

READING SECTION (0,50 MARKS)

C. Read the text and for questions 1-6 choose the correct option a, b or c.

Curriculum Vitae: Tips that can Help

Six out of ten CV's which are prepared by Information Technology professionals fail to meet the basic standards and are turned down without even being read fully, according to a recruitment company. As a consequence, thousands of candidates are excluding themselves from attractive job opportunities.

Although the company handles over 60,000 CV's per year, it estimates that at least 60% would not be admitted if they were sent directly to potential clients due to basic errors.

The company Marketing Director said, Sadly it's often the most highly qualified candidates whose CV's are so poorly constructed that they are literally dead on arrival. Attractive job opportunities in the IT industry often generate intense competition and there is often little to choose between the candidates.

Advice on the presentation format of CV's in relation to the requirements that they are being submitted for should be an Industry standard so as to add real value to the candidates that you are representing and indeed to fulfil your professional obligations to your clients.

Writing a CV can be extremely difficult and too often a CV turns out to be a generic overview including a lot of information that is irrelevant. People should remember that an employer typically spends between 15 and 30 seconds scanning each CV and you have that one chance to make an impression.

A good CV is more than just documentation of your career path; it is a marketing tool designed to present your professional career experience according to the new job specification. It should also include details of past professional successes that effectively demonstrate your ability to undertake the job responsibilities outlined.

11. Recruitment companies say that potential clients...

- a) make basic mistakes b) only get 60% of CV's c) reject CV's with mistakes

12. The Marketing Director said that the best candidates...

- a) are the most affected b) do not send CV's c) write the best CV's

13. The Marketing Director suggests that candidates ought to pay attention to...

- a) CV's presentation b) other companies c) other competitors

14. The Marketing Director says that very often CV's include...

- a) necessary details b) unimportant information c) very little information

15. Candidates should remember that employers...

- a) are typical people b) are very busy people c) make an impression on people

D. Read the job application. Then choose the phrases from the box to complete the information.

- A. to work alone - B. more responsibilities - C. my verbal and written communication skills -
D. looking for an opportunity - E. to detail

Job application

I am interested in this job because I am currently **16.**_____ to use the skills I learnt in my college. I have recently completed a 16-week part-time accounting course. The course covered book-keeping, recording income and receipts and basic costing. We used a wide range of computer packages, and I picked up the accounting skills easily. I was able **17.**_____ with very little extra help. I passed the course with merit. I believe my success was due to my thorough work, my skills and my attention **18.**_____. During the course, I had experience of working to deadlines and working under pressure. Although this was sometimes stressful, I always completed my work on time.

Unfortunately, the course did not include a work placement, so I have not practiced my skills in a business setting, and I am now looking for an opportunity to do so. I am particularly looking for a job in a small company such as yours, as I believe I will be able to interact with a wider range of people, and as a result, learn more skills. I would like to progress within a company and gain **19.**_____ over the years.

Although I do not have work experience in finance, I have experience in working in an office environment. Before starting the accounting course, I worked for 6 months in a recruitment office as a receptionist. My duties involved meeting and greeting clients and visitors, taking phone calls, audio and copy typing and checking stock. I also had to keep the cash and mail records. Through this work, I developed **20.**_____. I had to speak confidently to strangers and deliver clear messages. I enjoyed working in a team environment. I believe the office appreciated my friendly manner and efficient work.

USE OF LANGUAGE (0,50 MARKS)

GRAMMAR

E. Read the sentences. Then choose the correct option for each statement. Use continuous and simple tenses.

Example: Michael Phelps broke a record (break a record) five years ago.

21. The phone rang while I (have)_____ breakfast.

- a) are have b) was having c) have had

22. Richard Carapaz _____ (win) some medals so far.

- a) have won b) has won c) has been won

23. My sister _____ (face her fear) yesterday.

- a) has been facing her fear b) has faced her fear c) faced her fear

24. Tom _____ (not take pride in) his achievements lately.

- a) hasn't been taking pride in b) hasn't being taking pride in c) didn't take pride in

25. I _____ (not set a goal) in my life yet.

- a) didn't set a goal b) have not set a goal c) have not seted a goal

F. Complete the sentences with the correct form of the verbs in parenthesis. Use real conditionals.

Example: If Zero Waste restaurants are a fad (be a fad), they will have more clients.

26. If a trend _____ quickly, it will only be a fad.
 a. gains popularity b. gained popularity c. will gain popularity
27. If a style has been around for many years, it may _____.
 a. be old-fashioned b. will be fashioned c. is old-fashioned
28. If people _____ in a product, the company might stop producing it.
 a. will lost interest b. loses interest c. lose interest
29. If a new app _____ (not gain popularity) among users, it might be a thing of the past.
 a. not gain popularity b. does not gain popularity c. will not gain popularity
30. If a gadget is widely accepted, it _____.
 a. was the next thing b. is the next thing c. will be the next thing

G. Add **too and enough** to the sentences below. Then rewrite them.

Example:

The student spent much time studying, but he succeeded the next day.

The student spent **too** much time studying, but he succeeded the next day

31. The students made _____ copies for the class because we are 15 and there are 50 copies.
 a. too b. too much c. too many d. enough
32. She didn't get a scholarship because her grades weren't good _____ to balance her salary cut.
 a. too b. too much c. too many d. enough
33. The student's lifestyle was _____ busy to maintain a healthy study routine.
 a. too b. too much c. too many d. enough
34. His part-time job doesn't pay _____ salary to cover all his expenses.
 a. too b. too much c. too many d. enough
35. The implementation of the internship produced _____ trouble for all the participants.
 a. too b. too much c. too many d. enough

VOCABULARY:

H. Choose the phrase that is different in meaning than the rest.

- | | | |
|--|---------------------|--------------------|
| Example: <u>a) be fashionable</u> | b) be old-fashioned | c) lose interest |
| 36. a) lose interest | b) be trendy | c) gain popularity |
| 37. a) be the next big thing | b) go out of style | c) gain interest |
| 38. a) be fashionable | b) be old-fashioned | c) be trendy |
| 39. a) come back in style | b) lose popularity | c) go out of style |
| 40. a) be on the way out | b) be all the rage | c) be a fad |

WRITING SECTION (0,5 POINTS)

Write a review of a TV PROGRAM . You can write a positive or negative review.

INCLUDE

- Your general opinion on the TV program.
- Describe the TV program.
- Explain why you watch it
- Mention the positive or negative things about the TV program- just the side you chose at the beginning.
- Write a recommendation and explain why.

Use at least 4 of the following expressions; USE CAPITAL LETTERS TO SHOW STRONG EMOTIONS.

Too | too many | too much | enough | a bit _____ than | a little _____ than | almost as good as | by far | nearly as _____ as

100-120 word

Version C

	EX	G	S	L	P
TASK- ACHIVEMENT					
COHERENCE - COHESION					
RANGE OF LANGUAGE					
ACCURACY- GRAMMAR					
REGISTER AND APPROPIACY					