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University of Oum elbouaghi

Institute of Technology

Department of Business and administration management

Level: Second Year

Duration: 1.5 Hour

Mark: 20 points

Student's Name: .....

Group:.....

De Corrigé type

## English Communication Exams

1.

### Exercise 1 Exercise: True / False Questions

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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 job

Dear Employing manager's Name

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

Signature