I. ESP (30 Marks)

Read the following passage and then answer the questions that follow. (3 x 1=3 Marks)

It's important to get on well with superiors, colleagues and customers in order to achieve both your long term and short term objectives. Of course, the people you deal with also have goals and these will nearly always be different from your own. Clearly, one of the keys to a productive relationship is learning to create win-win situations, where both parties are the winners. It's especially important to build long-term relationships in a co-operative rather than a competitive environment. The skilled negotiator focuses on the issues involved and doesn’t allow personalities to get in the way. There is a difference of opinion, skilled win-win negotiators explain their own position and then question the other person's position to discover the thinking behind it. Trying to find the areas you both agree on will help move the negotiation forward to a satisfactory conclusion.

A. Mark (√) for the true statements and (×) for the false ones.

1. The writer believes that success depends on having similar goals with colleagues. □ T □ F
2. Being co-operative at negotiating is good according to the writer’s opinion. □ T □ F
3. It's better to avoid talking about areas of disagreement. □ T □ F

B. Match the adjectives in column A with their opposites in column B.

Write a, b, c, d, e, f, g or h in the answer column. (8x0.5=4 Marks)

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- attractive</td>
<td>a- complicated</td>
<td>1.</td>
</tr>
<tr>
<td>2- easy to use</td>
<td>b- heavy</td>
<td>2.</td>
</tr>
<tr>
<td>3- fast</td>
<td>c- inflexible</td>
<td>3.</td>
</tr>
<tr>
<td>4- flexible</td>
<td>d- noisy</td>
<td>4.</td>
</tr>
<tr>
<td>5- light</td>
<td>e- out-of-date</td>
<td>5.</td>
</tr>
<tr>
<td>6- modern</td>
<td>f- slow</td>
<td>6.</td>
</tr>
<tr>
<td>7- quiet</td>
<td>g- ugly</td>
<td>7.</td>
</tr>
<tr>
<td>8- reliable</td>
<td>h- unreliable</td>
<td>8.</td>
</tr>
</tbody>
</table>
C. Choose the correct answer a, b, c, or d.  

(5 x 1= 5 Marks)

1. I'm afraid, I'm ________ in traffic.
   (a) stuck  (b) behind  (c) lost  (d) found

2. I didn't have a map, so I got ___________ on the way to the interview.
   (a) stuck  (b) lost  (c) missed  (d) missing

3. A lot of people are not well. Shall we ___________ the meeting for the next week?
   (a) reschedule  (b) held  (c) cancelled  (d) late

4. He is ___________ because his car broke down.
   (a) stuck  (b) went  (c) goes  (d) late

5. We regret to announce there will be a two-hour ___________ because of bad weather.
   (a) delay  (b) cancel  (c) flight  (d) missed

D. Read the following personal history of an employee and answer the questions.  

(5 x 1=5 Marks)

Name: Chris Baker
Nationality: British
Current position: Product Manager
Time with company: 22 years
Skills / experience: has managed teams in a number of different divisions; has given presentations at international conferences
Previous work experience: none
Qualifications: Bachelor of Economics
Languages: English

1. What is Chris's current position?

2. What language can Chris Baker speak?

3. Do you think that Chris Baker can work for a British company?

4. What is Chris's qualification?

5. What is Chris's nationality?
E. Complete the sentences below with words from the box. (5 x 1=5 Marks)

| accountancy | insurance | ticket | travel | computer | law |

1- After the fire in our office last year, the ____________ company paid for our new equipment quickly.
2- We usually compare prices from two or three ____________ agents before we book flights.
3- It's best to use a big ____________ firm to help with the company finances.
4- Could you call the ____________ agent and book two seats for the evening’s concert?
5- We have always used the same ____________ firm for legal advice.

F. Match the expressions (1-5) to those with a similar meaning (a-e). (5 x 1=5 Marks)

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- Can I have your name, please?</td>
<td>a- I’ll connect you.</td>
<td>1.</td>
</tr>
<tr>
<td>2- Just a moment, please.</td>
<td>b- He’s on another call at the moment</td>
<td>2.</td>
</tr>
<tr>
<td>3- I’ll put you through</td>
<td>c- May I ask who’s calling?</td>
<td>3.</td>
</tr>
<tr>
<td>4- His line’s busy right now.</td>
<td>d- Markham speaking</td>
<td>4.</td>
</tr>
<tr>
<td>5- This is Markham</td>
<td>e- Can you hold, please?</td>
<td>5.</td>
</tr>
</tbody>
</table>

