

Name: _____ Student's No. _____ Group _____

Question one (14 Marks): Read the following job advertisement and answer the questions.

Engineering Technicians Needed

In this multi-skilled role, you will carry out corrective and preventative maintenance on a variety of electrical, electronic, and mechanical plant. You will use computer-based monitoring systems for effective control, fault diagnosis, and operation of plant and equipment.

Applicants should have a recognized HNC or National Certificate in Electrical-Electronic Engineering and have served a recognized apprenticeship. Experience in the operation and maintenance of electro-mechanical plant utilizing electronic system control including experience of HVAC plant and systems, hydraulics, pumps, and heat exchanges would be desirable.

This demanding position requires effective communication skills together with a flexible attitude.

A clean current driving licence is essential.

In return you can expect an attractive salary and benefits package.

Please forward a comprehensive CV to Denise Dickens, Personnel Department, Administrative Block, A Castleton Airport, Castleton CS21 3SL. Closing date for receipt of completed applications is 31 December.

1- What qualifications are required?

2- List some of the areas in which experience is sought.

3- In addition to qualifications and experience, what characteristics should applicants have?

4- What is the deadline of receiving applications?

5- A "plant" may refer sometimes to A- agriculture B- an engine C- a factory

6- The meaning of "to carry out" is A- to accomplish B- to go out C- to run fast

7- The word "monitoring" refers to A- screen B- browsing the internet C- controlling

Question two (10 Marks): Big engineering companies employing a large workforce usually have complex internal structures with separate specialist departments in charge of different functions. Study the table below and match each department with the appropriate function. (A department can have more than one function)

Department	Function
1-Transport:	a- carries out market research.
2-Production:	b- works with the factory unit.
3-Accounts:	c- draws up contracts pays wages and salaries.
4-Administration:	d- includes data processing services.
5-Legal:	e- advises on corporate regulations.
6-Personnel:	f- arranges delivery of goods to customers.
7-Sales and Marketing:	g- creates new products.
8-Research and Development(R&D):	h- organizes training courses.
9-Purchasing:	i- orders all supplies needed by the firm.
10-Import –Export:	j- operates the firm’s lorries, vans and cars.

1	2	3	4	5	6	7	8	9	10

Question three (12 Marks): Fill the blanks with the right words in the box.

Sound	experience	responsible	communication	quality	marine
automobiles	competitive	private	personnel	capital	folded

- 1- Mechanical engineers deal with
- 2- Ships are the concern of engineers.
- 3- The letter was, and the envelop was posted.
- 4- The manager ensures that all products are fault-free.
- 5- The sense of personal involvement in the company can be achieved by openwith all employees.
- 6- A public limited company is normally own by one person who provides all
- 7- Ibraheem has a solid sales background with four years industrial
- 8- This engineer is for that project.
- 9- Any company should work as a team.
- 10-Today, any engineer has to have a knowledge of English.
- 11-The man lives in Paris and works in his firm.
- 12-The companies offer salaries for engineers.

Question four (12 Marks):

Write a letter to **Al-Jaffali Group Director** applying for a job. Your letter should be convincing. It could include your qualifications and previous work experience.