Test 3 (gr 31,32)

Критерії оцінювання

- **Level 1-2:** 1-6 балів (базове володіння лексикою).
- **Level 3:** 7-9 балів (вміння будувати речення та використовувати ділові кліше).
- **Level 4:** 10-12 балів (вільне письмо, аргументація та використання складної граматики).

Level 1: Knowledge & Identification (Elementary to Pre-Intermediate)

I. Vocabulary Match. Match the words with their definitions (2p)

Word	**Definition**
1. **Vacancy**	a) A person who applies for a job.
2. **CV (Resume)**	b) An available position in a company.
3. **Applicant**	c) A formal meeting to discuss a job.
4. **Interview**	d) A document summarizing education and work experience.
5. **Soft skills**	e) Personal qualities like teamwork and communication.

II. Multiple Choice. Choose the correct option (2p)

1. To start a presentation, I should say:
    - a) Bye everyone.
    - b) Good morning, today I'd like to talk about...
    - c) Give me your attention now.
2. If you work from home, you are:
    - a) Working overtime.
    - b) Working remotely.
    - c) Unemployed.
3. During a business trip, you usually stay in a:
    - a) Warehouse.
    - b) Factory.
    - c) Hotel.

Level 2: Application & Grammar (Intermediate)

III. Fill in the blanks with the correct preposition (for, in, at, to) (2p)

1. I am responsible _____ organizing business meetings.
2. My brother is currently looking _____ a job in IT.
3. I would like to apply _____ the position of a designer.
4. We are arriving _____ London for a conference tomorrow.

IV. Grammar: Open the brackets using First or Second Conditional (2p)

1. If I (get) _____ this job, I will celebrate with my family.
2. If I (be) _____ the boss, I would allow everyone to work remotely.
3. If they (offer) _____ me a higher salary, I would stay at my current office.

Level 3: Professional Communication (Upper-Intermediate)

V. Business Correspondence & Presentation (2p)

Complete the sentences with appropriate formal phrases.

1. **(Formal Email Closing):** I look forward to _____ _____ _____ you.
2. **(Presentation - Moving to a new point):** Now, let's _____ _____ to the next slide.
3. **(Job Interview):** Could you please tell us about your previous _____ _____?

Level 4: Creative Writing (Advanced/Production) (4p)

VI. Writing Task. Choose ONE of the following options (10-12 sentences):

- **Option A: My Future Profession.** Write about the career you want to choose. What are the main responsibilities? Which soft and hard skills are necessary?
- **Option B: Cover Letter.** Write a short cover letter for a vacancy of "Office Assistant". Explain why you are a good fit and mention your education.