3. They want you to send them …

a) your CV.

b) your CV and cover letter.

4. The interview would be …

a) on-site.

b) off-site.

5. You need an …

a) IT-related diploma.

b) IT-related CV.

V   Vocabulary

3.   Complete the definitions with jobs from the box.   **(5 × 2 = 10 points)**

| data analyst | Java developer | web designer | IT manager | helpdesk technician |

1. A _____ coordinates a team of programmers / developers and analysts to complete projects.

2. A _____ provides technical support and assistance to customers.

3. A _____ is responsible for the design, development, and management of Java-based applications.

4. A _____ analyses and evaluates the data needs of users.

5. A _____ creates the technical structure for websites.

4.   Circle the correct answer.   **(5 × 2 = 10 points)**

1. I only work two hours a day. I've got a **temporary / full-time / part-time** job.

2. He is always on time for meetings; he's so **organized / punctual / reliable**.

3. She always plans her work; she's so **polite / organised / reliable**.

4. Her job is repetitive. She thinks it is **tedious / varied / interesting**.

5. She works from home. Her job is **off-site / on-site**.

G   Grammar

5.   Complete these sentences with the right form of verbs to be and to have.   **(5 × 1 = 5 points)**

1. Martha _____ the manager of the company.

2. They _____ their own computer at the office.

3. She _____ 32 years old.

4. What _____ the address of your company?

5. How old _____ you?

6.   Complete these sentences with the right form of the verbs in brackets in present simple.   **(5 × 1 = 5 points)**

1. They _____ (work) from 9:00 a.m. to 6:30 p.m.

2. The software store _____ (be) open Monday to Saturday.

3. A web designer usually _____ (create) internet sites.

4. He _____ (design) websites for a company.

5. They _____ (love) computers.

Tests

7. Fill in the gaps with the verbs in brackets in the present continuous. (5 × 1 = 5 points)

1. I _____ (repair) the computer today.

2. Lisa _____ (install) the antivirus.

3. Tom _____ (develop) a website for a start-up business.

4. They _____ (plan) a cyberattack.

5. The teacher _____ (explain) cybersecurity this morning.

8. Fill in the blanks with the verbs in brackets in present simple or continuous. (5 × 1 = 5 points)

1. Brian _____ (be) a software developer.

2. Today he _____ (create) technical documentation.

3. He normally _____ (arrive) at work about 9:00 a.m.

4. Currently, he _____ (apply) for two jobs every day.

5. He usually _____ (test) computer systems and programs.

W Writing

9. Cover letter. Put these paragraphs in the correct order: (4 × 2.5 = 10 points)

These are the four paragraphs of a cover letter. What is the right order? Write numbers.

I am studying a vocational training in web programming now. I can speak English fluently. I am punctual and responsible at work.

I am writing in reply to your advertisement for the post of apprentice. I am looking for a part-time job in an IT company.

Thank you for your attention. I am available for an interview at any time. I look forward to hearing from you.

I enclose my CV as requested. I do not have much experience, but I am very interested in this job.

10. Curriculum Vitae. Match the information and the corresponding parts of the curriculum.

(5 × 2 = 10 points)

work experience	personal information	languages	references	qualifications

1	B1 English level.	1._____
2	Peter Jones. 11/03/1985	2._____
3	Diploma in IT.	3._____
4	Fox, James. Senior IT supervisor.	4._____
5	2020-2022 Apprenticeship in Digital-US.	5._____