

## ENGLISH FIRST DAILY TEST

Conditional Sentences,  
Caption, & Cover Letters

For Grade XII  
Islamic Senior High School  
Miftahul Huda Tayu

Complete the following letter of Application with the appropriate words provided in the box!

CEO Computer Manufacturer  
77 Createburg St. Colorado

June 29, 2021

Dear Sir/Madam,

I am 1)  on GogoDigi on June 15, 2021.

Please find my resume, certificates, and letters of reference enclosed.

The position you advertised matches my interests and I believe that

2)  for this position. The key strengths that

I possess for success in the position include:

- Designing, developing, and supporting live-use applications;
- Striving for continued excellence; and
- Providing exceptional contributions to customer service for all customers.

3) , I have a full understanding of the full life cycle of a software development project. I also have 4)

see my resume for additional information on my experience.

I 5)  at [pedrosa.dwi@gmail.com](mailto:pedrosa.dwi@gmail.com) or my cell phone

at 909 555 6765. Thank you for your time and consideration. I look forward to an interview with you about this employment opportunity.

Sincerely yours,

*Dwi Pd*

Dwi Pedrosa

Experience in learning and excelling at new technologies as needed

Writing to apply for the programmer position advertised

can be reached anytime via e-mail

My technical experience and education will make me a very competitive

With a Bachelor's Degree in Computer Programming

Choose the correct answer from the following questions!

Mr. William Chan  
Personnel Manager  
Wong and Lim Consulting  
PO Box 583, Kwai Chung  
Kowloon

Dear Mr. Chan,

I am writing to apply for the post of Management Trainee, which was advertised on the Student Affairs Office notice board of the Hongkong Polytechnic University on 1 March 2005.

My working experience at Lucky Star Garment Manufactory Limited improved my leadership skills, communication skills and ability to work in a team environment. I have fluent spoken and written English. I also have fluent spoken and written Mandarin, and can therefore work in mainland China.

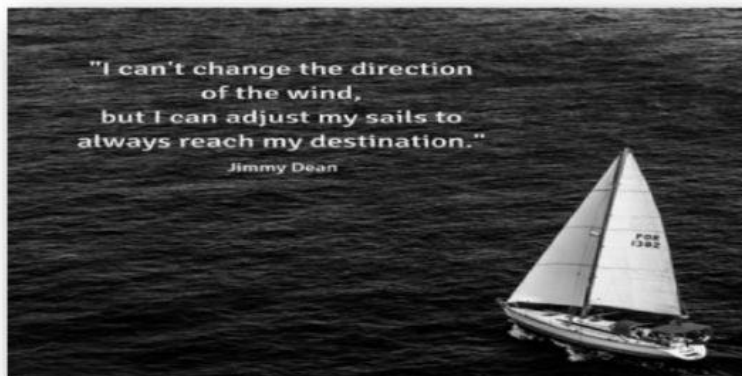
Currently I am studying a B.A. in Management at the Hongkong Polytechnic University, graduating in 2005. Subjects which I am studying that are relevant to the post of Management Trainee include Operations Management, Human Resources Management, Accounting, Marketing and strategic Management.

During my studies I have had the post of Executive in management Society. While leading and organizing Management Society activities I have improved my ability to lead and supervise subordinates effectively, ability to work under pressure and ability to work in a team environment.

Working for Wong and Lim Consulting 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,  
Wong Wai Man Wilfred  
Encl : Resume

1. What is the job title?
2. What skills and personnel qualities are required?
3. What subject of study have relevant to Management Trainee?, except



4. What does the word adjust means in the caption?
5. "I can't change the direction of the wind". What does the sentence mean?

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 companies 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*  
Dini Aminarto

6. What are the skills that applicant presented on the application letter?

7. "I am an independent individual who is capable to work under pressure."  
The word "capable" has the same meaning to



8. What is the synonym of "dream"?

9. What is the purpose of the text?

10.



What is the purpose of the caption?

Read the following dialogues! Then identify the situations whether giving suggestion, advice, or command!

Ani : Hi, Mira.  
Mira : Hi, Ani.  
Ani : If you are not busy, meet me at the canteen.  
Mira : Okay. I'll go there after I put my books.

Bowo : I'm going to travel abroad tomorrow.  
John : That's amazing.  
Bowo : But I'm afraid we will be lost.  
John : Well, if you get lost, try to seek the police station. They will help you.

Sheila : You look tired.  
Roni : I'm feeling dizzy.  
Sheila : If you feel unwell, you'd better take a rest.  
Roni : Okay. I'll go to sleep.

Father : Bella, where are you?  
Bella : I'm here, Dad.  
Father : If you hear me, come here right away!  
Bella : Okay, Dad.

Mother : I have prepared the lunch for you.  
Desi : Thanks, Mother.  
Mother : If it is cold, put it in the microwave.  
Desi : Yes, Mother.

**Giving advice**

**Command**

**Giving suggestion**

**Giving advice**

**Command**

Match the expression on the left with the situation on the right!

**If you feel upset,**

**People will be happy**

**If your friend makes you sad,**

**Your friends feel sad**

**If your friends does not trust you,**

If you are happy.

Why don't you tell him?

If you always have a long face

Cheer up!

Why don't you earn his trust?

Put the correct pictures based on the following expression!



We grow to help the world. If you destroy us, we can't help you anymore

Let's recycle our unused things if you want to make our environment clean

If you love me, stop polluting me

If you want to improve your concentration, why don't you learn how to make me?

If you want to be creative, why don't you join it?

State whether the expression is suitable with the situation or not by giving a tick in the right place!

1. Situation : Deny feels hungry.  
Deni says : If I have enough money, I want to buy some cream cheese bread.

|                          |       |
|--------------------------|-------|
| <input type="checkbox"/> | True  |
| <input type="checkbox"/> | False |

2. Situation : John's sister will get married soon.  
John says : If Jack loves me, I had better to be here.

|                          |       |
|--------------------------|-------|
| <input type="checkbox"/> | True  |
| <input type="checkbox"/> | False |

3. Situation : Shella wants to work in the big companies.  
David says : If I can speak English well, I will be able to work there.

|                          |       |
|--------------------------|-------|
| <input type="checkbox"/> | True  |
| <input type="checkbox"/> | False |

4. Situation : George got 50 in his English Test.  
George says : If I study lazily, I will get 100 in my test.

|                          |       |
|--------------------------|-------|
| <input type="checkbox"/> | True  |
| <input type="checkbox"/> | False |

5. Situation : Meylan feels very dizzy.  
Meylan says : If I can speak English well, I will be able to work there.

|                          |       |
|--------------------------|-------|
| <input type="checkbox"/> | True  |
| <input type="checkbox"/> | False |

Good Luck ...