G. Complete the conversation using the words in the box. (6 x 0.5= 3 Marks)

| get | call | trip | a | abroad | kind | bags |

Joe: Hello, I'm Joe Blake from Ebbs Inc.
Natacha: Hello, my name's Natacha Moore.
Joe: Did you have a good (1) ________________?
Natacha: The flight was long but not too bad.
Joe: Can I help you with your (2) ________________?
Natacha: Thanks, that's very (3) ________________.
Joe: Do you travel (4) ________________ a lot, Natacha?
Natacha: No, about twice (5) ________________ year. How do we (6) ________________ to your office?
Joe: We can take a taxi.
II. GRAMMAR (15 Marks)

A. Make questions using where, when or why. (3 x 0.5 =1.5 Marks)

1- ____________will you go tomorrow?
   To Sabya.

2- ____________do you stay home last night?
   Because I was very tired.

3- ____________does the lecture start today?
   At 9:30.

B. Choose the correct word or phrase to complete the sentences. (4 x 0.5 =2 Marks)

1- Fahad __________ his brother`s book in the closet yesterday.
   a. hide    b. hid     c. hides    d. hiding

2- When Mahmoud visited me last night, I ____________TV.
   a. watched                  b. watch          c. watches     d. was watching

3- ____________you go to college every day?
   a. did       b. do       c. does           d. are

4- Fatima is now in Jeddah. She ____________in Jazan tomorrow.
   a. has been   b. is being  c. will be     d. been

C. Underline the sentence that has correct grammar. (3 x 1=3 Marks)

1- a. I met Mr. Hakami a few week ago.
   b. I met Mr. Hakami a few weeks ago.

2- a. It may be hot in Jazan tomorrow.
   b. It maybe hot in Jazan tomorrow.

3- a. I was in Abha last year, I can see many places there.
   b. I was in Abha last year, I could see many places there.
D. Fill each of the blanks with the correct word from the box. (4 x 0.5 = 2 Marks)

| two | to | too |

1- It was ____________ hot last week. I couldn’t visit my friend Omer.

2- Mr. Ahmed is going ____________ buy a new car next week.

3- The students had ____________ lectures of English yesterday.

4- I couldn’t pass the test. It was___________ difficult.

E. Correct the errors in the following sentences. (3 x 1 = 3 Marks)

1- Ahmed should writes us a letter.

_____________________________________________________________________.

2- Let’s doing our homework now.

_____________________________________________________________________.

3- All of the students in my class lives in Jazan.

_____________________________________________________________________.

F. Rearrange the following words to form meaningful sentences. (2 x 1 = 2 Marks)

1- a / woman / young / serious

_____________________________________________________________________.

2- small / a / vase / glass

_____________________________________________________________________.

G. Do as instructed between the brackets. (3 x 0.5 = 1.5 Marks)

1- Fahad is a student of Engineering. (change into negative)

_____________________________________________________________________.

2- My fathers first name is Omer. (add apostrophe)

_____________________________________________________________________.

3- I live in Jazan . (make a question)

_____________________________________________________________________.
III. WRITING (15 Marks)

A. Complete the sentences using the plural form of the words in brackets. (4 x 1=4 Marks)

1- There are five ______________________ to take the students home. (bus)
2- All ______________________ should go to bed early. (child)
3- He has two ______________________. (wife)
4- You should keep your ______________________ clean. (tooth)

B. Complete each sentence with (a or an). (2 x 1 = 2 Marks)

1- They live in ________________ beautiful city.
2- I read _______________ interesting book.

C- Combine the pairs of sentences using and or but. (2 x 1 = 2 Marks)

1- I want to write a letter to my uncle. My pen is broken.
_______________________________________________________________________

2- Ali is a good student. He always comes early.
_______________________________________________________________________

D- Underline the verbs in the following sentences. (4 x 0.5 = 2 Marks)

1- We play football on Sunday.

2- Ahmad attends classes regularly.

3- We are from Sudan.

4- They have three children.
E- Write a paragraph about your friend. (5 Marks)

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<tr>
<th>Rubrics</th>
<th>Assigned Marks</th>
<th>Awarded Marks</th>
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<tbody>
<tr>
<td>Title &amp; Indentation</td>
<td>0.5+0.5</td>
<td></td>
</tr>
<tr>
<td>Punctuation</td>
<td>1</td>
<td></td>
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<tr>
<td>Grammar</td>
<td>1</td>
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<td>Spelling</td>
<td>1</td>
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<tr>
<td>Relevance of ideas</td>
<td>1</td>
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