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| **1st Evening Vocational High School of Trikala**  **School Year 2020 – 2021**  **Grade: B**  **Subject: English for Office Clerks** | SCHOOL LOGO |

**A. READING**

**Read the two texts below and answer the questions that follow:**

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| **TEXT A**  **Introduce Yourself** confidently in a proper manner to develop a relationship with co-workers and let them know you’re part of the team. Your first day at work is both an introduction and a declaration.  **Don’t Try to be Over Smart** when your boss assigns you a task. Quite often overconfidence is the reason for failure. Achieve positive results by developing the ability to work along with others. It will enhance your knowledge and working efficiency.  **Frequently Ask Questions**  Although the first day really is more about listening, you can and should ask questions when necessary. Demonstrate your curiosity and desire to learn.  **Keep organized** from the first day. Write down information, make relevant to-do lists, and jot questions.  **Adapt to the company culture**  You may know how to do the assigned work, but listening carefully and trying to follow instructions shows your professionalism. | **TEXT B**  **Analyze the Job**  Consider what the company is seeking in a candidate. Make a list of the skills, knowledge, and professional and personal qualities.  [**Practice Interview Etiquette**](https://www.thebalancecareers.com/body-language-tips-for-your-next-job-interview-2060576)  Remember to greet the receptionist, your interviewer, and everyone else you meet politely, pleasantly, and enthusiastically.  During the interview, watch your body language; shake hands firmly, make eye contact as you speak, pay attention, be attentive, and look interested.  The more positive an impression you make, the better you'll do during the interview.  **Get Directions to** avoid running late to the interview, especially if you're not sure where you are going.  Find the best route to the company. Check on parking, if it's an issue.  **Listen and Ask Questions**  Listening is just as important as answering questions. Pay attention, and take time to compose an appropriate answer.  Also, be ready to engage the interviewer. You want there to be a give and take in the conversation.   Have questions of your own ready to ask the interviewer in order to build a kind or relationship with him or her. |

**Text A provides tips for your first day in the office.**

**According to text A, introducing yourself confidently will help establish yourself as a member of the team**

**According to text A, being over-smart may lead you to success.**

**Texts B supports that you should analyze the job to see what the company are looking for.**

**According to text B, proper body language prevents you from misbehaving.**

**According to text B, you should get directions to the interview place to arrive on time.**

**According to text A, it's a good idea to ask questions to cover your inexperience.**

**According to text B, asking your interviewer questions helps build a nice relationship between the two of you.**

**According to Text A, staying organised helps you remember all the people you meet.**

**According to text A, being eager to follow instructions shows your professionalism.**

**B. GRAMMAR**

**a. Choose the correct option for the gaps in the dialogue below.**

JANE: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_ **( Do you call / Are you calling )** someone?

ANNA: Yes, I want to speak to our manager urgently, but he (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **( is not answering / is not answers )** the phone. (3) *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* **( You know / Do you know )** where he is?

JANE: I know he (4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **( has / is having )** a meeting with the personnel manager for some interviews. I think he’ll be back before the lunch break. Perhaps I can help you?

ANNA: Oh, thanks. I want to introduce him to Mr. Parker. He (5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **( represents / is representing )** a dynamic sales promotion center. He says they (6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**( organize / are organizing *)*** a big event next week to welcome new clients.

JANE: Great! It (7) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **( sounds / is sound )** very interesting!

**b. Choose the word or phrase which best completes each sentence.**

1. You \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tired. You’ve only just got out of bed!

a. mustn’t be b. can’t be

2. Already as a child Mozart \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ play the piano beautifully.

a. could b. should

**3. You \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ eat so much chocolate. It’s not good for you.**

a. don’t have to b. shouldn’t

**C. VOCABULARY**

**Fill in the following sentences with the correct form of the words in brackets:**

1. I feel so stressed when I have to deal with difficult \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (ASSIGN)
2. Use your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and experience to complete this report. (KNOW)
3. She made a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the new process. (DEMONSTRATE)
4. In his \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the author thanked his family for their support. (INTRODUCE)
5. Food is a basic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (REQUIRE)
6. The company’s network \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ left the employees without work. (FAIL)

7. We need to hire an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ secretary. (EXPERIENCE)

8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in this museum is free. (ENTER)

9. Our \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ today was extremely helpful. (DISCUSS)

10. My assistant is responsible for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with clients. (CORRESPOND)