***Question Bank for Practical Exams***

**Q1/**

**Listen carefully, and then fill the blanks:**

Finally, ----------------, which means taking part in something. ------------ sometimes ask questions during a-------------- and they ----------you to---------------.

**Q2/**

So, first. ------------- has three main -----------. Firstly, ----------- study human----------- in -------. They ask the question: how do ----------- behave?

**Q3/**

Well, I read that ----------------- and ---------------are two completely ----------------- things. ?????? changes---------------- your ----------.

**Q4/**

**A Food Festival**

Radio host: My next guest is Sarah Lee, who has come along today to tell us about a 1---------food festival that’s going to take place next 2…………………in Saint Clement’s Field in Upper Clayton. Welcome to the ------------, Sarah.

Sarah Lee: Thank you. It’s great to be here.

Radio host: OK, Sarah, can you tell us a little bit about the festival? It’s a charity event, isn’t it?

Sarah Lee: Yes, that’s right. I work for a local charity called ‘Wish you were here’. We organize 3 ------------------- for children who might not otherwise have a chance to go away – families on low incomes or single parent families with child minding problems. We’ve organised this festival to raise 4………………for a week-long summer camp in Cornwall for forty children. We hope to raise about five thousand 5…………….next weekend. This is the first time we’ve organised such an event, but if it’s successful we’ll make it an 6 ---------------event.

Radio host: So, what happens at a food festival, Sarah?

Sarah Lee: Well, this 7 ……………….has got something for everyone, no matter what your age. There are more than fifty food stands, 8 ----------------all kinds of dishes from around the world. We’ve got Afro-Caribbean food, Indian food, Italian 9----------------, Spanish tapas ((pause)) you name it, we’ve got it ((laughing)).

Radio host: So people can buy food? But we’re in a recession. Can people afford to go out to 10………….?

Sarah Lee: Well, that’s the good thing. All of the meals have a 11--------------price of two pounds. Children’s portions are one fifty. And you can have a taste of the food first, before you 12 ……………….what to buy.

Radio host: Really? Well, you can’t say fairer than that! What else have you got on the13 …………….. Sarah?

Sarah Lee: We’ve got celebrity chef Ollie James! He’s going to be 14--------------------dishes and saying what he thinks of them. And he’s going to be giving a masterclass on preparing and cooking fish and 15 ……………….. .

Radio host: That’s interesting. Ollie is an expert when it comes to fish.

Sarah Lee: Exactly. We’re hoping he’ll draw the crowds.

Radio host: What else can people 16 -------------------to find, Sarah?

Sarah Lee: Well, we’ve got other cooking demonstrations and there’s a food photography competition with prizes for different age groups. There are stands selling local produce: cheeses, honey,17---------------------------------. There’s face-painting and a play area for the kids.

Radio host: It all sounds great, Sarah. So, when is the festival?

Sarah Lee: It’s next Saturday, that’s June the thirteenth. It starts at ten o’clock in the morning and 18 ……………….at seven o’clock in the evening.

Radio host: And it takes place in Saint Clement’s Field in Upper Clayton. Is that right?

Sarah Lee: Yes. Oh, and I should say that there is no admission charge, but as this is a charity event we will be walking around with 19-----------------------------tins and we hope that visitors will be generous.

Radio host: Thank you, Sarah Lee from ‘Wish you were here’. Visitors can check our 20 ……………………..at the end of the programme for a full calendar of festival events. Now ((fade out)) .. .

***Keywords***

1-Charity

2. weekend

3. programme

3- holidays

4. money

5.pounds

6- annual

7.festival

8-Selling

9- pizzas

10. eat

11. fixed

12. decide

13.agenda

14- sampling

15.seafood

16- expect

17- fruit and veg

18.finishes

19- collection

20.website

**Q5/**

**Name:**

**Girl:** So, have you got any plans for the weekend?

**Boy:** Yeah, me and my mates are going to this activity centre in the mountains. **Girl:** Oh, yeah?

**Boy:** You 1------------do all kinds of things. It’s a new centre; it sounds great. We’re going to go dirtboarding …

**Girl:** What’s that?

**Boy:** It’s like skateboarding or snowboarding. You have a board, or deck, to stand on and wheels. They’re pretty 2---------------because you go down rough mountain tracks on them. Steep, rough mountain tracks.

