

Ministry of Education
2nd Quarterly Test
EDJA – Professor Graciela

Name: _____ Date: _____ Score: _____ / 60 points

A. Greetings & Courtesy Expressions, Match. (Relaciona.) 5 points

Write the correct letter.

- | | |
|-------------------------|--|
| 1. _____ Hello | A. Used after someone says "Thank you." |
| 2. _____ Thank you | B. Used to apologize. |
| 3. _____ Excuse me | C. Used to greet someone. |
| 4. _____ Sorry | D. Used to show gratitude. |
| 5. _____ You're welcome | E. Used to get someone's attention politely. |

B. Self-Introduction Complete the introduction. 5 points

Use the words in the box.

name | am | work | job | meet

Hello! My _____ is Maria. I _____ a receptionist. I _____ at a hospital. My _____ is to help visitors. Nice to _____ you!

C. Common Jobs - Match the job with the correct description. 6 points

- | | |
|-------------------------|---|
| 1. _____ Receptionist | A. Drives a car, bus, or truck. |
| 2. _____ Teacher | B. Helps sick people. |
| 3. _____ Nurse | C. Teaches students. |
| 4. _____ Driver | D. Welcomes visitors and answers phone calls. |
| 5. _____ Secretary | E. Protects and helps people. |
| 6. _____ Police officer | F. Organizes documents and appointments. |

D. Numbers 1–1,000 Write the number or the word. 8 points

- | | |
|--------------------------------------|-------------------|
| 11. twelve = _____ | 15. 27 = _____ |
| 12. forty-five = _____ | 16. 80 = _____ |
| 13. one hundred = _____ | 17. 356 = _____ |
| 14. nine hundred ninety-nine = _____ | 18. 1,000 = _____ |

E. What Time Is It?

Look at the clocks and choose or write the correct time. 6 points

- | | | | |
|------------------------------------|-----------------------|-----------------------|---------------|
| 19. a) It is nine o'clock. | b) It is ten o'clock. | c) It is six o'clock. | Answer: _____ |
| 20. a) Half past one | b) Half past two | c) Half past three | Answer: _____ |
| 21. a) Six o'clock | b) Five o'clock | c) Seven o'clock | Answer: _____ |
| 22. It is _____. | | | |
| 23. 7:30 It is _____ seven. | | | |
| 24. 4:45 It is quarter _____ five. | | | |

F. Days & Months

Complete. 6 points

25. The day after Monday is _____.
26. The day before Friday is _____.
27. The day after Saturday is _____.
28. The month after March is _____.
29. The month before December is _____.
30. The first month of the year is _____.

G. AT, ON or IN? (5 points)

Complete with at, on, or in.

31. My appointment is _____ 9:00 a.m.
 32. I work _____ Monday.
 33. My birthday is _____ May.
 34. The meeting is _____ August 17.
 35. We are _____ 2026.

H. At the Front Desk (5 points)

Choose the best answer.

36. A visitor arrives. You say:
 a) Welcome! How can I help you?
 b) What time is it?
 c) I never work.
37. You want to see the visitor's identification. You say:
 a) ID!
 b) May I see your ID, please?
 c) You ID now.
38. A visitor wants to see Mr. Brown. You ask:
 a) Who are you here to see?
 b) What month is it?
 c) Where do you work?
39. The person is not available. You say:
 a) May I take a message?
 b) Good night.
 c) I am a nurse.
40. A visitor asks where the office is. You say:
 a) The office is on the second floor.
 b) My name is Pedro.
 c) It is Monday.

K. Introduce Yourself (4 points)

Write 4 simple sentences about yourself.

Use this information: Your name, Your job, Your workplace, One thing you do at work

51. _____
 52. _____
 53. _____
 54. _____

Example: Hello. My name is Carlos. I am a driver. I work at a school. I usually drive a bus.

I. My Job & Daily Routine (6 points)

Complete with the correct answer.

41. She _____ phone calls every morning.
 a) answer b) answers c) answering
42. He _____ documents at work.
 a) processes b) process c) processing
43. I _____ visitors at the front desk.
 a) assist b) assists c) assisting
44. He _____ not work on Sunday.
 a) do b) does c) is
45. _____ she work at the hospital?
 a) Does b) Do c) Is
46. I go to work every day. I _____ the morning.
 a) always b) never c) rarely

J. Letter Soup (4 points)

Find the four words.

Find: NAME – WORK – MONDAY – OFFICE

H U E Q M X A V Y C
 F Y S B J Y A E I P
 T X M W Z N C M X Z
 S O E L D I B E P G
 I V N Y F U Y J N Q
 M S L F R A K R O W
 S N O S D H K V E A
 I T V N W F W K M R
 S S O D W U G U A S
 I M J D C P U P N C

47. _____
 48. _____
 49. _____
 50. _____