

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