

MUET CEFR READING PAPER WORKSHEET PART 2 AND 3

Part 2

*Read an email from a university lecturer.
Answer questions 5 to 9 based on the email.*

To: learners@university.my
From : Faizal@university.my
Subject: A sample Job Application email

Dear students,

I have attached a sample Job Application email write up. Do read and refer as you need to construct your very own Job Application email as a part of your assignment task.

A Sample Job Application Email:



"I am interested in this job because I am currently looking for an opportunity to use the skills I learnt in my university. I have recently completed a 23-week part-time Accounting course (Basic Level 2 Certificate). The course covered book-keeping, recording income and receipts and basic costing. We used a wide range of computer packages, and I picked up the Accounting skills easily. I was able to work alone with very little extra help. I passed the course with merit. I believe my success was due to my thorough work, my numeracy skills and my attention to detail. During the course, I had experience of working to deadlines and working under pressure. Although this was sometimes stressful, I always completed my work on time.

Unfortunately, the course did not include a work placement, so I have not practised my skills in a business setting, and I am now looking for an opportunity to do so. I am particularly looking for a job in a small company such as yours, as I believe I will be able to interact with a wider range of people, and as a result, learn more skills. I would like to progress within a company and gain more responsibilities over the years.

Although I do not have work experience in Finance field, I have experience in working in an office environment. Before starting the Accounting course, I worked for 11 months in a recruitment office as a receptionist. My duties involved meeting and greeting clients and visitors, taking phone calls, audio and copy typing and checking stock. I also had to keep the petty cash and mail records. Through this work, I developed my verbal and written communication skills. I had to speak English confidently to strangers and deliver clear messages. I enjoyed working in a team environment. I believe the office appreciated my friendly manner and efficient work."

If you have any questions about the task, please do not hesitate to get in touch with me. Leave your questions in the QA box . Open only for weekdays. Good luck in completing your assignment.

Kind regards,
Jamaliah Kasim

Lecture
Faculty of Language and Cooperate.

(Adapted from : https://www.examenglish.com/B1/b1_reading_job_application.htm)

5. Jamilah Kasim sent the email because she is
- A trying to help her students in email writing
 - B trying to guide her students in getting a job
 - C trying to assist her students in writing an email with a specific purpose
6. Jamilah Kasim in her sample job application email she explained her
- A qualification, professional development , working experiences and employee satisfaction
 - B education, self -weakness and professional skills
 - C education and people's perspective on her
7. In the email Jamilah Kasim aims to
- A ask her students to completely copy her sample job application email
 - B provide a structure and content reference for her students
 - C make sure all her students score in their assignment task
8. The purpose of the QA box is to
- A provide a platform for her students to interact with her
 - B allow her students to express their opinion on the given assignment task
 - C allow her students to fix an appointment
9. Jamilah Kasim says that she is willing to communicate with her students questions
- A only on certain days in a week
 - B only on working days
 - C only when she is free

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TEACHER OWN MADE RESOURCES

Part 3

Read an extract from a novel.

Answer questions 10 to 14 based on the extract.

Monday

As I woke up, I don't know if what I remember is what happened or just how I imagine it happened now I'm old enough to tell stories. I've read about this thing called childhood amnesia.

It means we can't remember anything from when we were really small because before three years old we haven't practised the skill of remembering enough to be able to do it very well. That's the theory, but I'm not convinced. I have one memory from that time. It never changes, and if I wanted to make up memories, wouldn't they be good ones? Wouldn't all my childhood stories have happy endings?

Tuesday

I woke up crying. I could hear angry voices downstairs and thunder outside. I got up and stumbled on to the landing. A white gate was attached to the newel post to stop me tumbling down the stairs. I couldn't figure out how to open it, no matter how hard I tried. I wasn't wearing socks. My feet were cold. I carried a white blanket that dragged across the floor.

Two figures stood by the front door under a sprig of mistletoe, their faces in shadow. I whimpered. Nana looked up. 'Back to bed, pet,' she said. 'Go on now.' 'Can't sleep,' I said. Nana nodded. 'I know. I could never sleep before Christmas Day either.' I shook my head. It was nothing to do with Christmas. I just didn't want to go back to bed. The thunder sounded like it might blast through my bedroom window. And why was everyone shouting? I started to cry again. I wanted the person in the green coat next to Nana to turn around because although I could tell from her long hair and narrow waist she was a woman, I couldn't see her face.

Mummy,' I whispered. 'Mummy's gone, pet,' Nana said. She climbed the stairs, opened the gate at the top and lifted me into her arms. She was shaking. Her eyes were wet.

'It's you and me now. You and me, OK?' 'Mummy,' I repeated.

'Let's go to bed,' Nana said. 'And in the morning we'll see what Santa brought you.' But I didn't care about Santa's presents. All I could think about was what had been taken away.

Adapted

from

<https://www.worldbookday.com/wp-content/uploads/2017/11/Secondary-Extract-Apple-and-Rain-1.pdf>

10 As the author woke up on Monday morning , the author felt unsure because

- A the author realised changes
- B the author felt as if the author was suffering from a disease
- C the author was trying to remember memories with happy ending

11 Why did the author desperately wants to speak with Naina on Wednesday?

- A the author was wondering why the author's mother left
- B the author was wondering why there was a fight
- C the author was wondering why Naina was crying

12. Why did Naina tell the author 'You and me OK'??

- A Naina was trying to console the author
- B Naina was trying to stop the author from meeting others
- C the author was left all alone with Naina

13 When the author was standing at the stairs, the author was

- A making a low feeble sounds expressing fear and unhappiness
- B staring at the two black shadows
- C crying out loud for attention

14 What will probably happen next ?

- A the author will grow up alone with Naina
- B the author will try to find the author's mother
- C the author will receive plenty of exciting Christmas gifts from Santa.

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TEACHER OWN MADE RESOURCES

ANSWERS

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