

Question Bank – First Year Students

Second Semester

Academic Year / 2023-2024

Department of Arabic Language and Kurdish

College of Education/ Shaqlawa

University of Salahaddin

Subject: English for Specific Purposes

Lecturer's name: Assistant Lecturer

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Q1- Read the following Paragraphs carefully it's about a career in journalism, then answer each question according to a paragraph [**10 Marks**]

We all read newspapers and magazine. We all watch the news on television or listen to it on the radio. Perhaps you even read the news on a website. But would you like to write the news? If so, think about a career in journalism.

a **Personal qualities and abilities** : Journalists must be articulate in speech and writing. They must be outgoing and like meeting new people. They must be interested in issue like pollution and climate change. They must also be able to type and use information technology.

b **Working hours** : Magazine journalists work from 9 a.m. to 5 p.m., Monday to Fridays, but newspaper journalists sometimes work shifts. There is a lot of weekend work and unpaid overtime as well. The news never stops!

c **workplace** : journalists usually work in a newspaper or magazine office, but freelance journalists work from home. Some journalists travel all over the world.

d **Qualifications** : you need a degree for most jobs in this field. Employers prefer candidates with a degree in journalism or media studies courses look at communication in the mass media.

e **Experience** : Employers look for people who have contributed to school newspapers or club newsletters.

f **Salary and benefits** : Career-entry jobs are low-paid. The starting salary for a cub reporter on a local newspaper is about E10,000 per year, but this can rise quite quickly. There are very few perks except, perhaps, a company car.

1. What kind of abilities should a journalist have?
2. On which day of the week do magazine journalists work?
3. Where do journalists who are not employees of a company usually work?
4. What type of certifications are required for those who want to work in the field of journalism?
5. What are extra benefits for a local newspaper reporter

Q2- Correct the underline part with suitable words [5 Marks]

1. I'm a medical assistant, I work in a Bank.
2. I'm a cashier, I work in an office.
3. I am a businessperson, I work in a School.
4. I'm a teacher, I work in a Supermarket.
5. I am an assistant lecture, I work on big project

Q. 3: Fill in the blanks with suitable words [8 Marks]

How to be a good employee.....

1. you must to work every day.
2. You must punctual .
3. you must all task well.
4. you must colleagues and customer.
5. you must your workspace tidy.
6. you must files sensibly.
7. you must All tasks on time .
8. you must not computer for personal things.

Q 4 : What time is it ? answer about the time [4 Marks]

1. **02:15**
2. **05:30**
3. **09:45**
4. **11:50**

Q 4 - Read the following Paragraphs carefully, then choose the suitable Title for each one of them [7 Marks]

(Qualification / working hours / architecture./ personal qualities and abilities/ workplace/ Salary and benefits / Experience)

The world around us is changing. There are new buildings everywhere. There are new shopping center. New houses and flats, new factories. Would you like to design new buildings, to make them safe, comfortable and beautiful? If so, think about a career in

.....: the starting salary for an architect is high. You earn about \$ 1,500 per month.

But remember! You will be 23 or 24 before you start earning. There are no perks, except perhaps free use of expensive packages for the computer.

.....: architects work from 9 a.m. to 5 p.m. Sunday to Thursday, but they often do lots of overtime to meet deadline. If the deadline is tomorrow, and you haven't finished by 5 p.m. you must carry on working through the night of course, this overtime is usually unpaid.

.....: you need a degree in architecture. Some degree courses take five years or more. They cover engineering principles and town planning laws as well as design.

.....: Employers look for people with a background in design.

.....: architects must be good at mathematics. They must also be able to draw well. They must be able to listen to clients to find out their wants and needs. They must also be able to use complex programs for drawing on a computer.

.....: architects often work for large companies like banks or supermarkets. When you have a lot of experience, you can start a practice of your own.

