

## แบบประเมินผลหลังเรียน

### 1. Fill in the blanks with the given words.

application	operate	internal
personnel	forwarding	knowledge
interested	looking	international
urgently	Bangkok	graduated
area	advantage	recent
Bachelor's	in	airfreight

### Nippon Express (Thailand) Co., Ltd.

      (1)       Required

A leading       (2)       freight forwarding company is       (3)       for:

#### Positions

**1. Assistant Department Manager/Sales Department (1 person)**

**2. Assistant Import Operation Division Manager/    4    (1 person)**

-Male, age not over 35 years

-Thai nationality

-       (5)       from university

-Good command of spoken and written English

-Knowledge of cargo field is an       (6)      

-At least 3-5 years' experience in cargo       (7)       or related fields

-Able to       (8)       PC and Microsoft Office

**3. Quality Audit Coordinator (1 person)**

- Male or Female, age not over 35 years
- Thai nationality
- \_\_\_\_\_ (9) \_\_\_\_\_ degree in Public Health, Environment or related \_\_\_\_\_ (10) \_\_\_\_\_
- Safety & Security Experience
- Basic ISO 9002 Experience
- Able to Operate PC and Microsoft Office

**4. \_\_\_\_\_ (11) \_\_\_\_\_ Checking Controller Senior & Officer (1 person)**

- Male or Female, age not over 35 years
- Thai nationality
- Bachelor's Degree in Accounting
- Good command of spoken and written English
- At least 1-2 years' experience \_\_\_\_\_ (12) \_\_\_\_\_ Accounting
- \_\_\_\_\_ (13) \_\_\_\_\_ of Computerized Systems

\_\_\_\_\_ (14) \_\_\_\_\_ persons, please immediately send you full \_\_\_\_\_ (15) \_\_\_\_\_  
with resume and \_\_\_\_\_ (16) \_\_\_\_\_ photo to:

\_\_\_\_\_ (17) \_\_\_\_\_ Department Manager  
99 TTK Building, Rachadapisake Road,  
\_\_\_\_\_ (18) \_\_\_\_\_ 10900 Tel. 5139449-71  
Fax.9381623

2. Read the following letter, and then answer the given questions.

2449 Lurting Avenue  
Bronx, NY 10469

March 22, 2007

Dear Dr. Richards:

I wish to apply for the position of laboratory technician trainee you are advertising in *The Bergen Evening Record*. I am a second year biology major at Hunter College, City University of New York, and I am confident that I could perform the work with distinction.

Attached is my resume. It shows that although I am only 19 years old, I have already gained considerable experience in biological testing. As a Dean's List student, I was chosen to be a laboratory assistant for Dr. Ruth Wilson of the Hunter College Biology Department to help compile lab reports. Meanwhile, I have been taking courses in genetics, cell biology, experimental techniques, and other biology courses and getting high marks in them (3.7 average). I, also, had good training and teaching experience before college, at the Bronx High School of Science, where I was a member of the National Honor Society and tutored underprivileged students in math and science. I have developed computer programming skills as well and can program in both PL/1 and FORTRAN. Having been entrusted with several positions of responsibility in my life-including handing register receipts, and stocking at Kwan's grocery-I can assure you that I would be a careful and reliable employee.

I am eager to talk with you about the trainee position because it is exactly what I am looking for at this stage in my career. I do have the summer free and could be working at the end of May. Since I am at school and out of reach during the day, I will call you sometime next week to see if an interview can be arranged.

Sincerely yours,

*Mei Kwan*

Mei Kwan

1. Who is the job seeker?

.....

2. Where is she living now?

.....

3. How did she learn about the position?

.....

4. To whom did she write a letter?

.....

5. What position is she applying for?

.....

6. What is her educational background?

.....

