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| DOSEN PEMBINA | **:** | **RATIH INAYAH, S.PD., M.PD. / TIM DOSEN** |
| QUIZ | **:** | **CLOSE BOOK / OPEN BOOK / QUIZ**  **WRITING IN PROFESSIONAL CONTEXT QUIZ**  **NOVEMBER 23 2020** |

**CHOOSE THE BEST ANSWER TO EACH QUESTION.**

1. **STRUCTURE**
2. Laura ... any of her assignment yet. She has to learn to manage her time well.
3. is doing
4. won't do
5. hasn't done
6. does not do
7. I am sure the students… the exam well right now because we have learnt this hard.
8. is
9. are passed
10. will be going to do
11. are doiing



1. I like the product because ...
2. it is cheap and complicated
3. it is portable and reasonable
4. it is reasonable and excessive
5. it is easy to operate and expensive
6. If we want to go forward, to have a better life, and to earn more, we have to be dare to think out of the box. ‘To think out of the box’ could means .... .
7. to make samething dangerous
8. to try something which surely endangers us
9. to decide something without second thought
10. to do something you really want to do despite its risk
11. Although Julian .... with us only for five years, he had shown us his full commitment, dedication Engineering of Industry.
12. was
13. will be
14. is being
15. has been
16. The [COVID-19 pandemic](https://en.wikipedia.org/wiki/COVID-19_pandemic) ... educational systems worldwide, leading to the near-total closures of schools, universities and colleges.
17. has affected
18. have affected
19. affected
20. will affect
21. Accounting ... one of prospective major. Companies need this field so much.
22. is
23. has
24. will
25. was
26. “Shelly has passed the interview in the company.” The sentence means ... .

The sentence above means ....

1. she is going to work in the company then
2. she wanted to be interviewed
3. she failed the interview
4. she migh have to find another job



1. Galileo Galilei .... telescope and Christopher Columbus .... America in 1492. They are both included to the most popular inventors in the the world.
2. invented - discoverd
3. invent - discoverd
4. inventing - discover
5. inventing - discovering
6. To attract the HRD attention, we have to ... in the part of the body of an application letter.
7. respond the job description posted by the company and explain our qualities suited to the position.
8. introduce ourselves in lenght and compliment the greatness of the company
9. prove that we are the only candidate eligible for the position
10. thank the HRD for calling us for the interview
11. What is not the reason that Akmal and Rajev attend the university?
12. It is located in convenient area
13. It is far away from the city center.
14. It is one of the best university in Indonesia.
15. It has complete facilities and qualified lecturers.
16. Which of the following sentences is in present perfect tense?
17. Did Farkhan complete the assignment?
18. Will Farkhan complete the assignment?
19. Had Farkhan completed the assignment?
20. Has Farkhan completed the assignment yet?
21. What is the best description of this device?
22. It is the most expensive and wanted tool this time.
23. It is one of the most needed and condamned apparatus this year.
24. It becomes the most popular and sophisticated game console for kids.
25. This is one of the most important and highly needed device for learning right now.



1. Nikson asks a fortune teller about his future. Here is what she told him:  
   “You \_\_\_\_\_\_  a lot of money if you work hard.” I guess he need not to go there someday.
2. will earn
3. will earns
4. has earned
5. Are going to earning
6. To talk about a general fact, we use ... .
7. The present tense
8. The past future
9. The future simple
10. The present continuous
11. Someone who writes a letter for employment purposes is called an... .
12. applicant
13. application
14. employee
15. employer
16. The phrase ‘Dear Sir/Madam,’ in an application letter is called ... .
17. Closure
18. closing
19. Salutation
20. Inside address
21. Body of the letter
22. Jessica is really excited about her new online business. I think she‟s really going ... .
23. to take the plunge
24. success breeds success
25. get a break
26. nothing ventured, nothing gained
27. David has been running his business for over a year now, but he is doing really well. Sometimes it can take quite a long time ... .
28. success breeds success
29. to get off the ground
30. to think outside the box
31. to get away
32. Alex is a really creative guy, with very unusual ideas. He certainly ... .
33. thinks outside the box
34. makes a go of it
35. take the plunge
36. to make someone down
37. The accounting records ... the auditor when I came.
38. are being audited
39. were being audited
40. had been audited
41. is auditing
42. 'I am looking forward to hearing from you'. This sentence is found in which part of an application letter?
43. Salutation
44. Closing
45. Signature
46. Body
47. The company offered us childcare vouchers. The passive voice of the sentence is ... . You can choose more than one answers
48. Childcare vouchers were offered to us
49. We are offered childcare vouchers by the company
50. We were offered childcare vouchers by the company
51. We were being offered childcare vouchers by the company
52. Sarah Connor welcomed the new employees. The passive form of the sentence is ... .
53. The new employees were welcomed by Sarah Connor
54. The new employees are welcomed by Sarah Connor
55. The new employees will be welcomed by Sarah Connor
56. The new employees be welcomed by Sarah Connor
57. The ideas of corporate social responsibility ...by that company few years ago.
58. were introduced
59. was introduced
60. were being introduced
61. is introduce
62. Kami sudah mengenal Dion selama lebih dari 10 tahun.

