INSTITUCIÓN EDUCATIVA JOSE GUILLERMO CASTRO CASTRO
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Secretaría de Educación Departamental: Resolución 208 del 23/11/04 - Resolución 1558 del 16/03/20
La Jagua De Ibirico - Cesar

INITIAL ENGLISH TEST	
TEACHER: OLVIS SILVA MORENO	GRADE: 8
STUDENT:	DATE:

KEEP IN MIND THE FOLLOWING DESCRIPTIONS TO READ THE TEXT BELOW

1. MATCH THE WORDS WITH THE DEFINITIONS.

1. To change the date or time of something.	**REFERENCES**
2. Identification a document with your name, photo and other personal information.	**A CV**
3. The place in an office where visitors arrive.	**A POSITION**
4. A job in a company, for example a marketing manager or sales assistant.	**ID**
5. Letter from people who know you that describe your abilities.	**RECEPTION**
6. A short document that shows your experience and qualifications.	**TO RESCHEDULE**

READ THE TEXT AND ANSWER THE QUESTIONS BELOW.

To: Grace Yang
Date: 6 September
Subject: Invitation to job interview

Dear Grace,

Thank you for your application for the position of sales manager.

We would like to invite you for an interview at 10 a.m. on Monday 21 September at our offices at The Shard, 32 London Bridge Street, London.

You will meet with our head of sales, Susan Park, and the interview will last for about 45 minutes. During this time, you will have the opportunity to find out more about the position and learn more about our company.

LIVEWORKSHEETS

Please bring your CV and references to the interview. You will also need to show a form of ID at reception to receive a visitor's pass. Please ask for me as soon as you arrive.

If you have any questions or if you wish to reschedule, please call me on 555-1234 or email me by 12 September.

I look forward to meeting you.

Best regards,

Anna Green
Human Resources Assistant

CHOOSE THE BEST ANSWER.

2. What job did grace apply for?

- **a.** Head of sales
- **b.** Sales manager
- **c.** Sales assistant
- **d.** Human resource

3. When is the job interview?

- **a.** 6 September
- **b.** 12 September
- **c.** 21 September
- **d.** 22 September

4. How long Will the interview take?

- **a.** Under an hour
- **b.** Just over an hour
- **c.** Over two hours
- **d.** A day

LIVEWORKSHEETS

5. What does Grace need to bring to the interview?

- **a.** Her CV
- **b.** Her references
- **c.** Her ID
- **d.** All of the above

6. Who should Grace ask for at reception?

- **a.** The reception manager
- **b.** Susan Park
- **c.** Anna Green
- **d.** Grace Yang

7. What can Grace do if she wants to change the interview date?

- **a.** Go to the reception on 12 september
- **b.** Call Anna Green on 10 September
- **c.** Email Anna Green on 15 September
- **d.** Meet Susan Park for a coffee on 21 September

LIVEWORKSHEETS

A STORY: A KITCHEN TABLE

8. Look at the three pictures. Write the story shown in the pictures;

Write your **story** in **35 words** or more.

LIVEWORKSHEETS