

ANNÉE SCOLAIRE	EVALUATION SOMMATIVE	EPREUVE	CLASSE	DUREE	COEFFICIENT
2025-2026	N°1	Anglais	Terminales	2/3H	03/04

Professeur : Mme NGENIWEIH

Jour:

Quantité:

Tel123/09/2025

STUDENT'S NAMES :

CLASS : TABLE NUMBER :

INSTRUCTIONS: ANSWER ALL FOUR SECTIONS. ANY SECTION LEFT UNTOUCHED WILL LEAD TO THE REDUCTION OF MARKS. NO USE OF PENCILS. NO USE OF CORRECTING FLUID. NO COPY WORK AND NO CANCELLATION.

SECTION A: GRAMMAR (10 MARKS)

1- READ THE FOLLOWING DIALOGUE ABOUT APPLYING FOR A PASSPORT BETWEEN SANDRINE AND NANA USING YOUR OWN WORDS (5MARKS)

SANDRINE: Hey Nana, I'm planning a trip abroad and i need to apply for a passport. Have you ever applied for one?

NANA: Yes, i have. It's a pretty straightforward process. You will need to fill out the application....., provide proof of citizenship, and submit your photo.

SANDRINE: okay got it. What kind of proof of citizenship do I need to provide?

NANA: You can use a birth..... or a naturalisation certificate. Make sure it's an original or a certified copy.

SANDRINE: Alright i will make sure to get that. How do i out the application form?

NANA: You can fill it out online or by hand. Just make sure to fill it out accurately. You avoid any mistakes that can delay the process.

SANDRINE: Okay that makes sense. How long does it take to process?

NANA: It usually a few weeks, but it can vary depending on the workload of the passport agency.

SANDRINE: Alright i will keep that in mind. What's the fee for applying?

NANA: The fee varies depending on the type of passport you're applying for and your age. You can check the current fees on the official government website.

SANDRINE: I will check that out. Thank you so much for helping me NANA.

NANA: For nothing my dear.

II- FOLLOW THE INSTRUCTIONS IN BRACKETS TO COMPLETE THE GIVEN SENTENCES (5MARKS).

- 1) This is a well-paid job,....., ? (tag question).
- 2) I like this recreational activity. (put the sentence in the plural form)
.....
- 3) (to work) remotely is advantageous.(gerund).
- 4) Last week they..... (to apply) for a visa.(put in the correct form).
- 5) The candidates need university degrees, (tag question).

SECTION B: VOCABULARY (10 MARKS).

I-PICK THE WORDS FROM THE TABLE BELOW WHICH MATCHES EACH DEFINITION (5MARKS).

INTERVIEW	APPLICATION	RECREATONAL ACTIVITY	NETWORKING	CURRICULUM VITAE	EMPLOYER	JOB

FORM

- 1) A detailed document that outlines a person's education, work experience, skills and achievements is a.....

- 2) Building relationships with people in your industry.....
- 3) A formal meeting between a candidate and an employer to discuss a job is an.....
- 4) is a specific task or set of tasks that a person performs in exchange for compensation usually in the form of wages or a salary.
- 5) The process of submitting a request for a job.....

II- USE YOUR WORDS TO COMPLETE THESE SENTENCES .(5MARKS)

- 1) The use of measurements of human features to identify people is
- 2) List any two examples of recreational activities.....and
- 3) During an interview do not forget to maintain eye to eye..... with the interviewer.
- 4) What is your country of birth ? (give the synonym of the underlined phrase).....

SECTION C: READING (10 MARKS).

CAREFULLY READ THE FOLLOWING PASSAGE AND ANSWER THE QUESTIONS .

THE IMPORTANCE OF EFFECTIVE COMMUNICATION IN THE WORKPLACE.

Effective communication is crucial in any workplace setting. It enables employees to convey their ideas, thoughts and opinions clearly and efficiently, which in turn helps to build trust, resolve conflicts and increase productivity. In today's fast-paced business environment, communication plays a vital role in ensuring that teams work collaboratively towards a common goal.

One of the key benefits of effective communication is that it helps to prevent misunderstandings and errors. When employees are able to clearly articulate their thoughts and ideas, it reduces the likelihood of miscommunication, which can lead to mistakes and delays. Furthermore, effective communication helps to build strong relationships among team members, which is essential for successful collaboration and teamwork. In addition to improving team work and productivity, effective communication also plays a critical role in customer satisfaction. When employees are able to communicate effectively with customers, it helps to build trust and loyalty, which can lead to increased customer retention and repeat business. Moreover, effective communication helps to resolve customer complaints and issues promptly, which can help to maintain a positive reputation for the organisation.

Also, technology has revolutionised the way we communicate in the workplace. With the advent of email, instant messaging and video conferencing, employees can communicate quickly and easily with colleagues, clients and stake holders. Technology has also enabled remote work, which has become increasingly popular in recent years. However, technology can also be a barrier to effective communication if not used properly. For example, emails can be misinterpreted or lost in inboxes, and instant messaging can be distracting. Therefore, it is essential for organisations to establish clear guidelines and protocols for the use of technology in communication. By doing so, organisations can harness the power of technology to enhance communication and improve productivity.

Despite the importance of effective communication, there are many barriers that can hinder communication in the work place. Language barriers, cultural differences and physical barriers are just a few examples. To overcome these barriers, organisations can implement various strategies such as providing language training, promoting cultural awareness and using technology to facilitate communication. Additionally, organisations can encourage open and honest communication, provide feedback and coaching, and recognise and reward employees who demonstrate effective communication skills. By taking these steps, organisations can overcome the barriers to effective communication and create a more positive and productive work environment.

There are several strategies that employees can use to improve their communication skills. One of the most effective ways is to practice active listening, which involves paying attention to the speaker, asking clarifying questions and paraphrasing what the speaker has said. Another strategy is to use clear and concise language, avoiding jargons and technical terms that may be unfamiliar to others.

In conclusion, effective communication is critical to the success of any organisation. It plays a vital role in fostering a positive work environment, enhancing productivity and driving business growth. By prioritizing effective communication, organisations can reap numerous benefits, including improved