แบบประเมินผลก่อนการเรียน
1. Fill the blanks with the given words.

<table>
<thead>
<tr>
<th>experienced</th>
<th>between</th>
<th>required</th>
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<tbody>
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<td>command</td>
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<td>qualification</td>
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<td>advantage</td>
<td>Accounting</td>
<td>applicant</td>
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ACCOUNTANT

**URGENTLY**

(1) An 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:
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
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.

<table>
<thead>
<tr>
<th>A) Other interests</th>
<th>B) Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>C) Work experience</td>
<td>D) Special Skills</td>
</tr>
<tr>
<td>E) Career objective</td>
<td>F) Honors</td>
</tr>
</tbody>
</table>


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.

(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.

<table>
<thead>
<tr>
<th>recommend</th>
<th>efficient</th>
<th>help</th>
</tr>
</thead>
<tbody>
<tr>
<td>extremely</td>
<td>yours</td>
<td>assistant</td>
</tr>
<tr>
<td>gained</td>
<td>suitable</td>
<td>confident</td>
</tr>
</tbody>
</table>
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 in your current job?
   **Interviewee:**
   __________________________________________________________
   __________________________________________________________