



BASIC 2

Reading comprehension and writing Exam

A. Complete the expressions with a verb from the box.

work	use	drive	cook	teach	speak
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- _____ maths
- _____ a car
- _____ a meal
- _____ with people
- _____ a computer
- _____ a language

Read the text and then answer the questions

Jobs

Football Trainer Wanted

UNIVERSITY OF HOBURN football team.

- Do you like football?
- Can you teach football?
- Can you organise a group of people?
- Can you speak English?
- Can you drive a car?

Yes? Send us an email at
jobs@uoh.edu.uk-sports

JOBS@
UNIVERSITY OF HOBURN

**Jobs at university
sports café**

Do you like working with people?
Can you cook?
Can you speak languages?
Can you use a computer?

Yes? Send us an email at
jobs@uoh.edu.uk-sports

From: lenty@dsmail.com

To: jobs@uoh.edu.uk-sports

Cc:

Subject: **Jobs**

Insert: Attachments Photos Videos

Tahoma 10 B I U

Dear Hoburn University Sports Club

Please send me information about the job at the sports café.

I am friendly and I love working with people. I can cook well, especially pasta and pizza. I can speak English, Spanish and a little German. I can use a computer very well.

Best regards

Lenny Tyler

Send Save Cancel

Top Tips for writing

- The address of the person you write to.
- What the message is about.
- Beginning. We don't know the person, but we can write the name of the organisation.
- Introduction. Why you are writing.
- Main part of the email.
- End of the email.
- Name of the person who writes the email.



B. Choose the correct answer.

"I can drive and I have my own car." Tom, 18

"I have basic computer skills and I can use all MS software." Hooi Yi, 18

"I love to help other people learn how to play sports". Sophie, 19

"I can speak English and French. I can also speak a little Japanese and some Thai." Paolo, 17

"I love to be in the kitchen, and I can cook very well." Erik, 21

C. Write the numbers 1-7 and put the e-mail in order

..... Best regards

..... To: jobs@uoh.edu.uk-sports

..... Shannon McGinty

..... Dear Hoburn University Sports Club

..... Please send me information about the job of trainer for the UOH football team.

..... Subject: Job

I love football and I play football every day. I teach football to children at a school too. I

..... organise all the children's football teams at the school. I can speak two languages: English and Italian. I can drive a car and I have got my own car.

D. Complete the email. Use the words in the box. There are 3 extra words

Please	I can speak	I love	Dear	Best
about	I can	Subject:	To:	
e.mail	I do		Thank you	

_____ jobs@uoh.edu.uk-sports

_____ Job

_____ Hoburn University Sports Club,

_____ send me information _____ the job of receptionist at the gym.

_____ Japanese and Chinese. _____ sports and working with people, and

_____ use a computer very well.

_____ regards,

Riku Kato