**Girl:** Sounds a bit risky. Have you done it 3-------------?

**Boy:** No, but I’ve done similar things. Anyway, we’re also going to go canyoning. Before you ask, that’s when you jump and swim down a river canyon. You have to use ropes and special equipment. And maybe we’ll go white water rafting too.

**Girl:** Phew. It 4-----------------far too difficult to me.

**Boy:** They have lots of things that you could do too. Like zip-wiring, you know when you go along a wire through the trees or down a mountain.

**Girl:** Go down a mountain on a wire!

**Boy:** It’s really 5----------------, and exciting too. You just have to hold on and enjoy the ride. Or there’s bungee jumping.

**Girl:** Jump off a bridge on a long elastic band! Me? You’ve got to be 6-----------------! Anyway, I’m going away this weekend too, thank you for asking.

**Boy:** I was going to ask. So where are you going?

**Girl:** Paris! I’m so excited!

**Boy:** Paris, 7---------------!

**Girl:** Yeah, it’ll be brilliant! We’re going to do all the sights, like go up the Eiffel Tower and take a boat along the River Seine and see the old parts of the city. It looks so beautiful in the 8-------------. And then there are all the art galleries. You know how much I like art. I can’t wait to go round the Louvre and see all those famous paintings.

**Boy:** I think the famous Impressionist paintings are somewhere else.

**Girl:** Yeah, I know, they’re in the Musée d’Orsay. We’re going there too. And then I want to go to the Rodin Museum and see that famous statue, you know, The Thinker. And of course, if we’re in Paris, we’ll have to go shopping. Or look at the shops, at least. And then there’s the restaurants. Just think, French food.

**Boy:** You’ve got a lot planned for one 9-----------------.

**Girl:** Oh, we’re going for four days, actually.

**Boy:** Oh, 10---------------days, very nice. And who are you going with?

**Girl:** Oh, just a friend.

Key answer

1-can 2-strong 3- before 4- sounds 5- easy

6- joking 7- wow 8-photos 9-weekend 10 four.

**Q6/**

**Girl:** So, have you got any plans for the weekend?

**Boy:** Yeah, me and my mates are going to this activity centre in the mountains.

**Girl:** Oh, yeah?

**Boy:** You 1------------do all kinds of things. It’s a new centre; it sounds great. We’re going to go dirtboarding …

**Girl:** What’s that?

**Boy:** It’s like skateboarding or snowboarding. You have a board, or deck, to stand on and wheels. They’re pretty strong because you 2----------down rough mountain tracks on them. Steep, rough mountain tracks.

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**Boy:** I was going to ask. So where are you going?

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**Boy:** Paris, wow!

**Girl:** Yeah, it’ll be brilliant! We’re going to do all the sights, like go up the Eiffel Tower and take a boat along the 7---------------Seine and see the old parts of the city. It looks so beautiful in the photos. And then there are all the art galleries. You know how much I like art. I can’t wait to go round the Louvre and see all those famous paintings.

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**Boy:** Oh, four days, very nice. And who are you going with?

**Girl:** Oh, just a10-----------------.

Key Answer

1-can 2- go 3- jump 4- trees 5-enjoy 6- so 7- River 8- famous 9- restaurants 10- friend

Q7/

**Tea**

The English are a nation of tea-drinkers. Everything stops for a cup tea. The English couldn't cope without their afternoon cup and all the social rituals and formalities that come with it... Or could they? Perhaps these are all just nonsense stereotypes and, in fact, the English don't drink tea at all.   
In this programme, Jackie Dalton looks at some of the myths and realities of the English and tea. You'll also be provided with some tea-related language. 

**Here are some questions for you to think about as you listen:**  
1. How many cups of tea are drunk in the UK every day?   
2. How are teabags affecting teapot sales?   
3. Should you put milk in the cup before or after the tea?

Q8/

**Read these Words and expressions from the text**   
  
**it sets me up for the day**   
it gives me energy and makes me feel better   
*Example sentence*   
A nice cup of coffee really sets me up for the day.   
  
**a staggering amount**   
an amazingly big number   
*Example sentence*   
People in the UK drink a staggering amount of tea.   
**a teabag**   
a small paper bag with tea leaves which you put in your cup to make tea   
**a teapot**   
a container in which you usually put loose tea leaves to make tea before pouring it into cups

**old-fashioned**   
not modern, associated with the past   
*Example sentence*   
She wears really old-fashioned clothes.   
**quaint**   
old-fashioned - can be in an attractive, unusual way   
*Example sentence*   
The village is very old-fashioned and pretty, with quaint little houses.   
**stuffy**   
old-fashioned and too formal and serious   
*Example sentence*   
He's a really stuffy old man, I can never relax around him.

