



**Q1:A// Write a paragraph not less than 50 words about one of the following topics. (5Ms)**

- 1- Your Dream Job.
- 2-Newroz Ceremony in Kurdistan.

**B// Change these nouns to verbs. (5Ms)**

E.g. advertisement <u>nouns</u>	.....advertise..... <u>verbs</u>
1. recruitment	.....
2. organization	.....
3. impression	.....
4. preparation	.....
5. advisor	.....

**Q2: Read the following text and answer the questions given below: (10Ms)**

How to be a good employee. I have told you some of the things which you must do. But why must you do these things? Sometimes, people don't see the reason for some of the things. They say 'Oh no, it's just more rules. It's just the same as school.' But there is a reason for each thing. Let's look at each thing and suggest a reason.

Firstly, you must go to work every day because people rely on you – they need you to do your work so they can do their work. A company needs reliable employees. My second point – that you must be punctual – is connected to this. You must be punctual because people expect to start at a certain time. If you are late, you waste their time. People get angry and, sometimes, the company loses money. Next, you must respect people. You must respect your manager and your colleagues because you must work together every day. It's very difficult to work with a person if he or she behaves badly or is rude to you. You must respect the customers. Why? Because, in the end, they pay your wages. Think about it. It is not the manager. It is not the company. It is the customers. They buy things from the company and the company uses the money to pay you. You must complete all the tasks your manager gives you. Why? Because other people need the information. And you must do all the tasks well because it is very bad if a customer is not satisfied with a product or service. A few final points. You must not use the company's phones and email to talk to your friends – this is a waste of time. It is also a waste of the company's money. You must keep your workspace tidy because untidiness is rude to the other people in your workplace. Also, perhaps colleagues need to use the same space. They need to find things. For the same reason, you must organize your work files sensibly. You might be ill one day. Then a manager or colleague will have to find urgent papers in your work files.

- 1- Why you must go to work every day?
- 2- What happens if you are late to work?
- 3- Why you must respect the customer?
- 4- What happens if you use the company's phones and email to talk to your friends?
- 5- Why you must organize your work files sensibly?

**Q3 A // Do as required.** Note: Answer only FIVE of them (5Ms)

1. They went to the cinema yesterday. (change it to Negative)
2. Is he a driver? Yes, ..... (fill in the blank)
3. The candidates complete the form. (change it to Present Simple Passive)
4. The referees are telephoned by her. (change it to Present Simple)
5. We travel all over the world. (underline Adverbial (A) in this sentence).
6. The job is interesting. (underline Complement (C) in this sentence).

**B// Choose the correct answer** Note: Answer only FIVE of them. (5Ms)

1. The company ..... want bad workers. a. doesn't b. don't c. isn't
2. They won't .....any new machines. a. bought. b. buys. c. buy.
3. Do you go to university? a. Yes, I does. b. Yes, I do. c. Yes, I is.
4. Would you like to visit Russia or America ? a. America. b. Yes, I would. c. No, I wouldn't.
5. A job description is ..... a. writes. b. wrote. c. written.
6. She can ..... work skill. a. got. b. gotten. c. get.

**Q4 A// Match the questions and answers.** Note: Answer only FIVE of them. (5Ms)

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|-------------------------------|--|
| a. What are wages and salary? | ..... Employing someone for a job.                       |
| b. What is recruitment?       | ..... A person who writes for a newspaper or a magazine. |
| c. What is a journalist?      | ..... going to a large number of people.                 |
| d. What is an architect?      | ..... not employed by one company.                       |
| e. What is freelance?         | ..... Payments for work.                                 |
| f. What is mass?              | ..... A person who designs buildings.                    |

**B: Tick the correct column for each word according to the underlined sound.** (5Ms)

Words	/dʒ/	/j/	/g/	has no sound
1. colleague				
2. agitate				
3. catalogue				
4. assignment				
5. university				