

SECTION ONE : READING COMPREHENSION (08 pts)

Read the following text carefully then do the activities.

**Director General
National Dairies
Company Ltd**

The manager,
French-Lebanese Bank
Beirut,
Lebanon

March 1st

Dear Sir,

We wish to obtain from your honourable bank banking facilities in addition to the ones which you have so kindly agreed to grant to our company in the past, in view that we have decided to expand our trade activities to cover areas by opening sales offices in Baalbek.

We shall be in need of a loan in the amount of one hundred thousand dollars which we undertake to settle in full with interest by instalments over a five-year period. We wish to point out that we are fully prepared to mortgage to your order the real estate which the company owns in Maamari. The property has been valued at one million dollars.

Waiting to receive your favourable reply.

*Yours faithfully,
Jamil Selam*

1. What type of text is the reading passage above?
2. Are the following statements true or false? On your answer sheet, write 'T' or 'F' next to the sentence letter.
 - a. The company has never been granted banking facilities.
 - b. Mr Jamil Selam wants to open sales offices in a number of cities throughout Lebanon.
 - c. He is ready to give the bank a guarantee.
 - d. He is expecting a favourable answer.
3. Answer the following questions according to the text.
 - a. Who is Jamil Selam?
 - b. Who is he writing to and why?
 - c. Why does Mr Selam's company need a loan?

4. What or who do the underlined words refer to ?

a. ... addition to the ones which you have (\$1)

b. ... agreed to grant to our company in the past (\$1)

5. Match words and synonyms or explanations.

a. grant	1. quantity
b. loan	2. agree to give
c. amount	3. credit

SECTION TWO : MASTERY OF LANGUAGE (08 pts)

1. Supply punctuation, capitals and apostrophes where necessary.

We've mortgaged our house our shop and even our farm

2. Which nouns can be derived from the following adjectives?

Complete the following chart:

	Adjectives	Nouns
a	Honourable	
b	Kind	
c	Prepared	
d	Favourable	

3. Complete sentence (b) so that it means the same as sentence (a).

1.(a) . Mr Selam said, ' We decided to expand our trade '

(b). He said that

2.(a) .This expansion required fixed financing.

(b). Fixed financing

3.(a) .We won't be able to expand our trade unless you grant us a loan.

(b). If you

4. Every sentence contains one mistake and one mistake only. On your answer sheet, write the sentence without the mistake.

a. Last year he ask for a loan to his company.

b. You have a credit card ?

c. Can I change this ? It not my size.

d. If you don't find what you are looking for, the salesperson help you.

5. Re-order the words to make a coherent sentence.

my - into - money - saving bank - would - I - not - put - a

6. Classify the following words according to the pronunciation of their final ' s '

sales - wishes - instalments - owns - grants - estimates

/S/	/Z/	/JZ/
.....		
.....		

SECTION THREE : WRITTEN EXPRESSION (04 pts)

Choose one of the following topics.

Either topic 1 :

These are the usual steps to take when looking for a job.

Expand them into a paragraph of about 80 to 100 words.

- read newspaper adverts
- write an application letter
- go for an interview
- talk to the manager

Or topic 2 :

Write a composition of about 80 to 100 words on the following topic. Write a letter in which you apply for a job advertised in a newspaper. Do not forget to lay it out correctly. Do not mention your real name.