



ENGLISH LANGUAGE

STUDENT'S

NAME

ASSESSMENT

No1

DATE

DOMAIN OF LIFE: FAMILY AND SOCIAL LIFE

MODULE TITLE: Using language to talk about oneself and provide personal information

➤ **MARKS**

RESSOURCES (Grammar and Vocabulary) /20	EVALUATION OF COMPETENCES (Reading and Writing) /20
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➤ **STUDENT'S COMPETENCE**

NOT ACQUIRED	ONGOING ACQUISITION	ACQUIRED	EXPERT

➤ **PARENTS'/GUARDIANS**

NAME	CONTACT	DATE	COMMENTS/SIGNATURE

PART I: EVALUATION OF RESSOURCES

/20 Marks

SECTION B: GRAMMAR

/10 marks

Task 1: *Two friends have just had their Bachelor Degree and they are seeking for employment. Below is their dialogue. Complete it with the most appropriate form of the verbs in brackets.* **/1x5=5mks**

Ondobo: Good morning my dear friend Nkolo. How are you?

Nkolo: I am fine Ondobo, thank you. Hope you too.

Ondobo: Yeah, I'm great. Thanks. So...what's new? _____ a job?
(you / already to get)

Nkolo: Not yet, but I solicited the post of an accountant some weeks ago at the Union Bank of Africa.

Ondobo: I hope your application was well _____? (to write)

Nkolo: Yes, of course! Don't you trust our teachers in Father Monti? I equally enclosed my CV to it and by this time next month, the Manager _____ me.(to call)

Ondobo: Then be patient. I would rather you accepted the job proposed by Success Finance Cooperative while waiting, even if the salary _____ small. (to be)

Nkolo: I can't. I strongly believe the Director of UBA will call me for an interview.

Ondobo: I wish you good luck my dear. My case is different, you know. The Manager of Afriland First Bank called me after I _____ for my scholarship abroad. (to apply)

Nkolo: Waouh!It would have been wonderful for both of us to work here! Well, thanks very much friend. Will keep you updated.

Ondobo: You're welcome! Goodbye and take care.

Task 2: *Transform the sentence below as instructed.*

/1x3=3mks

Sentence: Ondoua wrote a CV.

1- Transform the sentence to a Yes/ No question.

2- Ask a question on **the underlined portion** of the sentence.

3- **Complete the sentence:** Ondoua wrote a CV, _____ ?

Task 3: Complete the sentences below as instructed in brackets.

/1x2=2mks

1. By next September 2024, I _____ at the University. (**to study; future perfect continuous**)
2. Everybody needs a passport, _____? (**Complete the sentence**)

SECTION B: VOCABULARY

/10 marks

Task 1: Complete the cloze text below about jobs with your own words.

/1x5=5mks

People all round the world have different jobs. Some go in for _____ and others part-time. The number of hours workers work typically defines these jobs. Workers are generally classified under three categories: pink collar, _____ and white collar. White-collar workers include job paths related to government, engineering, finance, human resources, just to name a few. Sometimes, to obtain these jobs, you may write an _____ coupled with a rich Curriculum Vitae showing a summary of your academic work, skills and _____. If retained, you could be invited for an interview where the _____ will find out if you are truly qualified for the job.

Task 2: Choose the correct words in brackets to complete the sentences below about passports. / 1x5=5mks

- 1- Visa refers to an _____ on a passport (application, endorsement, enrolment).
- 2- A impression left by the friction ridges is a _____ (finger print, finger-print, fingerprint)
- 3- A _____ permits its holder to travel. (visa, passport, laissez-passer)
- 4- _____ gives the right to enter a foreign country. (visa, passport, laissez-passer)
- 5- Applicants of passports must bring a _____ of enrolment. (prove, proof, proofs).

PART II: EVALUATION OF COMPETENCE

/20 Marks

SECTION C: READING COMPREHENSION

/10 marks

Read the text below and answer all questions that follow.