Q 5 - Answer the closed question only with Yes or No [8 Marks]

- .1Would they like to work in a bank / ?
 - .2Did she go out last night / ?
 - .3Are you a student..... / ?
 - .4Were you late for class today..... / ?
 - .5Have you been to another country..... / ?
 - .6Can he ride a horse..... / ?
 - .7Do you live in a flat..... / ?
 - .8are they like play football..... / ?
-

Q 6 - What is the **Verbs** word for each of the following **Nouns**? [6 Marks]

Nouns	Verbs
Advertisement
Advisor
Impression
organization
preparation
recruitment

Q 7 - Fill in the blanks using one of the following words [6 Marks]

(money ,, rude and aggressive ,, knowledge ,, trusting and friendly ,, Seven till Nine ,, a park ranger)

1. A helpful colleague is
 2. I'm..... I look after the animals and the plants.
 3. A bad employer is
 4. What are the working hours?
 5. The company doesn't want to waste
 6. Big companies want diplomas and degrees. They need.....
-

Q 8: Match each **phrase** with its correct **definition** [10 Marks]

- | | |
|---------------------------------------|--|
| (A) What does a sociologist study | () Employing someone for a job |
| (B) What is recruitment | () A discussion in a small group with a tutor about a topic |
| (C) What does a psychologist study? | () A person who writes for a newspaper or a magazine |
| (D) What is plagiarism? | () A piece of written work, usually homework |
| (E) What are colleagues? | () Payments for work |
| (F) What is a graduate? | () They are people you work or study with |
| (J) What is a journalist? | () A person with a degree |
| (H) What is a tutorial? | () The human brain and individual behaviour |
| (I) What are wages and salary? | () Using someone else's work without naming them |
| (G) What is an assignment? | () The behaviour of people in groups |
-

Q 9 - Match each **word** with its correct **definition** [7 Marks]

- | | |
|--------------------|---|
| 1. tasks | () phones and computers |
| 2. workspace | () ordered by date |
| 3. manager | () desk, shelves, cupboards |
| 4. equipment | () pieces of work |
| 5. punctual | () the person who gives you orders |
| 6. chronologically | () the people who buy things from your company |
| 7. customers | () always on time |
-

Q 10 - Tick (✓) the correct answer to each of the following sounds G and D3 (J) [3 Marks]

Sounds	g	j
Chorological
College
Colleague

Q 11 - Read the following Paragraphs carefully, then **choose** the suitable **Title** for each one of them [7 Marks]

(**Workplace , Experience , journalism , Personal qualities and abilities , Salary and benefits , Qualifications , Working hours**)

We all read newspapers and magazine. We all watch the news on television or listen to it on the radio. Perhaps you even read the news on a website. But would you like to write the news? If so, think about a career in

.....: Journalists must be articulate in speech and writing. They must be outgoing and like meeting new people. They must be interested in issue like pollution and climate change. They must also be able to type and use information technology.

.....: Magazine journalists work from 9 a.m. to 5 p.m., Monday to Fridays, but newspaper journalists sometimes work shifts. There is a lot of weekend work and unpaid overtime as well. The news never stops!

.....: journalists usually work in a newspaper or magazine office, but freelance journalists work from home. Some journalists travel all over the world.

.....: you need a degree for most jobs in this field. Employers prefer candidates with a degree in journalism or media studies courses look at communication in the mass media.

.....: Employers look for people who have contributed to school newspapers or club newsletters.

.....: Career-entry jobs are low-paid. The starting salary for a cub reporter on a local newspaper is about E10,000 per year, but this can rise quite quickly. There are very few perks except, perhaps, a company car.

Q 12 : Read the job description above find the words in the text. Both meanings

are possible. **Tick (✓) the best meaning for each word in context. [8 Marks]**

- | | |
|---------------|--|
| 1. Articulate | () move () able to put words together well |
| 2. Issues | () important points () sends out |
| 3. Shifts | () working periods () moves |
| 4. Freelance | () a person who works for him/herself () not employed by one company |
| 5. mass | () going to a large number of people () large number |
| 6. Field | () place for animals or crops () area, e.g., of work, study |
| 7. Contribute | () give money to () give items to |
| 8. Perks | () gets more active () extra benefits |

