

SOAL BAHASA INGGRIS KD 3.2

Text 1

78 Sudirman
Padang
April 2, 2020
Ms. Lala Mardiana
Directory of Administration
PT KOFINDO.
27 Jalan Edelweis.
Padang

Dear Ms. Mardiana,

Your advertisement in march 30 issue of the 'Singgalang' was attractive because I believe I have the proven skills you are requiring for an administrative assistant.

I am Nagita and i'm 22 years old. I recently completed a three course Apple Computer System.

These specialization skills have proven valuable in my work for the past eight months as an assistant to the chief accountant at Galaxy Building.

Since "proven" Skills are best explained in person i would appreciate an interview with you. Please phone me in the afternoon between 4 and 5 p.m. at (021) 4733756 to let me know the day and time most convenient for you.

Sincerely,

Nagita

1. Why did Nagita write the letter?
 - A. To apply for a job
 - B. To ask for some information
 - C. To introduce herself to Ms. Lala
 - D. To explain her educational background
 - E. To offer a job
2. What position is needed?
 - A. Receptionist
 - B. Interviewer
 - C. Chief accountant
 - D. Administrative assistant
 - E. Production manager
3. What does the applicant hope after sending the letter?
 - A. She will be a manager
 - B. She will start training
 - C. She will receive the salary

- D. She will be interviewed
- E. She will be patient

4. How does Nagita know the vacancy?

- A. From the radio
- B. From a colleague
- C. From a newspaper
- D. From the television
- E. From the internet

Text 2

Medan, July 23rd 2017

Mr. Scott Stone

Owner of Stone's Burgers and Grill

Perum Majapahit Baru Kav. 25D, Kebun Arca

Medan

Dear Sir.

With this letter, I would like to apply in your restaurant as Head Chef. I get the information from your restaurant and noticed that your restaurant is looking for a new head chef, I am a professional chef with years of experience in numerous restaurants, I consider myself to be fit and proper for the job.

My name is Andi Johan. I am thirty two years old. I graduated from Prince Jhon Internasional Culinary School in Birmingham, United Kingdom in 2007. I have worked as chef in several different restaurants, both in the UK and in Indonesia. I specialize in Western cuisine and Mediterranean cuisine as well.

I have been in position as head chef before and I am excellent at running a kitchen and lead a team. Besides that, I also have the skill to communicate in Bahasa Indonesia, English, French, and a little bit of Italian.

With my education background and my previous experience as chef, I am confident that I am suitable for the head chef position for your restaurant. I have read about your restaurant at a glance and the menu served there are exactly in my specialty.

Herewith the letter, I enclose my resume and some other documents to explain my qualifications in more detail.

I am thrilled if I can join your restaurant and I have such a high hope for that. I am looking forward to hearing from you soon.

Sincerely,

Andi Johan

5. What does the Andi Johan apply based on the next?
- A. Professional chef
 - B. Leader of kitchen
 - C. Leader in a restaurant
 - D. Chef
 - E. Head chef
6. What is the best ability of the job seeker?
- A. Fusion cuisine
 - B. Indonesian cuisine
 - C. Traditional cuisine
 - D. Oriental cuisine
 - E. Arabian cuisine
7. Which one of the languages is not mastered by job seeker?
- A. Indonesai
 - B. English
 - C. French
 - D. Germany
 - E. Italian
8. What is the similar meaning og 'looking forward'?
- A. Waiting
 - B. Asking
 - C. Applying
 - D. Seeking
 - E. Reading
9. Where did the job seeker know the information of job vacancy?
- A. Internet
 - B. Newspaper
 - C. Magazine
 - D. At the restaurant
 - E. From his friend

Text 3

Dear Mr. Robert Maniai,

I am writing to apply for the post of Cenderawasih Post, which was advertised on 18 January, 2021, looking for a mechanic

I am interested in a position of mechanic. I was graduated from majoring in light vehicle engineering of SMK 3 Jayapura. I am capable to assemble, repair, and maintain the motorcycle machine well. So, I write this letter to apply the position

I have no work experiences, but I have followed internship at some workshops in Jayapura and Jakarta. I have fluent spoken and written English I also have ability to work under pressure and ability to work in a team environment

Working for Astra Honda Motor appeals to me because it has a good reputation and it provides excellent training Your organization produces a high-quality service, and I can contribute to this with my leadership skills and my ability to work under pressure

I am available for interview at any time. I look forward to meeting you.

