**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

Huda is looking after a new secretary at BOS.

**Laila:** I’ve finished writing the letter that Mr Ali …………………………. What should I do now?

**Huda:** After ………………………………………………., you should always check it carefully.

**Laila:** Do you mean the spelling?

**Huda:** Yes, that’s right. Your boss tells you what to write, but you’re

responsible…………………………… the words correctly

**Laila:** OK. I …………………… that now.

**Reading comprehension**

1. Read the following then answer the questions: 10 marks Mohamed’s appointment with Mr Dan Brown was at 11 am. Mr Brown was an important customer who liked people to be on time. So at 10:15 Mohamed told his secretary, Wafaa, that he was leaving the office. Then the telephone rang. It was another important customer, who wanted to know whether Mohamed could help him with a problem. Fifteen minutes later, Mohamed was ready to leave when he received a fax which needed an answer urgently. He dictated an answer quickly. At quarter to eleven, Mohamed ran out of the office. Then the telephone rang. It was Mr Brown. “I’m afraid I can’t get to my appointment at 11 o’clock. Is it ok if we meet at 12 o’clock?” Mr Brown said. Wafaa told him that Mohamed was already on his way. Mr Brown asked whether Mohamed has a mobile phone, and Wafaa gave the number to him. A few seconds later, she heard another phone. It was Mohamed’s mobile. It was still on his desk.
2. Choose the correct answer from a, b, c or d:

1- An urgent fax arrived at ..…………………

a- 10:15 b- 10:20 c- 10:30 d- 10:40

2- Mr Brown phoned ………………….. Mohamed left the office.

a- before b- and then c- after d- because

3- Mohamed could not answer his mobile phone because it was not …………………..

a- with him b- switched on c- in the office d- working

4- After Mr Brown phoned the secretary, Wafaa heard …………………… phone.

a- Mohamed’s b- customer’s c- Mr Brown’s d- Wafaa’s

5- Mohamed left the office at…………………

a- 10:15 b- 10:30 c- 10:45 d- 12

1. Answer the following questions:

6- Which two people in this story work for the same company?

7- Who is Mr Brown?

8- Why did the second customer want to meet Mohamed?

9- What does Mr Brown like?

10-Why did Mr Brown phone the secretary?

**translation**

1. Translate into Arabic: 3 marks

1- A receptionist has to welcome visitors.

2- Let me carry those boxes for you.

3- There was an increase in sales in 2022.

Translate one sentence only into English: 1 mark

1- اذا عملنا بجد، سوف ننهي العمل بسرعه.

2- أرسل البضائع بالطائرات لأنها اسرع.

**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**