

SET 5 : MUET CEFR READING PAPER WORKSHEET PART 1**PART 1**

Read the three advertisements below about various job vacancies. Answer **questions 1 to 4** based on the notices about the job advertisements (**A to C**). Write the alphabet (**A to C**) in the given blank.

Which job

1) is suitable for fresh graduates? _____

2) requires good writing skills? _____

3) is open only for a specific group ? _____

4) does not require a postgraduate qualification ? _____

A. A CORPORATE SECRETARY	B AN EXPERIENCED PARALEGAL	C. A SCHOOL CLERK
- Gender male or female - Age 21 and above up to 35. - Require at least an A in English SPM and Computer Certificates focusing mainly on Excel, Word and Power Point. - Degree or Master in Administration field related to Corporate also welcomed. - Degree or Master will work under minimum supervision - Preferably fluent in English - Willing to travel - Salary is negotiable and it is based on working experiences.	- Gender male or female - Degree or Master in Law field - Job requirement overview: Work as a legal assistant for 4 famous lawyers. - Working hours 9.00-6.00pm - Open only for experienced candidates and intake is urgent. - Salary starts from RM9000 excluding bonus and allowance. - Need to travel together with lawyers during case hearings - Need to be fluent in English	- Gender female - Degree in Education Administration field - Working hours; office hours - Open only for experienced clerks. - Salary based on time based. - Need to be fluent in Bahasa Melayu and English. - Computer literate and always open for new learning experiences.

	• Required to have excellent note taking and office management skills.	
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