Universidad Pedagógica Nacional
"Francisco Morazán"
Humanities Faculty
Language Department
11th Grade BTP Cooperativism

English Exam

Score

Name: _____ **Instructor's name:** Sally Soto

Teacher's Name: Miss. Josellyn Lainez **Date:** _____

Instructions: Read each section carefully and complete as required. Do not leave any section incomplete, you can send it just one time. You only have 1 hour to complete the exam. Check your answer before sending the exam.

Unique Selection 20%

Instructions: Read and choose the correct answer. You can only select one option.

1. One of the next words is a **Type of Business Document:**

   a) Correspondence

   b) Letter

   c) Interview

2. "Is a face – to – face conversation between the interviewer and the interviewee"…

   a) Formal E-mail

   b) Interview

   c) Business Letter

3. "Is a formal letter that is send by a company, employees or client"…

   a) Interview

   b) Memorandum

   c) Text Message

4. "is a short notice usually written by the management to address a certain policy or give a certain announcement or changes"…

   a) E-mail

   b) Business Letter

   c) Memorandum

LIVEWORKSHEETS

Complete 30%

Listen the audio and fill in the blanks using the information from the audio.

2L3-job-interview.mp3

Resume

Name: Pia Marcotti
Place of Birth: (1) _____, Italy.
Age: (2) _____

Post-University Experience

October (3) _____ - September 2002
Worked for mother's (4) _____ company, Meals On Wheels. Main responsibilities: webmaster and advertising.

September 2002 - February 2003
Travelled mostly in Europe but also a month in (5) _____.

March 2003 - July 2005
Worked for (6) _____ *Footwear*, shoe company near hometown. Worked in (7) _____ department for most of this time.

Languages Spoken:
(8) _____ - fluent
(9) _____ - good after (10) _____ years study.

Matching 27%

Match the words from the column of the left with the corresponding part of the business letter part.

1. Date
2. Body: detail
3. Salutation
4. Signature
5. Your address
6. Body: Main Idea
7. Recipient's address
8. Closing
9. Body: Restate main idea; call to action

A) 100 Broadway Lane, New Parkland, CA, 91010
Cell: (555) 987-1234
example-email@example.com

B) March 16, 2018

C) R.Roland
ABC Industries
123 Warehouse Lane
New Parkland, CA 91010

D) Dear Mr. Roland,

E) Please accept my letter of resignation from my warehouse associate position with ABC Industries. My final day on the job will be April 28, 2015. I will be moving on to a warehouse supervisor position with another firm in order to advance in my career.

F) I truly have had a positive experience in my time here at ABC. The work environment is extremely positive, and I can always count on my co-workers for support. Thank you so much for the chance to gain information about the manufacturing industry and warehouse efficiency.

G) I want you to be assured that I will continue to give 100% on the job from now until my last day. Feel free to let me know how I can make the transition process a smooth one. I'm happy to help in any way I can. You can reach me at (555) 987-1234 if you need anything further.

H) Sincerely,

I) Jerome Watson

LIVEWORKSHEETS

Write 23%

Instructions: Write an e-mail for one of teachers. Talk about of one topic you would like to see in the in class and write the reason. Do not forget to write the **email address, subject, greeting, body and clothing.**

To:

From:

Subject:

LIVEWORKSHEETS