

## First Term English Exam

13.1st November Street  
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January 2nd, 2020

Mr. Andrew Nobel  
The British Embassy  
03, Housing 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 "book 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-organised 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.

Your sincerely,  
Recharge 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: (2pts)**

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

#### **3) 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?

#### **4) Find what or who the underlined words in the text refers to: ( 1pt)**

- a) My (\$2) .....                      b) You (\$3) .....

**B/ Text exploration: (7pts)**

**1) Find in the text synonyms of the following: (1pt)**

a) Announcement (\$1)= ..... b) position (\$4)= .....

**2) Find in the text opposite of the following: (1pt)**

a) Private (\$4) # ..... b) Refused (\$6).....

**3) Complete the table. (2pts)**

| Ordinary adjective | Extreme adjective |
|--------------------|-------------------|
| .....              | Boiling           |
| Large              | .....             |
| .....              | Fascinating       |
| Clever             | .....             |

**4) Join each pair of sentences using the right connector in brackets ( Either ... or/ so as to/ in order not to/ both.... and ) (2pts)**

- a) Redha is a punctual person. Redha is a reliable person.  
b) He looked at job advertisement. He wanted to find a new job.  
c) You can send an e-mail. You can call the company.  
d) I left home early. To be late for the appointment.

**5) fill in the gaps with the following words: (1pt)** address- must- qualification- apply.

In order to ..... for the job of assistant engineer, you have to send your CV and your application letter to company's ..... your letter of application ..... be formal and polite, and of course, you mustn't cheat or lie about your ..... and skills.

**Part two: written expression (5pts)**

Choose **one** of the following topics

**Topic one:** 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:** City Boushaki Bab Ezzouar Algiers, Algeria.

**Experience:** Worked in private school/ Good marks in English/ Good relationship with children.

**Topic two:** write a paragraph of about 8 to 10 lines in which you talk about the advantages and drawbacks of social media.