

UNIT 8 - WRITING

Exercise 12. Mark the letter A, B, C or D to choose the best sentence that can be made from the words given.

131. I/ read/ advertisement/ post/ secretary/ company's website.

- A. I would like to read the advertisement for the post of a secretary on your company's website.
- B. I enjoy reading the advertisement for the post of a secretary on your company's website.
- C. I have just read the advertisement for the post of a secretary on your company's website.
- D. I read the advertisement which is looking for a post of a secretary on your company's website.

132. I think/ I meet your requirements / I write/ apply for/ position.

- A. I think I must meet your requirements so that I am writing to apply for this position.
- B. Because I think I can meet your requirements so I am writing to apply for this position.
- C. As I think I can meet your requirements so I am writing to apply for this position.
- D. I think I can meet your requirements, therefore, I am writing to apply for this position.

133. My academic background/ BA certificate in Business Administration/ one year's experience/ work as a personal assistant.

- A. My academic background includes a BA certificate in Business Administration and I have one year's experience of working as a personal assistant.
- B. My academic background it is a BA certificate in Business Administration as well as I have one year's experience of working as a personal assistant.
- C. My academic background which has a BA certificate in Business Administration. Furthermore, I have one year's experience of working as a personal assistant.
- D. My academic background that is a BA certificate in Business Administration. Nonetheless, I have one year's experience of working as a personal assistant.

134. My strengths/ work well under high pressure/ well-organized and punctual.

- A. My strengths is to work well under high pressure, besides, I am well-organized and punctual.
- B. My strengths include being able to work well under high pressure, in addition to, I am well-organized and punctual.
- C. My strengths include working well under high pressure and I am very well-organized and punctual.

D. My strengths include working well under high pressure and being very well-organized and punctual.

135. My CV/ enclose/ contact/ me/ every morning/ look forward/ interviewed.

A. My CV enclosed and contact me every morning. I look forward to be interviewed.

B. My CV is enclosed. You can contact me every morning. I am looking forward to being interviewed.

C. My CV which is enclosed, so please contact me every morning. I am looking forward to be interviewed.

D. My CV is enclosed. Please contact me every morning. As a result, I look forward to being interviewed.

136. Job interview/ opportunity/show/ employer/ what/ recruited.

A. Job interview is your opportunity to show an employer what he or she gets when you will be recruited.

B. Job interview is an opportunity for your showing an employer what he or she will get when you are recruited.

C. A job interview is an opportunity for you to show an employer what he or she will get if you are recruited.

D. Job interview is your opportunity to show an employer what he or she will get unless you are recruited.

137. People/ work/ offices/ have/ five-day week/ often say/ nine-to-five job.

A. People who work in offices have a five-day week and are often said to have a nine-to-five job.

B. People work in offices that have a five-day week and are often said to have a nine-to-five job.

C. People working in offices have a five-day week and often say to have a nine-to-five job.

D. People worked in offices which have a five-day week and are often said to have a nine-to-five job.

138. Thanks to/ high grades/ university/ she/ offer/ the position.

A. Thanks to her high grades at university so she is offered the position.

B. Thanks to her high grades at university, she offered the position.

C. Thanks to her high grades at university, she is offered the position.

D. Thanks to her high grades at university, so she offers the position.

139. My boss/ have/ assistant/ send/ document/ to him/ while/ away/ on business.

- A. My boss had his assistant sent the document to him while he was away on business.
- B. My boss had his assistant send the document to him while he was away on business.
- C. My boss had his assistant to send the document to him while he was away on business.
- D. My boss had his assistant sent the document for him while he was away on business.

140. What/ wear/ always important/ it/ create/ first impression/ interviewers.

- A. What you wear is always important as it creates the first impression on the interviewers.
- B. What you wear is always important when it creates the first impression on the interviewers.
- C. What you wear is always important as it creates the first impression for the interviewers.
- D. What you wear is always important because of it creates the first impression on the interviewer.

Exercise 13. Mark the letter A, B, C or D to indicate the sentence that is closest in meaning to each of the following questions.

141. The secretary said, "Sorry, I will never work on Sunday."

- A. The secretary promised not to work on Sunday.
- B. The secretary refused not to work on Sunday.
- C. The secretary reminded her boss to work on Sunday.
- D. The secretary refused to work on Sunday.

142. "Joanna, please come to my office immediately," the boss said.

- A. The boss invited Joanna to come to his office immediately.
- B. The boss warned Joanna to come to his office immediately.
- C. The boss asked Joanna to come to his office immediately.
- D. The boss told Joanna please come to his office immediately.

143. "Susan, can you remember to photocopy these documents for tomorrow's meeting?" said the line manager.

- A. The line manager advised Susan to photocopy those documents for the meeting tomorrow.
- B. The line manager reminded Susan to photocopy those documents for the meeting the following day.

C. The line manager invited Susan to photocopy these documents for the meeting the following day.

D. The line manager reminded Susan to photocopy these documents for the meeting the following day.

144. "Go on, Mike! Apply for the job," the father said.

A. The father encouraged Mike to apply for the job.

B. The father denied applying for the job.

C. The father invited Mike to apply for the job.

D. The father forced Mike to apply for the job.

145. "I would like a cup of coffee, please," Ms. Smith said to the waitress.

A. Ms. Smith ordered the waitress to bring her a cup of coffee.

B. Ms. Smith invited the waitress a cup of coffee.

C. Ms. Smith advised the waitress to drink a cup of coffee.

D. Ms. Smith warned the waitress not to drink coffee.