

امتحان بكالوريا التقني (دورة جوان 2005)

المدة : ساعتان

الشمسة : تقنيات محاسبة

اختبار في مادة الإنجليزية (لغة أجنبية ثانية)

SECTION ONE: Reading Comprehension

(8 points)

Read the text carefully then do the activities.

The business letter is the basic means of communication between two companies. It is estimated that close to 100 million business letters are written each workday. It is a document typically sent externally to people outside a company, but it is also sent internally to those within a company.

You write business letters to provide readers with specific information. However, you might also write a business letter to persuade others to take action or to propose your ideas. Business letters even function as advertisements.

Business letters can be challenging to write because you have to consider how to keep your readers' attention. This is particularly the case if your readers receive large amounts of mail and have little time to read.

Writing a business letter is like writing any other document. First you must analyse your audience and determine your purpose. Then you gather information, create an outline, write a draft and revise it.

The key to writing business letters is to get to the point as quickly as possible and to present your information clearly.

- How many paragraphs are there in the above passage?
- Are the following statements true or false? Write T or F next to each statement.
 - The writer estimates the amount of the world-wide business mail at 100 letters a day.
 - Business letters are sent only to people outside a company.
 - We may write a business letter to make suggestions or influence someone.
- In which paragraph is the business letter writing process explained?
- What or who do the underlined words in the text refer to?
 - ... those ... (§1)
 - ... others ... (§2)
 - ... it. (§4)
- Answer the following questions according to the text.
 - Why do people write business letters?
 - How should a good business letter be?
- Match each word with its synonym.

Words	Synonyms
a) within	1) difficult
b) challenging	2) readers
c) gather	3) inside
d) audience	4) bring together

SECTION TWO: Mastery of Language**(8 points)****1. Supply punctuation and capitals where necessary.**

for many computer users electronic mail on the internet has practically replaced the postal service

2. Add two more words to each of these lists.

because	as		
so	therefore		

3. Supply the past tense and the past participle of the following verbs.

- a) to send b) to read c) to inform d) to write

4. Complete sentence (b) so that it means the same as sentence (a).

1a) You write business letters to provide others with specific information.

1b) Business

2a) I advise you to apply for the advertised job.

2b) You

3a) "If they offer me that job, I'll accept it," says John.

3b) John says that

5. Classify the following verbs according to the pronunciation of the final 'ed'.

- a) estimated b) proposed c) applied d) expressed

/t/	/d/	/ɪd/

SECTION THREE: Written Expression**(4 points)***Choose ONE of the following topics.***Either topic 1: This is a conversation between A and B. Complete what B says.**

A: Have you read today's newspaper?

B:

A: What about the advertised job as accountant? Are you thinking of applying for it?

B:

A: Why not?

B:

A: Don't be pessimistic. If I had the qualifications required, I wouldn't hesitate to apply for it.

B:

A: Great! Why not come to my place, have some coffee and write the letter?

B:

Or topic 2: You have just read an advertisement in a newspaper about a job as an accountant for an oil company. In 80 to 120 words, write an application letter to the manager of the company.

Sign your name as: John Brown.

Write your address as: 21 Miller Street, London.