**Tea making equipment**



**Loose leaves Tea bag Mug**



**fine bone china teacup china mug tea pot**





**tea strainer traditional tea set**

**Tea idioms**

**It’s not my cup of tea.** In English, if there’s something we don’t like very much for example a sport or a type of music, we can say ‘it's not my cup of tea’. *Please turn that down. Jazz really isn’t my cup of tea.*

**I wouldn’t do it for all the tea in China.** In English, if there is something we would never do, we can say ‘I wouldn’t do it for all the tea in China’. *Well, I wouldn’t do that for all the tea in China!*

**It’s as good as a chocolate teapot.** In English, if something is completely useless, we can say ‘it’s as good as a chocolate teapot’. *What’s that you say? You say these lessons are as good as a chocolate teapot?*

**Q9/**

**Entertainment Tea and the English**

**Listening skills test/1st stage College of Engineering**

Jackie: Hello, welcome to Entertainment! I'm Jackie Dalton. Many countries have a particular type of food or drink which they become associated with. Swiss chocolate, Cuban rum, American burgers.

What are the English most 1------------------with? Well, for many, the English are seen first and foremost as a nation of tea drinkers. Everything stops for a cup tea. How would the English 2------------without their afternoon cup and all the social rituals and formalities that come with it? But is this really true? Or is it just a stereotype? In this programme we're going to find out.

First of all, I asked some English people what role tea played in their lives?

How many say it's important? Listen to find out.

English people Lady 1: On special 3---------------- I do drink coffee, but most of the time I'm definitely a tea drinker. Man: I have to one cup of tea, at least one cup of tea some time in the afternoon about 2 o'clock generally – 2-3 o'clock.

Lady 2: I'm much more of a 4--------------- drinker it really just sets me up for the day. I just have to have my cup of coffee pretty well as soon as I'm out of bed.

Jackie: Well, the first two people are 5----------------- tea lovers. The third says she's more of a coffee drinker. She said coffee 'sets her up' for the day, which means it gives her energy and makes her feel full of life.

The tea drunk here in England is grown mostly in 6------------- and other parts of the world, but there is a tea plantation in the UK: the Tregothnan tea estate in Cornwall. We sent our reporter Tim there. As you listen to him try to answer this question:

How many cups of tea are 7-------------- in the UK every day? Over to Tim in Cornwall. Tim It's absolutely beautiful here. Did you know in the UK we drink 165 million cups of tea a day. Isn't that a 8-------------- amount? And 96% of that tea comes from teabags.

Jackie: Did you get that? 165 million! That's a lot of tea, or, as Tim put it, 'a staggering amount', which means it's hard to believe we drink so much tea. Tim also said 96% of tea comes from 9----------------.

So most people make tea by putting a small ready-made paper bag in each cup they make instead of using a teapot. A 10-------------- is a container which you usually put loose leaves in and can use to make more than one cup of tea at a time.

A beautiful porcelain teapot, complete with a set of matching cups and saucers was 11-------------------a great source of pride to many people – something they might want to show off to their friends. But if 96 % of cups of tea are now made with teabags what does this mean for the future of teapots? Listen to find out.

Tim The 12------------of teapots are suffering as a result, they're down two-thirds in the last five years and it seems that most 18-40 year olds think that teapots are quaint and 13---------- and old-fashioned and don't really want to buy them.

Jackie: Did you get the answer? Not so many people are buying teapots any more. Most people aged 18-40 don't think much of tea pots. Let's 14------------- the words they used. 'Quaint' and 'old-fashioned' sort of mean the same thing. If something is quaint or old-fashioned, you associate it with the past, it's not very 15-----------------.

'Quaint' can be quite a positive word. It can mean it's unusual and old. fashioned in an attractive way. But 'stuffy', the other word we heard is not at all positive. It means something is 16-----------------, too old-fashioned and serious. Speaking of which, there has traditionally been a great deal of 17----------------- or rules surrounding tea-drinking. Which direction should the teapot face on the table? How should you hold your cup when you drink from it? One of the biggest debates people have is if you're pouring tea from a teapot into a cup, should you put the milk in before you pour the tea, or after?

