

**SECTION ONE: COMPREHENSION**

*Read the text carefully and answer the questions below.*

**Text :** Guatemala: Business Ethic and Framework

Many newcomers to Guatemala are surprised by the openness and frankness of their Guatemalan counterparts. Personal relationships are very important, and Guatemalans often treat business partners as respected friends whom they try to make as comfortable and relaxed as possible. The phrase No tengo pena (don't worry) is commonly heard, as Guatemalans strive to set others at ease in both business and social situations. Honesty, hard work, and personal honor are traits Guatemalans admire and strive to include in any business deal. Direct criticism of a person or of a person's job or business is considered impolite. Avoid being openly critical of anyone, even your competitors. In Guatemala, the value of the relationship is directly proportional to the frequency of visits. At the very least, you should have an on-site Guatemalan representative for your business venture. Ideally, visiting business people should visit the country several times to show how much they value doing business in Guatemala.

*Adapted from Business Basics I by Stephanie Jones, M.Ed, B.Ed, B.A. P.37*

**A- QUESTIONS:** (4 pts: 1 pt x 4)

1. Why are newcomers to Guatemala astonished ?
2. How do Guatemalans treat their business counterparts ?
3. The phrase No tengo pena means **thank you**. True or False ?
4. In your opinion why it isn't good to be openly critical your business competitor?

**B- VOCABULARY:** (3 pts: 0.5 pt x 6)

- B1. Find from the text the synonyms of the following words or expressions. Just write the corresponding item beside the number. *e.g* : 21-ownership.
- 1- astonished.      2- business enterprise.
- B2. Find from the text the antonyms of the following words or expressions. Just write the corresponding item beside the number. *e.g* : 22-hot.
- 3- polite.      4- foes.
- B3. Find from the text the English equivalents of the following words or expressions. Just write the corresponding item beside the number. *e.g* : 23- power storage.
- 5- nouveau venu.      6- representant.

**SECTION TWO: LINGUISTIC COMPETENCE** (8 pts: 0.5 pt x 16)

**A. Turn into passive voice:**

1. Johnson always likes bananas.
2. My father doesn't teach English.
3. Are they sweeping the windows ?.

**B. Report the following sentences:**

4. "My customer is regular in my shop." She said to me.
5. "Why didn't you order goods?" she asked me.
6. The old man said to the young boy, "this is my humble abode".

**C. Correct the bracketed adjectives. Just write the corresponding item beside the number.**

*e.g : 25-longer*

7. This business is the (good).
8. Lome - Kara is (far) than Lome - Afagnan.
9. Samuel is so (old) Nicole.
10. Of the two boys Ralph is the (intelligent).

**D. Rephrasing**

11. a- It's a pity this man is beating his wife.  
b- I wish .....
12. a- If only my father had bought me a car.  
b- I regret my father .....

**E. Complete the following statement with the appropriate tag questions. Just write the corresponding tag beside the number.**

*e.g : 25-won't she ?*

13. It is raining, \_\_\_\_\_ ?
14. We hardly visit the library, \_\_\_\_\_ ?
15. Nobody was there, \_\_\_\_\_ ?
16. We are the ones, \_\_\_\_\_ ?

**SECTION THREE: LETTER WRITING (3 pts)**

Your name is Kongossa ABOBIVY and your address is 02 Shalom Street, P.O. BOX: 2352, Zuerdu, Liberia. You have read the following advertisement/announcement on the Internet the 07th May, 2021 that a new Bank in Liberia is looking for accountants and secretaries. Applicants must have good qualification and experience in the above mentioned domains and be fluent in English. Write to the personnel manager of the said bank, 14 Wealth Street, P.O. BOX: 33, Monrovia, Liberia to apply for the post.

**SECTION FOUR: TRANSLATION (2 pts: 0.5 pt x 4)**

**A. Translate into French:**

1. I am looking for new customers. My goods are the best.
2. Our countries must encourage the home made products.

**B. Translate into English :**

3. Où sont les nouveaux venus dont tu me parlais hier ?
4. J'ai un compte en blanc. Pouvez-vous me le créditer ?