For most people, attending a job interview is one of the most stressful aspects of looking for work. Below are some tips which will help to reduce levels of stress. First of all, if you have reached the interview stage, you know that your prospective employer must have been impressed by your application. You will most probably have the appropriate formal qualifications and experience or perhaps they have seen something else of interest. When you receive the email, letter or phone call inviting you to attend an interview, you should immediately acknowledge and accept the invitation. If, however, you have already accepted another job, you should politely decline and explain that your situation has changed. The world of work can be a small one so it's important to make a good impression whenever you can.

There are many simple things you can do to ensure that your interview goes as smoothly as possible. First of all, you need to make sure you have researched the organization. Spend some time looking at the company's website as your interviewer is likely to ask you some background questions. It is a good idea to have questions of your own prepared as well as this shows interest and initiative. By questions, I do not mean 'How much will I get paid? How many weeks' holiday do we get?' but 'What plans do you have for expanding into the world market?'

First impressions are very important. Research has shown that decisions are made within seconds of meeting someone. You want to fit in and be seen as someone who would be an asset to the team so dress appropriately. If you are applying for a job in a financial institution, wear a smart suit. If you are hoping to work in a more relaxed environment, you can dress in a more casual way but always look neat and clean.

Walk the office with confidence. Shake hands with a firm grip and make eye contact. When you sit down, do not cross your arms and legs as this makes you look defensive. Do not play with your hair or jewelry. Take deep breaths and speak calmly and clearly.

Finally, there is nothing worse than being late. Make sure you know exactly where you are going. If necessary, try the route beforehand so you know how long the journey will take you. Leave home in plenty of time so that you have a few minutes to relax and collect your thoughts when you arrive. So, good luck and remember that every interview is good experience so don't worry if you're not successful the first time. It could be that the job just was not the right one for you.

Culled from the internet and adapted.
<https://english-rooms.com>

QUESTIONS

Task 1: Answer TRUE, FALSE, or NOT GIVEN

/1 x 5 = 5mks

1. If you are asked to attend an interview, you must have the right qualifications. _____
2. Other things can be as important as experience and qualifications. _____
3. People will soon find out if you behave well. _____
4. You should ask about perks and working conditions. _____
5. Breathing deeply helps you to relax. _____

Task 2: Give the correct answer to the questions below.

/5mks

1- Propose a suitable title for the text.

/1mk

2- Give two reasons why you think people go in for interviews.

/2mks

3- What is your dream job? Why do you like that job?

/2mks

SECTION D: COMPOSITION /10 Marks

Task: Write an essay of 250 - 300 words on ONE of the following topics.

Topic One: Yesterday, you visited a friend of yours and she gave you the newspaper of Cameroon Tribune No 240/2023 of Friday 6th October 2023. You saw an advert on a job offer for the post of a secretary and the post of a receptionist at the British Council in Yaoundé. Write an application to the Director of the center to occupy one of these posts. Your name is Enama Pears, and your address is P.O Box 59, Douala.

Topic Two: Soon, you will complete your Higher Education and you dream of having a job. Describe your future career. You may want to say what motivates you, the subjects you need to study to do the job, the qualifications, the skills and the certificates needed. Moreover, give the personal as well as the general advantages and the disadvantages of the chosen job.

Topic: _____ (The chosen topic) NB: Write only on the space provided below.

This image shows a full page of blank, lined paper. It features approximately 28 horizontal blue or grey lines spaced evenly apart, typical of notebook paper. The lines extend across the entire width of the page, leaving small margins at the top and bottom. There are no vertical lines, text, or other markings on the page.

Examination Correction

PART I: EVALUATION OF RESOURCES /20 Marks

SECTION B: GRAMMAR /10 marks

Task 1: Dialogue Completion (5 marks)

Complete the dialogue with the most appropriate form of the verbs in brackets.

1. "Have you already gotten a job?"
Answer: *have you already gotten* (you/already to get)
2. "I hope your application was well written."
Answer: *written* (to write)
3. "By this time next month, the Manager will have called me."
Answer: *will have called* (to call)
4. "even if the salary is small."
Answer: *is* (to be)
5. "after I had applied for my scholarship abroad."
Answer: *had applied* (to apply)

Task 2: Sentence Transformation (3 marks)

Sentence: Ondoua wrote a CV.