Well Mark is a true English tea drinker and expert on tea etiquette. Listen to him telling us what we should do and why.

Mark :Traditionally, one should add milk to the cup first, and then hot tea the reason for that is that fine bone china will 18--------------- if you add very hot liquids to it. Unfortunately, nowadays it is quite common for people to just use any old mugs, not of a particularly fine quality and tea will often be added to the cup before the milk, which is quite incorrect.

Jackie: Mark says you should put milk in first so the cup doesn't crack from the heat. But nowadays, people tend to drink tea from 19------------, which are much simpler and stronger – than the delicate traditional fine bone china cups. Sadly, tea-drinking in England today no longer seems to involve much etiquette at all. It involves drinking it at pretty much any time of the day from any old mug without any real sense of formality. But, as we've heard, tea drinking is still a very 20------------------ activity here, in fact, I'm off for a cuppa now.

**Written Exams**

**Q 10/Use the words from the box to complete each sentence below. There are extra words.**

efficiently librarian teacher in charge for welfare office efficient deadline

in charge of resource center bursar tertiary lecturer compulsory Schedule

1- If you do this job ----------------------, it will only take a short time.

2- He is ---------------------- the Students' Union.

3- You can do internet research in the----------------------.

4- Go to the ------------------------ to pay your fees.

5- -------------------------- is a piece of work to do on your own.

6- Is education --------------------- in your country?

7- Which -------------------- gives the Science in Education lectures? Marks: 7

**Q11/ Read the text then answer the following questions:**

University life sometimes means living away from home. Now you are responsible for your life. In the past, perhaps, your parents **managed** your life.

Perhaps they made meals for you, took you to school and reminded you to do homework or **revise** for a test. Now, you must do everything for yourself. Buy a calendar. Mark all the important dated and times on it – lectures, deadlines for **assignments**, the dates of tests and examinations. Never miss deadlines, and always prepare for tests and examinations. You are also responsible for managing your health. Eat **sensibly** and get enough sleep. Work hard, but relax too. Do extracurricular activities – join social clubs at the university or in the city.

**a) Find imperative form. Write four of them.**

**b) What are the synonyms (similar meanings) of the underlined words in the text?**

**c) Find two time phrases in the text.**

**Q12/** **Define the following words:**

1- Crèche 2- Plagiarism 3- GCSE 4- Campus 5- Contributing 6- Theatre 7- Webpage

**Q13/ Read each fact about the education system in Britain.**

**Q14/ Give true information about your own education in the past.**

1- Many British children start school at four or five.

2- Many children like their first school.

3- Pupils take exams at 16.

4- Many pupils don't like doing exams.

5- Some pupils leave school at 16.

6- Many pupils stay at school up to the age of 18.

**Q 15/ How many types of school in the UK? What do you know about each type?**

**Q16/A/ Match the words to their meanings or definitions?**

- deadline - a personal idea or view

- fresher - in a correct or practical way

- sensibly - things to help you with study

- resources - the time to give in an assignment

- opinion - first year students

**Q17/ Write the meanings of the following words?**

- graduate

- journals

***Grammar Section***

**Q18/ Do as required in each point below: (12 M.)**

a. Write a sentence using **(both+ Main verb)**

b. Write a sentence using **(verb BE+ both)**

**Q19/** **Define these two words and use them in full grammatical**

**sentences:**

(advising – a librarian)

**Q 20**/ **Write three general sentences and two personal ones?**

**Q 21**/**Correct the verb forms:**

a. He likes (do) lovely things.

b. Her parents (be) born in Erbil.

c. I love (manage) my time.

**Q 22/ Write Verbs in the following blanks:**

a. ------------- data

b. ------------- tutorials

c. -------------- research

d. -------------- critically

**Q 23/ Choose ONE of the following topics: (10 M.)**

1. Write a paragraph of about 80 words on:

**((Education in Kurdistan)).**

1. Write a paragraph no less than 80 words on this statement **((All schooling should be mixed))** give your own opinion.

**Q24/ Fill the following blanks with suitable answers:** (6 M.)

a. Psychology is the study of the……….

b. Psychology is not the study of the……….

c. Sociology studies ………… behavior.

d. Psychology predicts ……… behavior.

