



Part I: Job descriptions (doing Verbs)

Direction: Match the words with synonymous meaning.

Column A

1. to advise
2. to maintain
3. to monitor
4. to support
5. to plan

Column B

- a. to assist
- b. to check
- c. to organize
- d. to inform
- e. to keep at the same level

Part II: Parts of a sentence (Subject and Predicate)

Direction: Tick if the underlined part of a sentence is a subject or predicate.

1. We don't have any vacancies at the moment but we will keep your CV on file.
2. Ten people have applied for the job just from advertising it internally.
3. We advertised the post in the national press and have received lots of applications.
4. We do a pre-selection of the applicants based on their previous experience.
5. I've written letters of application for four different jobs but had no reply yet.
6. We have written new job descriptions for all the jobs in our department.
7. There are several recruitment agencies that specialize in our sector so we can find highly qualified candidates quickly.
8. The best candidates are those who have previous experience in the food industry.
9. We pay very competitive salaries and provide the best benefits in the sector.
10. We consider experience to be more important than academic qualifications.

Part III: Writing an Email

Direction: Distinguish the part of an email where the examples below belong to.

Salutation	Opening sentence	Body of the Email	Closing sentence	Signature
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- _____ 1. To whom it may concern
- _____ 2. Looking forward to a prompt response
- _____ 3. I'm reaching about the postponed meeting on our annual intervention analysis for the language department.
- _____ 4. Best regards,
- _____ 5. I hope you're doing well as this email has reached you.

Part IV: Capitalization

Direction: Correct the given sentences with suitable capital letters.

1. we took a lesson in german and translated it into english.

2. maddie lives in dubai, the united arab emirates.

3. these pictures were taken during our holiday in california, usa.

4. on saturday and sunday, i am going to the metro centre in newcastle.

5. how long did you study for the test?

6. i like to take my children to the king's park.

7. did ramadan start on thursday?

8. athena watched the news on the bbc.

9. i think june is the longest month.

10. muslims read the quran while the catholics read the bible.

Part V: HR vocabularies

Direction: Rearrange the jumbled letters to get the correct word needed in the statements.

1. **morpeot** a range of services – attract people’s attention to what you offer. **P** _____
2. **Attend an iwneiretv** – visit a company to discuss a job. **I** _____
3. **Be difoinet of the outcome** – be told of decision results. **N** _____
4. **Receive a shift eaaowlnlc** – get extra money for working “unsociable hours”. **A** _____
5. **Be tndielet to a benefits package** – have the right to extra pay on top of salary. **E** _____

Part VI: Building better vocabularies (Alternatives)

Direction: What are the phrases or words that we can use with the same meaning as the following statement? Choose the correct answer.

1. I often tend to exercise on my spare time = _____
 - a. Alternative for “Strong”
 - b. Alternative for “My habit”
2. Keep me informed = _____
 - a. Alternative for “Looking forward to”
 - b. Alternative for “Let me know”
3. Could you spare a moment for me? = _____
 - a. Alternative for “I advise you to”
 - b. Alternative for “Can you help me?”
4. I’m eagerly anticipating = _____
 - a. Alternative for “Looking forward to”
 - b. Alternative for “Let me know”
5. It might be a reasonable idea to = _____
 - a. Alternative for “I advise you to”
 - b. Alternative for “Can you help me?”