

التاريخ: 2021/11/29

المدة: 02 س

المادة: الانجليزية

المستوى: 1 ج م آداب

اختبار الفصل الأول

Part One 14 Points

Read the text carefully using the technics of Skimming and scanning:

Library Assistant (Part-time)

Calgary Board of Education

We are looking for reliable, self-motivated people to join our temporary roster team as a Library Assistant to assist Calgary Board of Education (CBE) students, teaching staff and parents in the use and operation of school library resources under the direction of the teacher-librarian or the designated member of the teaching staff. This position provides support services to the School Team to create an effective and positive learning environment for CBE students. The applicants accepted will enjoy:

- A great work environment with an organization that makes a difference in the lives of students every day;
- Fascinating salary that starts from \$21.32 an hour.
- Opportunities to advance your career

Responsibilities

Assists Calgary Board of Education (CBE) students and teaching staff in the access and use of the school library resources such as electronic search techniques and the location of school library resources.

- Maintains all management and organizational files such as vertical files, periodical files, business and financial records, electronic catalogs, etc.

Qualifications

Education and Experience

- Currently at high school supplemented by courses related to major responsibilities.
- Excellent at word processing applications.
- Demonstrated electronic search technique skills.
- Accurate keyboarding skills an asset. Demonstrated organizational and time management skills.
- Demonstrated interpersonal skills with a strong customer service orientation.

Reading Comprehension: (7 Points)

1) Say whether the sentences are true, false or not mentioned. (0.5 x 4)

- Accepted applicants will get a salary of 21.32 dollars an hour.
- The position requires the organization and management of files and documents.
- The library position is available for middle school students.
- The application for the job is due by December 1st.

2) Answer the following questions (0.5 x 3)

What is the required position (work) in the Ad above?

What are the advantages this position is offering?

What are the required skills for this job?

3) What is the type of the text? (1)

a- Job advertisement

b- Letter of application

c- Letter of Inquiry

4) Find in the text words that are closest in meaning to: (0.5 x 3)

Job §1 =

Payment §1 =

Show (Last §) =

5) Find in the text the extreme adjectives (0.5 x 2)

Good →

Interesting →

Mastery of the language: (7 Points)

1) Fill the blank with [must, don't have to, mustn't, in order to] (0.5 x 4)

..... be accepted, applicants.....be excellent at organization.

You..... write the advertisement above in the exam paper.

Applicants..... have any judicial follow-up.

2) Turn the following sentences into **formal** and **informal requests** (1 x 2)

You want someone to send you the job advertisement.

You want someone to write a letter of recommendation.

3) Re-create the sentences bellow, including one of "**Both..... and, Neither..... nor, either.... or**"

The position requires from applicants to be.....excellent time managers multitaskers. (the two of them)

You can..... apply to this job..... the other one. (Only one of them)

Unfortunately, your application has not been accepted, because we have not received your CV..... your letter of application by the due dates.

Written Expression: (6 points)

Based on the profile required in the advertisement, write a letter of application for the position including:

Salutation/ Why are you writing/ Skills and Qualifications (excellent time manger, multitasking, teamwork, use of modern technologies, reliable person.....).

/ Looking F..... / Closing.

« Exams last few days, learning lasts forever »