

**YAYASAN KESEJAHTERAAN PENDIDIKAN DAN PERUMAHAN
UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" PEMBANGUNAN
UPT-PUSAT BAHASA / LANGUAGE CENTER**

FINAL TEST / SOCIAL SCIENCE ● / SEMESTER II / Date _____, 2009

| |
|------------|
| Name _____ |
| Npm _____ |

| |
|--|
| Major _____ Lecturer / Day-Time _____ |
|--|

| |
|--------------|
| Score |
|--------------|

I. READING

Read this fax



Sunshine Travel Agency

34-2 Leewha-Dong
Dongrae-ku
Seoul 121-210 Korea

Tel: (82) 2-335-7987
Fax: (82) 2-335-7988

Fax message

If you do not receive all pages, call or fax immediately

To: Koala Hotel **Date:** June 1, 2009
Reservations Department
Melbourne
From: S.J. Park
Sunshine Travel
Re: Hotel information

Dear sir or madam:
We would appreciate receiving information about your hotel's facilities including restaurant(s) and meeting rooms as well as room charges. We also need to know about group rates and the travel agent's commission.
We look forward to hearing from you.

Sincerely,

S.J. Park

S.J. Park

SCORE : 25

@ x 5

A. Answer these questions :

1. Who sends the fax?

2. What is the address of the sender?

3. Where does Mr. S.J Park work?

4. What is the fax about?

5. What information does the sender need to know?

B.TRUE OR FALSE : (5 points)

6. _____ The fax is for Koala Hotel

7. _____ S.J Park works for Koala Hotel

8. _____ The fax is about tour program

9. _____ S.J Park sends the fax.

10. _____ The sender asks about the commission.

@ x 1

II. VOCABULARY

SOCIAL SCIENCE ●

Fill in the blanks with the suitable words

(20 points)

accountant **apply** *male* accounting **operate**
typing requirements *qualifications* looking forward graduated

@ x 2

Dear Sir/Madame,

I would like to _____ (11) for the job as an _____ (12) in your company.

I'm a _____ (13) of 29 years old . I _____ (14) from Texas University in 2005,

majoring at _____ (15) . I'm good at _____ (16) and I can _____ (17)

computer very well. If my _____ (18) meet your _____ (19) , I would be

ready to come for an interview.

I'm _____ (20) to hearing from you soon.

Sincerely Yours,

Alberto

(Alberto)

III. STRUCTURE

Change these sentences into passive

(30 points)

@ x 5

21. The postman delivers letters everyday. → _____
22. He wrote an application letter. → _____
23. The virus damaged several files. → _____
24. The manager is interviewing the applicants. → _____
25. The company will train the new staffs. → _____
26. The company has awarded qualified staffs. → _____

IV. WRITING

Read about Jerry Sanchez.

Complete Jerry's resume.

(20 points)

@ x 2

My name is Jerry Sanchez. I live at 1405 Bay Street, Honolulu, Hawaii, 96811. My phone number is 808-555-3416. I was born on June 12, 1975. I graduated from Pacific High School in 1993. Three years ago, I started at Honolulu City College. I am studying Business Administration. I will graduate next June. I have a part-time job at Tower Records. I'm a clerk. I'm good at typing (65 wpm) and I can use a computer. I speak two foreign languages: Spanish and Japanese.

Jerry Sanchez

1405 _____

Phone: 808-555-3416

Date of Birth: _____ (2)

Education:

- College: _____ (3)
Major: _____ (4)
- High School: _____ (5)
Graduated, June 19 _____ (6)

Work experience:

1993 to present: as a _____ (7) At _____ (8)

Other information:

Business skills: Good at _____ (9)

Languages: _____ and _____ (10)

Good Luck ☺ ●