

**Level : TCST****February 2021****First Term English Exam**13,1st November StreetHappyLife23@yahoo.com

January 2nd, 2020

Mr. Andrew Nobel
The British Embassy
03, Houcine Slimane Street
Hydra, Algiers. Algeria
BritishEmbassy.Algeria@fco.gov.uk
Re: Secretary
Dear Mr. Nobel,

I have seen your advertisement for secretaries in *El-Khabar newspaper* and would like to apply for the job.

My name is Redha Meziani and I am 33 years old. I have graduated from the faculty of computer sciences at "Bab Ezzouar University" in 2009. In addition to my diploma of informatics, I studied English for other 3 years at "the University of Algiers 2", so I think that my level in English is fairly good for the job. At the same time, I was taking training courses of communication in order to improve my social skills in dealing with people.

My friends call me a "books worm" because I always read books in my free time. I was a member in the books club in "the university of Algiers 2" where I met lot of people and enjoyed exchanging ideas with them. I am very passionate of learning languages, for the moment I am taking courses of German. I would like to inform you as well that I am a well-organized person who prefers to do his tasks at time.

I had occupied the post of secretary-assistant in a public office for 18 months from March 2010 to August 2011. At the present time, I am working in a private cyber-café where I deal with administrative documents, business like papers, researches and other services.

I attached two letters of reference which approve my good conduct, my resume and my 2 diplomas.

Regarding the experience I have in using computers and speaking English; I believe I would have a great chance to be accepted as your secretary. Looking forward your positive reply soon.

Yours sincerely,
Redha Meziani

Part one : Reading comprehension (8pts)**1) What is the type of this letter? (1pt)**

a) Application

b) Invitation

c) Apology

2) Say whether the following statements are true or false according to the text: (1,5pts)

- a) The sender can speak English and German .
- b) The sender got the diploma of informatics in 2009.
- c) Redha Meziani worked in a private office for one year and half.

4) Answer the following questions according to the text: (4pts)

- a) Why does the sender write this letter ?
- b) What are the diplomas of the sender?
- c) Where did he work before?
- d) Do you think the sender will be accepted for the post? If yes say why?

5) What or who do the underlined words refer to in the text? (1,5pts)

- a) My (§2) b) Where (§3) c) You (§3)

B/ Text Exploration: (7 pts)

1) Find in the text synonyms of the following: (0,5pt)

- a) Announcement (§1) = b) Position (§4) =

2) Find in the text opposites of the following: (0,5pt)

- a) Private (4§) ≠ b) Refused (6§) ≠

3) Join each pair of sentences using the right connector in brackets (Either ..or / Neither ..nor / Both..and) (3pts)

- 1) a- Redha is a punctual person . b- Redha is a reliable person.
- 2) a- Ali is not accepted for the job . b- Ahmed is not accepted for the job.
- 3) a- You can send an e-mail or you can call the company .

4) Fill in the gaps with the right reflexive pronoun: (2pts)

- a) Mr Meziani prepares for work every morning.
- b) The computer cleans from viruses by anti-virus.

5) Classify the following words according to their stressed syllable: (1pt)

Apply - level - member - believe

On the 1 st syllable	On the 2 nd syllable

Part two : Written expression:

Choose one of the following topics. (5pts)

TOPIC 1: It is the end of the school year and you have read in **El Watan newspaper** that a new private school is looking after a **good teacher of English** to children between 6 and 7 years old .Write an **application letter** in which you apply for the post.

The following notes may help you :

Application & contact : The language school

Contact name: Recruitment Service.

Address: Cité Boushaki Bab Ezzouar Algiers, Algeria.

Experience: worked in private schools / Good marks in English / good relationship with children

Topic 2: Write a short paragraph about the advantages and the drawbacks of the internet and social media..

Good luck ☺

Answers

Reading comprehension (8pts)

The letter is application letter

Say whether the statements are true or false

True true false

Answer the questions

a)The sender writes the letter in order to apply for the job

b)The diplomas are diploma of informatics

Diploma of English

c)He worked in public office .

d)I think the sender will be accepted because he gets the required capacities to work as a secretary.

What or who do the underlined words refer to in the text

My :Redha Meziani

You : Andrew Nobel

Where : University of Algiers 2

Text Exploration (7pts)

Synonyms

a)Announcement = advertisement b) position= post

Opposites

a) Private ≠public b) refused ≠accepted

3) Join each pair of sentences using the connectors in brackets (either ..or / neither ..nor / Both..and)

1)Redha is both a punctual and a reliable person.

2) Neither Ali nor Ahmed are accepted for the job.

3)You can either send an e-mail or call the company .

4)Fill in the gaps with the right reflexive pronoun:

a) Mr Meziani prepares **himself** for work every morning.

b) The computer cleans **itself** from viruses by anti-virus.

5) Classify the following words according to their stressed syllable:

Apply - level - member - believe

On the 1 st syllable	On the 2 nd syllable
Member level	Apply believe

Written expression (5pts)