**Q25/** Write (Noun, Verb, Adjective, or Adverb) in the following blanks:

- I don't like …………….

– You need to be a …………… learner.

- Do students………… for the exam.

– You speak …………….

**Q 26/ What is the difference in meaning between these two sentences?**

- Researchers ask questions.

– Researchers can ask questions.

**Q 27/ Add prepositions (if possible) before time expressions and then choose the right verbs in the next blanks:**

1. ……… the past, we (call, called, calling) people like Plato philosophers.
2. ……… today, students (studying, study, studied) to change their behavior.
3. ……… the 1970s, there (was, is, are) a lot of research into sociology.
4. ……… one time, people (think, thought, thinks) about sociology.

**Q 28/ Write the meanings of the following words:**

(personality , behavior , personality , normal)

**Q 29/Write the opposite meanings of the following sentences:**

- I am never late. – They always forget names.

**Q 30/ Write a paragraph to describe ONE of the following figures:** Your family Your neighbours



Daily events

personality

**behaviour You**

**(1) (2)**

**Q 31/ As part of developing your critical thinking, try to answer the following question. (Write your opinion).**

(Do sociology and psychology help people in their lives?

**Q 32/ Read the following passage and then fill the blanks with suitable answers:**

Along time ago, in the 4th century BCE, the Greek philosopher Aristotle wrote the first book about the mind. It was called Para Psyche. Psyche means 'mind' in ancient Greek. Para means 'about'. In the 17th century, Locke in England and Descartes in France asked the same question: How do the mind and the body work together? At that time, we called these people philosophers not psychologists. They thought about important questions but they did not do scientific experiments.

1. **Para Psyche means --------------------.**
2. **Locke and Descartes question was ---------------.**
3. **In the 17th century, Aristotle, Locke and Descartes are called----------------, because they -------------------.**

**Q 33/ Complete the text below.**

Extroverts need to talk to people. They talk -------. They get energy from --------.They can be friendly or --------. Friendly extroverts are sociable. They want to interact with people. Aggressive extroverts are -------. They do not trust people. Extroverts like --------. They want to be the ----------. They like people and they talk ----------. They have -----*-*-----.

Extroverts are optimistic about the future. They are emotional. In other words, they ---------------. They act on impulse and----------*-*-.

**Q 34/ State whether the following statements are correct or not and then correct the wrong ones:**

1. People live in isolation to bring up children.
2. Everyone is a combination of four things which are: body, brain, personality and behavior.
3. If you make jokes about things a person cannot change, you are a kind of bully.
4. Nobody can change their background, their family and their hometown.
5. Teenagers sometimes make fun of people because they are tall or short.
6. University life always means preventing critical thinking.
7. Plagiarism is copying someone's work.
8. Always read sites with.org or gov.
9. Bursar is someone who deals with money at university.
10. Do a lot of research, and get all your information from one source.

**Q 35/ Correct the sentences below grammatically.**

* 1. Your happiness partly depends with your family.
  2. My mother does not like be on her own.
  3. Bad teachers is more sarcastic than good teachers.
  4. Good teachers like their subjects and they are excited about teaching it.
  5. She says never bad things about people.
  6. I love teach young children new things.
  7. I hope becoming an Engineer.
  8. Now, your parents managed your life.
  9. Many British children starts school at five.

10. First research means doing an experiment yourself and record the results.

**Q 36/ Define the following words.**

1. Rarely: It means not very often.
2. Colleagues: someone who works with you.
3. A levels: They are exams in Britain.
4. Student discount: to reduce the price of something for the students.
5. Competitive: it means to win or be more successful than other people.

**Q 36/ Write a paragraph of (5 lines) about the characteristics**

**of a good teacher.**

Q 37/ Use verbs in these spaces:

a. The manager has to ---------- punctual.

b. Try to -----------your workspace tidy.

c. He must ----------- files sensibly.

**Q 38/ Change the following sentences into Yes/No questions and** **then answer them:**

a. They took some forms.

b. I was going to my work.

**Q 39/ Write three adjectives to describe each of these persons:**

a. A business person is -------------, ------------, -------------.

b. A good employee ----------, ------------, ----------.

**Q 40/ Change the following sentences into negative:**

a. Employers have sent some files.

b. He will do his best.

c. They went home.