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

A) Related experience	B) References
C) Education	D) Professional experience

**NINA CHAVEZ-HOUSTON**

221 L Street                  Lincoln, NE 12345                  (101) 555-0008

\_\_\_\_\_ (1) \_\_\_\_\_

   College of Santa Fe, Santa Fe, New Mexico, 1987-1990

   B.S. - Elementary Education

   Emphasis: Early Childhood Education

   Minor: Sociology

   Aims Community College, Greeley, Colorado, 1985-1987

   A.A.- Child Development

\_\_\_\_\_ (2) \_\_\_\_\_

**Parent involvement teacher**

   Trinidad School District, Trinidad, Colorado, 1992- present

   \*Promote effective involvement of parents of pre-school children in

   program services, and child development

   \*Serve as liaison with Migrant Child and Family Service

\*Make referrals to agencies addressing health, nutrition, social service, or other needs of migrant children Plan and conduct parenting classes in English and Spanish for school-age parents of migrant children

(3)

**Child Welfare Case Aide**

Kit Carson County Social Services, Burlington, Colorado, 1990-1992

\*Assisted caseworkers in providing assistance to children of migrant Families; handled routine client inquiries and made referrals to Caseworker or other agencies; translated Spanish/English as required.

(4)

Dr. Sue Thompsen

Trinidad School District

Lincoln, NE 12345

Telephone: (101) 555-0100

Abel Mentor

College of Santa Fe

Santa Fe, New Mexico 34567

Telephone: (101) 555-0101

Dr. E. Val Watite

Kit Carson County Social Services

Burlington, CO 56789

Telephone: (101) 555-0102

**4. Fill the blanks with the given words.**

provide

request for

qualities

pleasure

recommend

hard

March

applying

seeking

position

admirable

seriousness

colleague

with

whom

concern

responsibility

support

and

(1) \_\_\_\_\_ 23, 1997

To \_\_\_\_\_ (2) \_\_\_\_\_ it may \_\_\_\_\_ (3) \_\_\_\_\_:

It is my \_\_\_\_\_ (4) \_\_\_\_\_ to write in \_\_\_\_\_ (5) \_\_\_\_\_ of Mr. Shawn Green, who is now \_\_\_\_\_ (6) \_\_\_\_\_  
for a position as a trainer at your company.

I have know Mr. Green \_\_\_\_\_ (8) \_\_\_\_\_ three years as a \_\_\_\_\_ (9) \_\_\_\_\_ at Ramkhamhaeng  
University. \_\_\_\_\_ (10) \_\_\_\_\_ have been most impressed \_\_\_\_\_ (11) \_\_\_\_\_ his industry and sense  
of \_\_\_\_\_ (12) \_\_\_\_\_ as an ESL teacher. He always worked \_\_\_\_\_ (13) \_\_\_\_\_ and applied  
himself conscientiously to his \_\_\_\_\_ (14) \_\_\_\_\_. His \_\_\_\_\_ (15) \_\_\_\_\_ are, indeed, \_\_\_\_\_ (16) \_\_\_\_\_.

I highly \_\_\_\_\_ (17) \_\_\_\_\_ Mr. Green for the position he is \_\_\_\_\_ (18) \_\_\_\_\_, and would be happy to  
\_\_\_\_\_ (19) \_\_\_\_\_ further comments upon \_\_\_\_\_ (20) \_\_\_\_\_.

Sincerely yours,

*Em-orn Dispanya*

Em-orn Dispanya

Head

**5. Fill the blanks with the given statements.**

- A) Yes, I used to do so when I helped out in my uncle's grocery store.
- B) I've been in that position since 1990. I've written copy and done proofreading.
- C) I've always wanted to get into the health service, and this job looks like a good place to start.
- D) Yes, I am. I've been an appliance repairman since 1979.
- E) Not at all; my boss is Mrs. Greenwood. Her phone number is on my application.

1. Interviewer: Are you currently working?

Interviewee: \_\_\_\_\_  
\_\_\_\_\_

2. Interviewer: Have you ever taken inventory?

Interviewee: \_\_\_\_\_  
\_\_\_\_\_

3. Interviewer: Why do you want to leave your present job?

Interviewee: \_\_\_\_\_  
\_\_\_\_\_

4. Interviewer: I'd like to check you references. Do you mind if I call your supervisor?

Interviewee: \_\_\_\_\_  
\_\_\_\_\_

5. Interviewer: How long have you been an editorial assistant?  
What kind of things have you done?

Interviewee: \_\_\_\_\_  
\_\_\_\_\_