**محافظة القليوبية الزمن / ثلاث ساعات**

**إدارة بنها التعليمية توجيه اللغة الإنجليزية**

**امتحان نهاية الفصل الدراسي الثاني - للصف الثاني الثانوي التجاري 2022-2023**

**الورقة الأولي**

**Vocabulary and structure**

1. Choose the correct answer from a, b, c or d: 12 marks

1. We keep …………………………about our customers on a database.

a- letters b- information c- faxes d- websites

2. Cairo is the …………………………of Egypt.

a- city b- country c- capital d- town

3. Farouk has got the job but he has not signed a ………………………… yet

a- contract b- law c- social insurance d- probation

4. Another word for booking is ………………………….

a- currency b- reservation c- borrowing d- library

5. The IT specialist has written a ………………………… about this.

a- page b- address c- report d- date

6. I’m going to pass the test. I’m ………………………….

a-optimist b- sad c- pessimist d- healthy

7. I haven’t finished ………………………….

a- never b- yesterday c- before d- yet

8. Thank you for your ………………………….

a- enquire b- enquiry c- enquiring d- enquires

9. If the engine…………………………, the plane will crash.

a- will stop b- won’t stop c- stops d- don’t stop

10. You ………………………… drive on the right in Egypt.

a- should b- must c- might d-may

11. The population has ………………………… a lot since last year.

a- rise b- rose c- risen d- rising

12. In ………………………… department will I be working?

a- who b- why c- when d- which

**language function**

1. Supply the missing parts in the following dialogue: 3 marks

**A:** Have you ……………………… used computers before?

**B:** Yes, ………………………… I ………………………. Spreadsheets in my last job.

**A:** And …………………………………… you had any experience in dealing with people, in a shop for example?

**B:** No, ………………………………….., but I ………………………………………… learn new skills.

**Reading comprehension**

Read the following then answer the questions: 10 marks Mr Fawzi Al-Masaudi

The Shelton Holteh

Dokki

Giza

Dear Mr Fawzy

Following our telephone conversation yesterday, I’m writing to confirm the reservation. Please reserve two rooms with bathrooms from 24th January for three nights for Mr Don Roberts and Mr Brian Atkins. Their flight from London arrives late ate night on the 24th. They would like to have quiet rooms on the top floor at the back of the hotel if possible. On his last visit, Mr Roberts we on the second floor at the front, and it was rather noisy. I confirm that we will pay all hotel expenses for Mr Roberts and Mr Atkins, please send your bill to us at the address below.

Yours sincerely

Huda Kassem

1. Choose the correct answer from a, b, c or d:

1- Huda wants to book two hotel rooms for …………………………..

a- herself b- her boss c- two visitors d- Mr roberts

2- The two men are leaving ………………………..…….

a- late at night b- on the 26th c- on the 27th d- on the 28th

3- The noise comes from the ……………..………………..

a- street at the front b- top floor c- rooms at the back d- second floor

4- I confirm means………………………..…….

a- I say again definitely b- I think it is trur c- I would like d- I suggest

5- The visitors come to Egypt by………………………..…….

a- sea b- plane c- train d- bus

1. Answer the following questions:

6- Who was Huda’s telephone conversation with?

7- Who wrote this letter?

8- Why did the writer write this letter?

9- Were the visitors happy last visit?

10-Why would the visitors like to stay at the top floor?

**translation**

1. Translate into Arabic: 3 marks

1- He phoned a restaurant to book a table.

2- finding a good job can be difficult because of competition.

3- He said he was coming to the meeting, but he didn’t come.

Translate one sentence only into English: 1 mark

1-لم انتهي من كتابه التقرير بالامس وسوف انتهي منه خلال ساعه.

2- احب القراءه والسباحه في اوقات الفراغ.

**Writing**

1. Memo writing 5 marks

Write a memo from Sarah Sanderson, Training officer, to Walid Hussein, sales manager. The new English training for sales staff will begin three weeks from today. Tell him the date and ask how many people from his department will attend the training.

1. Write a paragraph of about (60) words on one of the following: 6 marks

1- The school library.

2- Shopping.

**Good luck**