

## TEST 1 - Job Advertisement

Read this job advertisement and answer the question below!

**BBJ Co., Ltd.**

BBJ Company Limited is currently looking for highly qualification candidates  
to join our rapidly growing company :

**SECRETARY**


- Secretarial duties for manager
- Filling document
- General administration etc.

**Qualification**

- Female, Thai nationality, age 23-30 years.
- Bachelor's Degree in Business Administration or related fields
- Good command of English
- Able to operate PC Microsoft Office, internet, e-mail

Interested applicants can send letter of application with English resume and transcript  
including recent photo to :

**BBJ Co., Ltd**  
**41<sup>st</sup> Floor River Wing West, Empire Tower**  
**195 South Sathom Rd, Yanawa, Sathon, Bangkok 10120**



**1. What is the job?**

- a. waiter      b. Secretary      c. Receptionists      d. Operator      e. Manager

**2. Who advertised for the job?**

- a. Al An'am News      b. Gulf daily magazine      c. BBJ Company limited      d. Ltd      e. Company

**3. What educational background is required?**

- a. Bachelor's degree      b. Junior High School      c. Secondary certificate      d. Master's degree      e. Nope

**4. What age is required?**

- a. 16      b. 35      c. 20      d. 40      e. 25

**5. Did they require a male or a female?**

- a. Male      b. Female

**6. What language ability is required?**

- a. French      b. Bahasa Indonesia      c. Arabic      d. English      e. Thai