

แบบประเมินผลก่อนการเรียน

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1. Fill the blanks with the given words.

| | | |
|-------------|------------------|---------------|
| experienced | between | required |
| with | include | 10500 |
| command | looking | qualification |
| advantage | Accounting | applicant |
| in | written | offered |
| an | 14 th | and |

ACCOUNTANT

URGENTLY (1)

____(2)____ international mineral exploration company is ____ (3) ____ for an ____ (4) ____ accountant with the following ____ (5) ____.

◆ Male/Female, Thai nationality, aged

____ (6) ____ 25 to 40 years.

◆ Bachelor's Degree in ____ (7) ____.

◆ Good ____ (8) ____ of written/spoken English essential.

◆ Experience ____ (9) ____ computer accounting systems an ____ (10) ____.

Competitive salary ____ (11) ____ other benefits ____ (12) ____, commensurate with the experience of ____ (13) ____ . Hand ____ (14) ____ applications, which will be sent directly to our client, should ____ (15) ____ evidence of qualifications and experience, together ____ (16) ____ a recent photograph, send to:

Grant Thornton Thailand

____(17)____ Floor, Kamol Sukosol Building
317 Silom Road, Bangkok ____ (18) ____, Thailand

53, Rua Maria Angelica
22461 Rio de Janeiro
Brazil

22 June 1997

Joy Gilbert
A V R C
P.O. Box 2435
London W1AA 6WW
England

Ref. Advertisement Sunday Times

Dear Ms. Gilbert,

I am writing in response to your advertisement for a Marketing Manager in last week's *Sunday Times*. I am 39 years old, Brazilian, with a medical degree from the University of Sao Paulo, and an MBA from the University of California, Los Angeles. I qualified as a Medical Doctor in 1982 and graduated from U.C.L.A. in 1988. I speak fluent English and Portuguese, and have a good knowledge of Spanish.

I have worked for Medilab here in Rio since 1992. I am in charge of clinical trials for new antibiotics. I have experience of the pharmaceutical industry with Schering Plough, where I spent two years, and Merck (eighteen months).

Before I started my two-year MBR course (1986-1988), I worked in Peru for a medical charity. I am keen to find a position which combines my experience of marketing and medicine, and I would particularly like to work with an international company. I got married in 1991 and we now have two children, but we are happy to move overseas. My wife works as a nurse, so she can move easily.

I am hard-working, independent, and enjoy a challenge. I can provide full references if necessary. Please find enclosed my resume.

Yours truly,

Luis Antonio de Oliveira

Luis Antonio de Oliveira

1. Who is looking for a job?

2. Where does he/she live now?

3. How did he/she learn about the position available?

4. To whom did he/she write a letter?

5. What position does he/she want to have?

6. Why does he/she want the job?

7. What is his/her educational background?

8. Which marital status is his/hers--single, married, divorced, or separated?

9. What does he/she look like?

3. Read the following piece of writing, and fill the blanks with the given words.

A) Other interests

B) Education

C) Work experience

D) Special Skills

E) Career objective

F) Honors

MEI KWAN

2449 Lurting Avenue,

Bronx, NY 10469

212-555-3200

- (1) Research and development in some area of applied biology, either at a university or in a corporation.
- (2) Hunter College, City University of New York Bachelor of Science
expected June 1992 Major: Biology GPA: 3.7 IN MAJOR(4-point scale)
3.2 overall
- (3) Dean's List, Fall Semester 1988 , Hunter College
National Honor Society (high school)
- (4) Lab assistant, Hunter College Biology Department, CUNY, September 1988 to present. Supervise first-year biology Student, provide tutorial help, maintain lab safety, and evaluate reports.
(Supervisor: Dr. Ruth Wilson, tel. 212-555-6300)
Tutor, OUTREACH Program, Bronx High School of Science, Bronx, NY, September 1986 to June 1987. Gave voluntary help in math and science to underprivileged students in area high schools.

Store clerk, Kwan's Grocery, Bronx, NY, summers 1984-1987. Served customers, handled cash register, did inventory and stocking. Was sometimes left in charge of entire store.

(5) PL/1 and FORTRAN computer languages; bilingual Chinese and English violin.

 (6) Reading, seeing foreign films, going to concerts, designing clothes .

References available upon request.

4. Fill the blanks with the given words.

recommend

efficient

help

extremely

yours

assistant

gained

suitable

confident

E.M.F. PLC

6 South Road, Croydon, Surrey CR2 6LB

22 September 1986

John Biggins
Director of Personnel
Video Enterprises
44 Randolph Square
London EC1 4BE

Dear Mr. Biggins:

Reference for Edith Roberts

Thank you for your letter of 19 September asking for a reference for Ms. Edith Roberts. Ms. Roberts has been working as my personal (1) since 1980 and has (2) considerable experience of work in the film and TV industry.

In both her administrative and secretarial work she is extremely (3) hard-working and reliable. Much of our work is for French clients and Ms. Roberts' ability to speak and write French has been a great (4) to us. We are (5) sorry that she feels unable to move to Bristol with us and will miss her very much.

We are (6) that she would be a highly (7) person for the position for personal assistant/secretary to the Chief Executive of your company and warmly (8) her to you

(9) sincerely,

Franklin Mares

F. Mares

Finance Director

5. Fill the blanks with the given statements.

- A) I think it's about alright because I've gained more experiences in working for the position. But with five year experience in this business, I'm now ready for the higher position.
- B) To me, "success" is the most important thing I want most. If you can do it successfully, I believe that will help prove your ability, caliber, and your true value.
- C) Traveling from my house to the office has been my major problem for last two years. That's why I think of changing my work place.
- D) Well, I'm only 22 years old, but am a careful and reliable person, I enjoy working with and meeting different types of people. Besides, I like to try new approaches with the work I'm responsible for.
- E) I've worked as a sales representative and then an assistant to a marketing manager. I left the positions because I want to have a higher position with more responsibilities.

1. Interviewer: Describe yourself.

Interviewee: _____

2. Interviewer: Aside from money, what do you want most from a job?

Interviewee: _____

3. Interviewer: What jobs have you held? Why did you leave?

Interviewee: _____

4. Interviewer: How do you feel about your progress so far?

Interviewee: _____

5. Interviewer: What has been your greatest frustration or disappointment
your current job?

Interviewee: _____
