



يوم : 2023/05/23

## امتحان الدورة العادية في مقياس اللغة الانجليزية

### Task One: (11 pts)

Write **true** or **false** next to each of the statements below. Correct the wrong statement.

1. People apply for a position by completing an application form, sending a CV and a covering letter.....
2. External recruitment channels existed inside the organization and internal recruitment channels outside the organization.....  
.....
3. Companies always invite the most interesting candidates directly to individual interviews.....
4. Mobile phones are a vital piece of business equipment for many business owners and their staff.....
5. In our days, many companies are making the switch from cloud based mobile networks to desk based operational software.....  
.....
6. Cellular phones are just a luxury in the business world.....  
.....
7. Cellphones have the capability of performing many tasks just like computers.....
8. When applying for a position, the applicant specifications should be well-aligned (match or meet) the job description.....
9. Phone interviews are less important (not as important as) than face to face interviews (in-person interviews).....

10. At the end of a phone interview, an applicant should ask questions about salary and benefits of the job .....
11. It is preferable that a candidate give a specific number instead of a range when he/she is asked about the salary.....

### Task Two: (03.5pts)

Order the following steps of the selection procedure:

- .....Applicants complete the application form.
- .....Companies shortlist the number of candidates to three or four.
- .....Companies define job vacancy.
- .....Companies offer the job to the right person.
- ..... Advertising the job on suitable recruitment channels.
- .....Companies invite the most interesting candidates to a group discussion.
- .....Companies look at the background of applicants, their experience and educational qualifications.

### Task Three: (03pts)

Fill in the gaps using the right word: **job description- frontline workers- precise-applicant specifications- skill- effective- recruitment-standard.**

1. .... It is the process of finding people for particular jobs. In American English this process is called hiring.
2. .... is the ability to do something well, especially because you have learned how to do it and practised it.
3. ....people working in jobs which don't require a desk, computer, or email.
4. A candidate's answers to a phone interview questions should be ..... and .....
5. When applying for a job, a .....should meet the .....

6. There is a list of .....phone interview questions asked by all hiring managers.

#### **Task Four: (02.5pts)**

**Write down the word that has the same or opposite meaning of the following**

Remote workers ≠

Job vacancy =

Luxury ≠

Standard =

Strength ≠

**Break a leg.**

إسم ولقب الأستاذ

حملوي. ف