Yours sincerely,

Davis Wamsiwor

10. What is the job title?

- A. Technician
- B. Mechanic
- C. Executive manager
- D. Excl
- E. Leadership

11. Where did Davis know the vacancy

- A. From news paper
- B. b.From social media
- C. c. His relatives in Angkasa
- D. d. Anywhere at the town
- E. e. At school

12. What is the name of the company or organization Davis Wamsiwor applying to?

- A. Robert Manial as executive manager
- B. Angkasa Jayapura
- C. Astra Honda Motor
- D. Smk Negeri 3 Jayapura
- E. Cenderawasih Post

Text 4

Dear Mr. Amiruddin,

I read your ad regarding a vacancy for an English Teacher. I would be glad to apply for the role.

Teaching has always been my passion, and I have always been great with students. I have been a teacher at Sun and Moon School for 5 years. I have also taught class VI and VII for 2 years earlier.

...

I have attached my resume for your consideration, and request you to consider my application for the role. If you find it suitable, please feel free to contact me at the below mentioned contact details.

Thank you.

Yours sincerely,

Alvin Alamsyah

13. Please fill the blank with a proper self promotion!

- A. I might not have much experience, but I know I'm suitable for this position.
- B. I'm confident that my qualifications and experience match your requirements.
- C. Teaching isn't really my passion but I know my qualification will meet your criteria.
- D. I'm pretty sure that my qualification will match your criteria even though I have little experience with teaching.
- E. It is important for me to inform you that my education is different from the one mentioned in the requirement.

Text 5

Dini Aminarto

Jalan Elang 89

Tangerang Selatan 19837

October, 30th 2018

PO BOX 1393

JKB 11013

To whom it may concern,

I'm applying for the Project Manager position advertised through Jakarta Post. As shown in the enclosed resume, I have a strong academic background in Chemical Engineer graduated from Universitas Indonesia on 2007.

My current work as Project Management in various multinational company has given me firsthand experience in the challenge associated with the development of a successful Petrochemical Company. In addition, I have excellent managerial and communication skills both in Bahasa Indonesia as well as English.

This background, combined with over ten years of Ethylene Plant Operation as Project Management, has given me a unique perspective that would be particularly valuable in meeting the responsibilities of this position, as described in your position. I am an independent individual who is capable to work under pressure.

I would welcome the opportunity to meet with you to discuss my qualifications in more detail and look forward to hearing from you soon. Thank you for your time and consideration.

Sincerely,

Dini Aminarto

14. Who wrote the application letter?
- A. Project Manager
 - B. Jakarta Post
 - C. Dini Aminarto
 - D. Chemical Engineer
15. What is the job position that applicant applied for?
- A. Project Manager
 - B. b. General Manager
 - C. c. Chemical Engineer
 - D. d. Academician
16. Where did the company advertise the job opening?
- A. Kompas
 - B. Jakarta Globe
 - C. Tribun
 - D. Jakarta Post
17. What are the skills that applicant presented on the application letter?
- A. Managerial and communication skills
 - B. Accounting and managerial skills
 - C. Public speaking and communication skills
 - D. Bahasa Indonesia and English
18. How many years the applicant was working as Project Management?
- A. 2 years
 - B. 8 years
 - C. 15 years
 - D. 10 years
19. Is there any information when the applicant graduated?
- A. Yes, it's on 2010.
 - B. Yes, it's on 2007.
 - C. Yes, it's on 2005.
 - D. No.
20. What the applicant has enclosed along with the application letter?
- A. Resume
 - B. Biography
 - C. Photo
 - D. Certificate