

## GRAMMAR

**1 Complete these sentences with the correct active or passive form of *make*, *let*, or *allow*.**

- 1 Some people say that eating carrots \_\_\_\_\_ you see better.
- 2 Many people don't \_\_\_\_\_ their young children drink cola.
- 3 When I was a child I \_\_\_\_\_ to stay up till midnight on weekends.
- 4 Some parents always \_\_\_\_\_ their children do their homework before they let them play or go out.
- 5 Most schools \_\_\_\_\_ children choose what to wear to school.
- 6 Temperatures below 0° \_\_\_\_\_ water freeze.
- 7 In some countries they \_\_\_\_\_ bars and restaurants to stay open all night.
- 8 In most schools, students aren't \_\_\_\_\_ to turn on their cell phones during class.
- 9 Poor children \_\_\_\_\_ to work for a living 100 years ago.
- 10 You \_\_\_\_\_ water boil by heating it to 100° Celsius.

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\_\_\_\_ / 10 points**2 Find the mistakes in the sentences and write the correct word(s). Check (✓) the correct sentences.**

- 1 They closed the door in order to keep the room warm. \_\_\_\_\_
- 2 They turned off the TV at night in order to their electricity bill would be lower.  
\_\_\_\_\_
- 3 They contacted the police to tell them about the accident. \_\_\_\_\_
- 4 She shouted in order to they could hear her at the back of the room. \_\_\_\_\_
- 5 They bought a dishwasher so that they didn't have to do the dishes. \_\_\_\_\_
- 6 They took Spanish lessons so they could talk to people on vacation. \_\_\_\_\_
- 7 They sent an e-mail in order to invite their friends to the party. \_\_\_\_\_
- 8 She telephoned me to ask me for help. \_\_\_\_\_
- 9 She used the Internet in order to organize things quickly. \_\_\_\_\_
- 10 She cut her hair in order to it would grow faster. \_\_\_\_\_

\_\_\_\_\_ / 10 points

**3 Complete the text with the correct form of *can*, *manage to*, or *need* (+ *not*).**

**One of Hong Kong's richest men**

You may not have heard of Li Ka Shing but he is one of the ten richest people in the world, and it is quite likely you have bought something through or from him. His businesses include banking, construction, real estate, plastics, cell phones, satellite television, cement production, pharmacies and supermarkets, hotels, transportation, airports, electric power, steel production, ports, and shipping.

Li Ka Shing was born in China, but because of troubles there in the 1940s, his family (1) \_\_\_\_\_ stay there so they moved to Hong Kong. He looked for work, and when he (2) \_\_\_\_\_ find any on his own, he (3) \_\_\_\_\_ get a job selling watches in his uncle's shop. He (4) \_\_\_\_\_ to work there long for everyone to realize that he was a first class salesman.

When he was only 21, he started a factory producing plastic flowers and within a few years he (5) \_\_\_\_\_ make himself a very rich man from selling them. When people asked him if he had been lucky he used to say: "No, I wasn't lucky. I worked hard to achieve the goals I set for myself," so he clearly thought that he (6) \_\_\_\_\_ luck.

After nine years Li (7) \_\_\_\_\_ continue renting his flower factory because the owner didn't agree to it. If he wanted to continue with his factory, he (8) \_\_\_\_\_ to buy the land himself, so that's what he did. He (9) \_\_\_\_\_ buy land when it was very cheap. This is how he (10) \_\_\_\_\_ become super rich later because land prices just went up and up and up.

After that, he never looked back and moved into other areas like ports, cell phone companies, and electricity. It's not surprising that some people in Hong Kong call him "superman."

\_\_\_\_\_ / 10 points

## VOCABULARY

## 4 Read the definitions and complete the words.

1 not having enough of (adj)	s_____
2 all the subjects in a school program	c_____
3 not married	s_____
4 the divisions of a school year	s_____
5 two babies born at the same time to the same mother	t_____
6 the language your parents first taught you	m_____
7 protected land for animals and plants	n_____ r_____
8 pull something along the ground, or move slowly	d____
9 get over a problem or difficulty	p____ t_____
10 the words of a song	l_____
11 the part of a song or poem that is repeated	c_____
12 someone who applies for a job or vacancy	a_____
13 raise money for a good cause	f_____
14 a chance	o_____
15 a liquid we use to make us smell nice	p_____
16 something that will last only a short time	s_____
17 to (make yourself) stay healthy	k____ f__
18 something you play, like a guitar	i_____
19 dependable, trustworthy	r_____
20 with no clothes on	n____

\_\_\_\_ / 20 points

**READING****5 Read the text. Complete the tips for writing application letters.**

- 1 Your letter should be no longer than \_\_\_\_\_.
- 2 Each paragraph has a specific \_\_\_\_\_.
- 3 The objective of the first paragraph is to say \_\_\_\_\_.
- 4 In your first paragraph, don't forget to mention \_\_\_\_\_.
- 5 In the body of the letter, you tell the reader \_\_\_\_\_.
- 6 Show how much you have found out about \_\_\_\_\_.
- 7 In your letter you should use as few words \_\_\_\_\_.
- 8 Make it clear why you, and nobody else, are \_\_\_\_\_.
- 9 So they can get in touch with you easily, always give \_\_\_\_\_.
- 10 You should write in a style that \_\_\_\_\_.

**Writing a job application letter**

Your job application letter has only one purpose – to make the reader read your resumé – so keep it short and sweet. It should never be longer than one page and it should only contain essential information. You'll probably have four or maximum five paragraphs, and each paragraph in the letter has a purpose.

The first paragraph aims simply to tell your reader why you are writing. You need to say “I am writing to apply for ...” and then give the exact title of the job and details of where you have seen it advertised.

Then you move on to the body of your letter. This should comprise two or three paragraphs each with different kinds of information. The first will say why you are particularly interested in this job. Make sure that you have done your homework so they can see here that you really do know something about the job you're applying for. Then in the next paragraph, make it clear why you are the person for the job. You need to summarize your skills, experience and strengths, but in a way which shows how they are relevant to the job you're applying for. Make yourself seem special. Everyone can say

that they are hard-working, conscientious and ambitious, but what makes you different from everyone else? Spell it out.

In your final paragraph make it very clear how you can be contacted, so give all your contact details – not just a postal address, but an e-mail address and a cell phone number, too. Then tell them when you'll be available for interview, and politely let them know that you expect to hear from them.

That's it ... apart from two things: style and re-reading. With style, just make sure you're business-like, to the point, and polite. But don't be over-polite. As for re-reading, after you've written your letter, leave it for an hour or two, then come back to it and read it again critically. Check – will the letter make the reader want to find out more about you by reading your resumé and (fingers crossed) interviewing you?

\_\_\_\_\_ / 10 points

**WRITING**

**6** Think of a job you would really like to do. Write a paragraph explaining why you are so interested in the job, and why you would be the right person for the job.



\_\_\_\_ / 10 points

**Total :** \_\_\_\_ / 70