[Loai: DOAN DOI 61-65]

[Q]

**In this part you will read a selection of texts. Each text or set of texts is followed by several questions. Choose the best answer for each question. (1-TA5-2021).**

**Questions 61-65** refer to the following advertisement and letter.

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| --- |
| **HELP WANTED**  Busy downtown law firm seeks certified paralegal to assist three attorneys. Duties include legal research, assisting with documents, providing legal information to clients, some word processing. Requires minimum of two years’ paralegal experience and word processing and database skills. Knowledge of French or Spanish desirable. Send resume and names of three references before June 1 to Martha Lee, P.O. Box 7, Williamsburg, MA 01234. No phone call, please. We will contact you to make an appointment for an interview. |

|  |
| --- |
| May 8, 20\_ \_  Martha Lee  P.O. Box 7  Williamsburg, MA 01234  Dear Ms. Lee,  I am writing in response to your ad in yesterday’s paper for a certified paralegal. I have recently completed paralegal training course and received my certificate last March. I am looking for a job in a small downtown firm. I am proficient with the commonly used word processing and database programs. I have a working knowledge of French and will be taking a Spanish course starting June 15. My job experience includes three years as an office assistant at an architectural firm. I have not worked for the past year, as I was busy with my paralegal training course.  I would really enjoy the opportunity to work at a firm such as yours. I am enclosing my resume and would be happy to provide you with letter of reference. I look forward to meeting with you soon.  Sincerely,  James Jones |

[Q]

61- When did the job ad appear in the newspaper?

1. May 7

0. May 8

0. June 1

0. June 15

[Q]

62. What is one of the duties of the advertised job?

0. Interviewing clients

1. Working on legal documents

0. Answering phone call

0. Making appointment

[Q]

63. What job requirement does James Jones NOT meet?

0. Paralegal certificate

0. Knowledge of a foreign language

0. Computer software skills

1. Paralegal work experience

[Q]

64. Where did James Jones work before?

0. At a Spanish school

0. At a law office

1. At an architectural firm

0.At a French company

[Q]

65. What did James Jones include with his letter?

0. His paralegal course diploma

1. His resume

0. His French certificate

0. His letters of reference