers- communication-information) (1pt)

Internet is a means of which that facilitates information and ideas through a network. Today, most people can communicate social networks, get and knowledge through e-books and

1. Classify the following words according to the stressed syllable: (1,25pt)

Exchange - service - repeat - network - apply

Stress on 1st syllable	Stress on 2 nd syllable

Part Two: Writing (5pts)

Choose one topic:

Topic one:

You are a businessman and you will have a meeting in Paris. You want to register in St- Louis Hotel but you have no information about the services of the hotel. Use the clues to write a letter to enquire about the services of the hotel.

Date of the meeting: January 12th. 13th and 14th, 2014

The availability of rooms on these dates

The fees of booking

The services provided and the meals served.

Topic two:

Write a short paragraph in which you talk about the disadvantages of internet.!!