

**SET 5 : MUET CEFR READING PAPER WORKSHEET PART 1****PART 1**

Read the three advertisements below about various job vacancies. Answer **questions 1 to 4** based on the notices about the job advertisements **(A to C)**. Write the alphabet **(A to C)** in the given blank.

**Which job**

- 1) is suitable for fresh graduates? \_\_\_\_\_
- 2) requires good writing skills? \_\_\_\_\_
- 3) is open only for a specific group ? \_\_\_\_\_
- 4) does not require a postgraduate qualification ? \_\_\_\_\_

| <b>A. A CORPORATE SECRETARY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>B. AN EXPERIENCED PARALEGAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>C. A SCHOOL CLERK</b>                                                                                                                                                                                                                                                                                                                                                 |
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| <ul style="list-style-type: none"> <li>Gender male or female</li> <li>Age 21 and above up to 35.</li> <li>Require at least an A in English SPM and Computer Certificates focusing mainly on Excel, Word and Power Point.</li> <li>Degree or Master in Administration field related to Corporate also welcomed.</li> <li>Degree or Master will work under minimum supervision</li> <li>Preferably fluent in English</li> <li>Willing to travel</li> <li>Salary is negotiable and it is based on working</li> </ul> | <ul style="list-style-type: none"> <li>Gender male or female</li> <li>Degree or Master in Law field</li> <li>Job requirement overview: Work as a legal assistant for 4 famous lawyers.</li> <li>Working hours 9.00-6.00pm</li> <li>Open only for experienced candidates and intake is urgent.</li> <li>Salary starts from RM9000 excluding bonus and allowance.</li> <li>Need to travel together with lawyers during case hearings</li> <li>Need to be fluent in English</li> <li>Required to have excellent note taking</li> </ul> | <ul style="list-style-type: none"> <li>Gender female</li> <li>Degree in Education Administration field</li> <li>Working hours; office hours</li> <li>Open only for experienced clerks.</li> <li>Salary based on time based.</li> <li>Need to be fluent in Bahasa Melayu and English.</li> <li>Computer literate and always open for new learning experiences.</li> </ul> |

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| experiences. | and office management skills. |  |
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