



**BASIC 2**  
Reading comprehension and writing Exam

A. Complete the expressions with a verb from the box.

work	use	drive	cook	teach	speak
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1. \_\_\_\_\_ maths  
 2. \_\_\_\_\_ a car  
 3. \_\_\_\_\_ a meal  
 4. \_\_\_\_\_ with people  
 5. \_\_\_\_\_ a computer  
 6. \_\_\_\_\_ a language

Read the text and then answer the questions

**Jobs**

**Football Trainer Wanted**

UNIVERSITY OF HOBURN football team.

Do you like football?

Can you teach football?

Can you organise a group of people?

Can you speak English?

Can you drive a car?

**Yes?** Send us an email at  
[jobs@uoh.edu.uk-sports](mailto:jobs@uoh.edu.uk-sports)

**JOBS@  
UNIVERSITY OF HOBURN**  
**Jobs at university  
sports café**

Do you like working with people?  
 Can you cook?  
 Can you speak languages?  
 Can you use a computer?

**Yes?** Send us an email at  
[jobs@uoh.edu.uk-sports](mailto:jobs@uoh.edu.uk-sports)

From: lenty@dsmail.com  
 To: [jobs@uoh.edu.uk-sports](mailto:jobs@uoh.edu.uk-sports)  
 Cc:  
 ② Subject: Jobs  
 Insert: Attachments Photos Videos  
 Tahoma 10 B I U █  
 ③ Dear Hoburn University Sports Club  
 ④ Please send me information about the job at the sports café.  
 ⑤ I am friendly and I love working with people. I can cook well, especially pasta and pizza. I can speak English, Spanish and a little German. I can use a computer very well.  
 ⑥ Best regards  
 ⑦ Lenny Tyler  
 Send Save Cancel

**Top Tips for writing**

1. The address of the person you write to.
2. What the message is about.
3. Beginning. We don't know the person, but we can write the name of the organisation.
4. Introduction. Why you are writing.
5. Main part of the email.
6. End of the email.
7. Name of the person who writes the email.

**B. Choose the correct answer.**

“I can drive and I have my own car.” Tom, 18

“I have basic computer skills and I can use all MS software.” Hooi Yi, 18

“I love to help other people learn how to play sports”. Sophie, 19

“I can speak English and French. I can also speak a little Japanese and some Thai.” Paolo, 17

“I love to be in the kitchen, and I can cook very well.” Erik, 21

**C. Write the numbers 1-7 and put the e-mail in order**

..... Best regards

..... To: jobs@uoh.edu.uk-sports

..... Shannon McGinty

..... Dear Hoburn University Sports Club

..... Please send me information about the job of trainer for the UOH football team.

..... Subject: Job

I love football and I play football every day. I teach football to children at a school too. I

..... organise all the children’s football teams at the school. I can speak two languages: English and Italian. I can drive a car and I have got my own car.

**D. Complete the email. Use the words in the box. There are 3 extra words**

Please	I can speak	I love	Dear	Best
about	I can		Subject:	To:
e.mail		I do		Thank you

..... jobs@uoh.edu.uk-sports

..... Job

..... Hoburn University Sports Club,

..... send me information ..... the job of receptionist at the gym.

..... Japanese and Chinese. ..... sports and working with people, and

..... use a computer very well.

..... regards,

Riku Kato