

correction English 2020

Correction of exam 2020 English by Omar Ahdidou

I-COMPREHENSION:

A.

- 1- So that the participants have time to prepare.
- 2- By redirecting the participants back to the agenda not to go off-topic.

B.

- 1- False. 56% of the meetings were considered unproductive.
- 2- False. Managers should give everyone a chance to speak.
- 3- True. Meetings that do not end on time can leave participants feeling tired, frustrated and stressed.

C.

- a- Ask for clarification
- b- Summarise each time a point is made
- c- Check that the participants agree
- d- Assure each attendee takes notes of what is being discussed

D.

- 1- Each employee
- 2- Agenda
- 3- Meeting

E.

- 1- Unproductive
- 2- Relevant
- 3- Conflict
- 4- Assure

II-LANGUAGE :

A.

- 1- The employee wanted to know why that year's budget was so small.
- 2- Only imported goods are sold in this shop.
- 3- If John had had enough capital, he would have set up a new business.

B.

- 1- To raise
- 2 - She had worked ...

C.

- 1-C
- 2-D
- 3-E
- 4-F
- 5-H
- 6-G
- 7-A
- 8-B

D.

- 1- recruit Budget
- 2- Commission
- 3- Warehouse
- 4- Dispatched

III-COMMUNICATION :

- Client: I would like to place an order of 20 HP laptops
- Supplier: I am afraid we don't have any in our stock. May I suggest MacBooks instead. They are much better.
- Client: Sorry. We can't afford those. They are very expensive.

IV-WRITING :

From : A.hachmi@gmail.com
To : N.abdi@gmail.com
Subject : complaint

Dear Madame,

I am writing this email to complain about the problem I had with the last received items. First, I have received an outdated anti-virus equipment and that was a big problem to my company to trickle because our clients were very angry. I would like to ask you a refund as soon as possible. Furthermore, if like this problem happened again I will easily stop dealing with your company. I hope to hear from you as soon as possible.

Best regards.

' /