**Q 41/ Join these two sentences into one sentence by using AND:**

1. Extroverts are optimistic. They show feelings.
2. Bad teachers are sarcastic. They make fun of children.

**Q 42/ Use frequency adverbs:**

a. He does not participate in tutorials.

b. I am helping others.

**Q 43/ Rearrange these sentences:**

a. bookshop, copy, the, in, you, paper, can, the?

b. you, a, how, write, can, article, good?

**Q 44/ Choose the right form:**

(at, in, X) those days, many sociologists (tried, trying, try) to study group behavior.

**Q 45/ Write TRUE INFORMATION about YOU in the following**

**spaces (extending a turn):**

a. I am studying--------------- and I---------------------------------.

b. I am interested in -------------. That's why --------------------.

c. I'd like to work in ----------------- because------------------------.

**Q 46/ State whether the following statements are correct or not and then correct the wrong ones:**

* 1. University life always means preventing critical thinking.
  2. Plagiarism is copying someone's work.
  3. Always read sites with.org or gov.
  4. Bursar is someone who deals with money at university.
  5. Do a lot of research, and get all your information from one source.

Q 47/ **Complete the leaflet below, use words from the vocabulary that you have studied.**

**How do I get into a UK university?**

1. You can ------------------- direct to the university of your choice.
2. You must complete an -------------------- form, in paper or online.
3. The form asks for personal ---------------------, such as name and address.
4. These details include information about your education and your -------------------.
5. You must demonstrate that your language ------------------ is high enough to take a tertiary course in English.
6. You must also ----------------------- a Personal Statement.
7. This statement tells the university your reasons for ------------------- for a particular course.
8. You must also tell the university about any work---------------------, full-time or part-time.
9. Some admissions officers at university want to know about your -------------------- and interests.

10. You must supply the name of a ------------------- - a teacher in Kurdistan, for example, who can write about your suitability as a university student.

Q 48/ **Q3/** **A)** **Define the following words:**

1- Extracurricular 2- Plagiarism 3- Laundrette 4- Schedule 5- Brainstorming

**Q 49/ Grammatically correct the underlined words only.**

1. Olivia Amanda is British. She was born in London in 15/4/1992.
2. I want doing a course in medicine.
3. Please list your educational qualify and work experience.
4. At the present time, people thought the mind was in the heart.
5. You do your best for the exam.

**Q 50/ what do you know about these customs in the UK?**

* 1. Greetings
  2. Handshakes
  3. Eye contact
  4. Gender equality
  5. Participation

**Q 51/ Discuss the difference in meaning between each pair of words.**

* 1. Mind is an abstract; you cannot see or touch it, while brain is concrete; a physical part of your body.
  2. Interviewer is a person who asks you questions during an interview. But interviewee is the person who answers the questions during an interview.
  3. Quality means the degree of excellence of something, but quantity means amount or number of something, usually specified.
  4. Employee means someone who is paid to work for somebody. But employer is the person who employs people.
  5. Physical bullying means hitting someone, while mental bullying means hurting people by making jokes about them.

**Q 52/ Correct the reason:**

1. You mustn't play games on the computers at work because the level is too difficult for you.
2. You must be polite to colleagues- they will buy lunch for you every day.
3. You must respect your manager. Why? Because he is taller than you.
4. You must go to work because it's boring at home.
5. You mustn't wear shorts to work – you might be cold.
6. You must be nice to customers. Why? Because they are poor.

**Answers:**

1. Because it is a waste of the company’s time and money.
2. Because you work together every day and if there is no respect you cannot work in the same place.
3. Because people rely on you and they need your work. A company needs reliable employees.
4. Because your appearance is important and you must be elegant at work.
5. Because you might be ill one day, so it helps your colleagues to find urgent files easily.

**Q 53/ Give examples for the following sentence patterns:**

1. SVA They travel all over the world. etc.
2. SVC The job is interesting. etc.
3. SVO You need a degree. etc.
4. SV The woman listened. etc.

**Q 54/ Write the antonyms of the following words.**

1. polite impolite, disrespect, etc.
2. Hostile enemy, unfriendly, aggressive, etc.
3. lose temper stay calm, quiet etc.
4. Punctual being late or early….
5. Pessimistic sad, unhappy, …….

**Q 55/ In a selection process for a job, who or what can you….**

1. Write? a job description or person description
2. design? an advertisement.
3. send? an application form …
4. make? a short list.
5. take up? references.
6. telephone? referee.