

English Communication Exams

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Exercise 1 Exercise: True / False Questions

1. Body language is a type of non-verbal communication. *T*
2. An ATS-friendly CV should include clear section headings. *T*
3. Facial expressions are part of body language. *T*
4. Using images and graphics improves CV ranking in ATS systems. *F*
5. Eye contact can show confidence or interest. *T*
6. Tables and text boxes are recommended in an ATS CV *F*
7. Body language is only used when people do not speak. *F*
8. Crossing arms always means that a person is angry. *F*
9. An ATS CV should use a simple and clear format. *T*
10. Gestures are movements of the hands and arms. *T*
11. Spelling mistakes can negatively affect ATS screening. *T*
12. Smiling is an example of positive body language. *T*
13. Posture refers to how a person stands or sits. *T*
14. Body language has the same meaning in all cultures. *F*
15. Contact information is an important part of an ATS CV. *T*
16. Nodding the head usually means agreement. *T*
17. Keywords related to the job description help an ATS CV pass screening. *T*
18. Body language can express emotions such as happiness or sadness. *T*
19. Silence is not considered part of body language. *T*
20. An ATS CV should focus on skills and experience relevant to the job. *T*

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Exercise 2: Imagine you have finished your university studies and you found a job advertisement. Write a **job application letter** to apply for this position.

Job application letter

Name ---
address (city, postal code)
email address
Phone number

Date
to ---
(company name)
company address

Subject: Job application for a **sets**

Dear Hiring manager's Name

An engaging introduction, body paragraphs detailing qualifications and values, and a closing, enthusiastic call to action.

Signature