

Part I: Multiple-Choice Questions

Read and Choose the best answer for each question. Write 1, 2, 3, or 4 on your answer sheet.

1. Who **sells** products or services to customers?
1)Doctor 2)Salesperson 3)Nurse 4)Firefighter
2. What does a **receptionist** do?
1)Cooks food 2)Takes care of the patients 3)Answers phone calls 4)Grows crops
3. **One** of the following works with the numbers every day. Who is it?
1)Construction worker 2)Policeman 3)Accountant 4)Farmer
4. What does a secretary use to write emails?
1)Hammer 2)Computer 3)Stapler 4)Paper punch
5. The following are things you can find in the office **except?**
1)Printer 2) Safety helmet 3)Shredder 4)Paper clip
6. When people '**advertise**' their products they want to_____?
1)Buy the product 2)Sell the product 3)Help people with the product 4)Keep the product
7. What should you wear to a job interview?
1)Clean and appropriate clothes 2)Dirty clothes 3) Pajamas 4)Swimming clothes
8. An applicant is person who _____.
1)Applies for a job 2)Owns a company 3)Hires workers 4)Takes care of the sick
9. Why do factory workers wear **safety helmets**?
1)To protect themselves 2)To look good 3)Not to feel cold 4)To feel happy
10. Which is **not** a good quality of an employee?
1)Honest 2)Reliable 3)Hardworking 4)Lazy
11. What is the full meaning of CV?
1)Career Value 2)Curriculum Vitae 3)Career Vocabulary 4)Career
12. At **the end** of the interview, you should _____

1)Leave quickly 2) Say thank you 3) Ask for money 4)Run away

13.What is used to print documents and pictures?

1)Calculator 2)Folder 3)Notebook 4)Printer

14.What **should** a job applicant bring to the interview?

1)Menu 2)Notebook 3)Map 4)resume

15. Why is it **important** to include an email to your resume?

1) To allow employers to contact you about the job

2) To make your resume look neat

3) To show your favorite email

4) To replace your work experience