1. Transform the sentence to a Yes/No question.
Answer: Did Ondoua write a CV?
2. Ask a question on the underlined portion of the sentence.
Answer: What did Ondoua write?
3. Complete the sentence: Ondoua wrote a CV, didn't she?
Answer: *didn't she*

Task 3: Sentence Completion (2 marks)

1. By next September 2024, I will have been studying at the University for five years.
Answer: *will have been studying* (to study; future perfect continuous)
2. Everybody needs a passport, don't they?
Answer: *don't they*

SECTION B: VOCABULARY /10 marks

Task 1: Cloze Text Completion (5 marks)

People all round the world have different jobs. Some go in for **full-time** and others part-time. The number of hours workers work typically defines these jobs. Workers are generally classified under three categories: pink collar, **blue collar**, and white collar. White-collar workers include job paths related to government, engineering, finance, human resources, just to name a few. Sometimes, to obtain these jobs, you may write an **application letter** coupled with a rich Curriculum Vitae showing a summary of your academic work, skills and **experience**. If retained, you could be invited for an interview where the **interviewer** will find out if you are truly qualified for the job.

Task 2: Choose the Correct Words (5 marks)

1. Visa refers to an **endorsement** on a passport.
Answer: *endorsement*
2. An impression left by the friction ridges is a **fingerprint**.
Answer: *fingerprint*
3. A **passport** permits its holder to travel.
Answer: *passport*
4. A **visa** gives the right to enter a foreign country.
Answer: *visa*
5. Applicants of passports must bring a **proof** of enrolment.
Answer: *proof*

PART II: EVALUATION OF COMPETENCE /20 Marks**SECTION C: READING COMPREHENSION /10 marks****Task 1: True, False, or Not Given (5 marks)**

1. If you are asked to attend an interview, you must have the right qualifications.
Answer: TRUE
2. Other things can be as important as experience and qualifications.
Answer: TRUE
3. People will soon find out if you behave well.
Answer: NOT GIVEN
4. You should ask about perks and working conditions.
Answer: FALSE
5. Breathing deeply helps you to relax.
Answer: TRUE

Task 2: Answer the Questions (5 marks)

1. Propose a suitable title for the text.
Answer: *Tips for a Successful Job Interview*
2. Give two reasons why people go in for interviews.
Answer:
 - To showcase their qualifications and experience.
 - To demonstrate interest and initiative in the role.
3. What is your dream job? Why do you like that job?
Answer: (This is subjective and depends on the student's preference.)
Example: My dream job is to become a teacher because I enjoy sharing knowledge and helping others learn.

SECTION D: COMPOSITION /10 Marks**Topic One: Application Letter**

To: Director, British Council, Yaoundé
From: Enama Pears, P.O Box 59, Douala
Subject: Application for the Post of Secretary
Dear Sir/Madam,

I am writing to express my interest in the position of Secretary advertised in Cameroon Tribune No 240/2023 of Friday 6th October 2023. With my strong organizational skills and proficiency in administrative tasks, I believe I would be a valuable addition to your team.

I hold a diploma in Office Management and have worked as an executive assistant for two years. My experience includes managing schedules, preparing reports, and handling correspondence. Additionally, I possess excellent communication skills and am fluent in English and French.

Enclosed is my Curriculum Vitae for your consideration. I look forward to the opportunity to contribute to the success of the British Council.

Yours faithfully,
Enama Pears

Topic Two: Future Career Description

Soon, I will complete my Higher Education, and my dream is to become a software engineer. This career motivates me because it involves creativity, problem-solving, and innovation. To achieve this, I need to study subjects such as mathematics, computer science, and programming languages.

The qualifications required include a degree in Computer Science or a related field, along with certifications in specific technologies. Key skills involve logical thinking, attention to detail, and teamwork.

Personal advantages include job satisfaction and intellectual growth, while general advantages encompass high demand and competitive salaries. However, disadvantages might include long working hours and stress during project deadlines.

In conclusion, pursuing a career as a software engineer aligns with my passion for technology and offers promising opportunities for professional development.