

TEACHER OWN MADE RESOURCES © DARA HENIDEVIA / PCHANDRASEKARAN

SET 5 : MUET CEFR READING PAPER WORKSHEET PART 1**PART 1**

Read the three advertisements below about various job vacancies. Answer **questions 1 to 4** based on the notices about the job advertisements (A to C). Write the alphabet (A to C) in the given blank.

Which job

1) is suitable for fresh graduates? _____

2) requires good writing skills? _____

3) is open only for a specific group ? _____

4) does not require a postgraduate qualification ? _____

A. A CORPORATE SECRETARY	B. AN EXPERIENCED PARALEGAL	C. A SCHOOL CLERK
<ul style="list-style-type: none"> Gender male or female Age 21 and above up to 35. Require at least an A in English SPM and Computer Certificates focusing mainly on Excel, Word and Power Point. Degree or Master in Administration field related to Corporate also welcomed. Degree or Master will work under minimum supervision Preferably fluent in English Willing to travel Salary is negotiable and it is based on working 	<ul style="list-style-type: none"> Gender male or female Degree or Master in Law field Job requirement overview: Work as a legal assistant for 4 famous lawyers. Working hours 9.00-6.00pm Open only for experienced candidates and intake is urgent. Salary starts from RM9000 excluding bonus and allowance. Need to travel together with lawyers during case hearings Need to be fluent in English Required to have excellent note taking 	<ul style="list-style-type: none"> Gender female Degree in Education Administration field Working hours; office hours Open only for experienced clerks. Salary based on time based. Need to be fluent in Bahasa Melayu and English. Computer literate and always open for new learning experiences.

experiences.	and office management skills.	
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