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NEW MUET CEFR READING PAPER PART 1 AND PART 2 WORKSHEET

Part 1

Read the three short story synopsis.

Answer questions 1 to 4 based on the short story synopsis (A to C)

Which short story synopsis

1. has the theme of precaution?_____

2. has the theme of family relationship?_____

3. has the theme of being helpful?_____

4 has a character related to a Literature background?_____

A. The Standby Ant	**B. Mother and Home**	**C. The Dairy Days**
• Story begins with one fine hot day, a butterfly singing without a care in the world. • An ant bustled by weighed down by the enormous ear of fruit she was lugging to her nest • The butterfly laughed!"Take it easy there, Ant! I don't understand why you are working so hard". • , I am storing up food for the coming winter.	• The other day, I was sitting on a veranda and wrote some songs for an album. • A big mug of coffee on a table nearby and my old radio quietly played music from the best playlist • It was a special pleasure to have such a peaceful day after three weeks of work. • "Hi Mom!" My daughter burst onto the veranda, and headed towards the kitchen.	• It was another day • He had gotten a chance to stay in this apartment • Thoughts began to run through San's mind. Where is his friend going to sleep? • Trying to read his friends expressions, he did his best reassure him, "Though I have a studio apartment, I will give you space. You can leave and come any time you like". • Oh yeah for sure I am a poetry teacher.

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LIVEWORKSHEETS

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Part 2

Read an email from a financial manager. The email is a recommendation email.
Answer questions 5 to 9 based on the email.

To : trainees@uni.com
From:limlim@uni.com
Subject: Recommendation for Michele Moody

Dear Dr. Lee,

I have worked very closely with Ms. Moody during the several years that she has served as an assistant in my office. Michele has excelled in this role, exhibiting one of the highest levels of productivity I have seen in an assistant during my 20-year tenure with the company. Michele produces a high volume of work while consistently maintaining high standards for quality and accuracy.

Michelle possesses the ultimate "can do" attitude while taking on all tasks with a positive energy and a smile. Her upbeat personality and engaging personal style enable her to interact effectively with clients and staff. She is very well organized and keeps track of the details necessary to coordinate events of this kind and run an efficient office.

Proactive in anticipating rising administrative needs, she takes initiative to go beyond the expected parameters of her job.

All the intangibles that lead to success in the workplace are in order with Michele. There will be no unpleasant surprises and I am confident she will fit in and add to office morale.

I volunteered to write this recommendation for Michele because I am very grateful for her contributions to our office and very confident that she has the intelligence, work ethic, and communications skills to add value wherever she works.

Please feel free to contact me if you have any questions about this outstanding young woman.

Sincerely,

Signature (hard copy letter)

Charlie Rodriguez
Manager
Acme Supplies
(ADAPTED TEXT FROM : https://www.thebalancecareers.com/reference-letter-samples-from-a-manager-2062942)

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5 Charlie sent the email because he is
A recommending a suitable candidate
B asking Dr Lee to accept a candidate
C sending a candidate for an interview

6 Charlie in his email says that Moody is
A only an intelligent worker
B a worker with plenty of good qualities
C proactive

7. In the recommendation email Charlie is showing his support to Moody by
A telling good things about Moody
B showing how close are their relationship
C volunteering to write a recommendation and allowing to be contacted

8 In the email Charlie is assuring Moody is a perfect candidate since
A they have worked together for 20 years in a company
B they know each other personally for 20 years
C Moody was working in the same company as Charlie

9 Charlie in the email also says that
A Moody will not present unpleasant behaviours
B Moody does have some unpleasant behaviours
C Moody does have some weakness

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