Q 13 - What is the base word for each of the following nouns [8 Marks]

Base noun base noun

- | | |
|---------------------|-------------------------|
| a. Advisor | e. Responsibility |
| b. Manger | f. Payee |
| c. Deletion | G. Kindness |
| d. Efficiency | h. Requirement |

Q 14 - Match each word with its similar meaning [10 Marks]

- | | |
|--------------|------------------|
| 1. company | () on time |
| 2. extrovert | () sick |
| 3. brain | () employ |
| 4. require | () act |
| 5. ill | () aggressive |
| 6. behave | () mind |
| 7. ancient | () organization |
| 8. hostile | () old |
| 9. punctual | () outgoing |
| 10. hire | () need |

Q 15- Fill in the blanks using one of the following words [8 Marks]

(do - keep – be - organize - do – use – go - respect)

How to be a good employee.....

1. you must all task well.
2. you must colleagues and customer.
3. you must your workspace tidy.
4. you must files sensibly.
5. you must to work every day.
6. you must All tasks on time .
7. you must not computer for personal things.
8. You must punctual .

Q 16 - Match each word with its similar meaning [4 Marks]

(Organization / his body language is good/ Impress / employee)

1. A new must work hard. He or she usually has a lot to learn in his or her new job.
2. My boss is very hard to
3. The interviewee gives a good impression because
4. The..... of the office is not very good.

Q 17 (B) - Fill in the blanks using one of the following words [5 Marks]

Businessperson / engineer / tidy / every weekday, yes / un reliable and irresponsible

1. A bad employee is
 2. You must keep your shelves, your desk and your cupboards
 3. I'm I work in a small company.
 4. Is the same every day?
 5. I'm an I work on big public projects
-

Q 18 -Fill in the blanks using one of the following words. (8 Marks)

A- trusting and friendly -/ B- Seven till Nine / C- medical assistant/ D- knowledge/ E- rude and aggressive / F – Punctual / J - a park ranger/ H – money

- 1- I'm a I work in a hospital.
- 2- Always arrive on time. It's important to be.....
- 3- A helpful colleague is
- 4- I'm..... I look after the animals and the plants.
- 5- A bad employer is
- 6- What are the working hours?
- 7- The company doesn't want to waste
- 8- Big companies want diplomas and degrees. They need.....

Q 19 : What are the main differences between having a job and going to university?

Q 20: What are the main similarities between the two?

Q 21 : Match the words with its correct definitions (8 marks)

(order - responsible – task – punctual – tidy – manager)

1. Always arrive on time. It's important to be
2. You must keep your shelves, your desk and your cupboards
3. Your files must be in date order or in alphabetical
4. At university, your tutor gives you instructions. He or she is your
5. If your work is bad, it is your fault. You are
6. Do your work on time. Complete all your

Q 22 : Does the Sentences give a reason? Say Yes or No.

1. You must finish on time. Why? Because other people need that information.
2. We must arrive before eight o'clock; we have lunch at twelve; we finish at five.
.....
3. You must be responsible for your work ... other people can't do it for you.
4. Customers must complete a form with their name, address and telephone number.
.....
5. Office employees must be polite. Rudeness makes people angry.
6. I must go because I have a meeting at three o'clock.

Q 23 : Is the **second** sentence a **reason** or a **new point**?

- 1. A new employee must work hard. He or she usually has a lot to learn in his or her new job.
 - 2. So you must always come on time. Now let's think about wages.
(.....)
 - 3. Big companies want diplomas and degrees. They need knowledge. .
(.....)
 - 4. Employees mustn't waste time. Time is money! . (.....)
 - 5. You mustn't take things from the office. Another point is critical thinking. (.....)
-

Q 24: Find sentences for each conversation. Number the sentences in a logical order.

---- A: Is it the same every day?

---- B: Seven till nine.

---- A: What are the working hours?

---- B: Three o'clock.

---- A: What time is your interview?

---- B: About 15 minutes, I think.

---- A: How long will it last?

---- B: Every weekday, yes.