The correct translation of the sentence is ... .

1. We known Dion for more than 10 years.
2. We had known Dion for more than 10 years.
3. We have known Dion for more than 10 years.
4. We have been knowing Dion for more than 10 years.
5. Someone is not using his mask even though he is coughing a lot. In the moment of corona virus issue, you may express these, except ... .
6. I am displeased that he is so ignorant of other people
7. I am not keen on his being so hesitant of using mask
8. I can’t stand being nearby him for this is so dangerous
9. I would prefer to use my mask rather than give it to the sick
10. What is NOT the right description of this picture?
11. She has a beautiful face and a nice smile.
12. She looks beautiful and humble
13. She has a prefect face and shiny black hair
14. She is pretty and she has a pointed nose

Source: nisya+sabian&tbm=isch&ved

1. Which is not true about this for young people in positive ways?
2. Concentration boosters
3. Entertainment in leisure time
4. A place to express creativities
5. Educational sources and creativeness
6. ... is the term that includes everything about working for a company, such as the people, the work, the company, and the characteristics of the work and company.
7. Employ
8. Employer
9. Employee
10. Employment
11. **READING**

**Text 1**

Source: Cover Letter Assignment/Shafira

1. What is a resume according to the picture?
2. It is a document created by an applicant to boast their their background, skills, and accomplishments.
3. It is a document used and created by a person to present their background, skills, and accomplishments.
4. is a document created and modified by a person to present their personalities, skills, and expectation.
5. is a document used and created by a person to show up their skills and accomplishments.
6. Why do you think an employer is interested to the owner of the resume?
7. She is creative and initiative.
8. She has a good career and achivement.
9. She has good backgrounds and aptitudes.
10. She has some organizational experiences and high school graduate

**Text 2**

June 03, 2020

Personnel Manager

Kettle, Kettle & Co

Bandung

Dear Sir/Madam,

I am writing regarding your advertisement in Pikiran Rakyat Daily Newspaper on September 13, 2012. I have given careful consideration to the job description and believe that I have the necessary qualifications and personal attributes to take up the position.

Although I lack practical experience in the field of advertising, my past work experiences have shown that I’m able to learn quickly from experienced staff. In my previous job as a teacher, it was necessary to understand the difficulties of student and at the same time, to motivate them to strive for the best in their academic works.

I have enclosed my resume for your consideration with copies of my certificates and qualification.

I would relish the opportunity to work as part of an enthusiastic office staff. I look forward to the opportunity for an interview.

Your sincerely,

Asep

1. Asep’s experience as a teacher was ...
   1. to practice advertising experiences.
   2. to motivate students in their academic works.
   3. to consider students’ certificate qualifications.
   4. to qualify her personal attributes to the position.
2. From the text, we know that the applicant ...
   1. established an advertising company.
   2. wanted to teach advertising class.
   3. considered all students’ works.
   4. thought she could learn fast.
3. The purpose of the text is ... .
4. to apply for a position by detailing the Personal Manager
5. to apply for a job by providing details to show the applicant’s qualities
6. to give information about the writer’s quality to attract the owner of the company
7. to testify that the applicant is eligible to the position due to his excellent background
8. . Which is not true about the applicant?
9. He used to be a teacher.
10. He excelled in practical experience in the field of advertising,
11. He attachedhis resume, certificates and other qualifications in his application letter
12. He quite understood the students’ difficulty and motivated them to give their best in academic works.

**Text 3**



1. What is possibly the author’s purpose to write the text?
2. To overview Ronaldo’s early life.
3. To give Ronaldo’s description in detail.
4. To tell the readers about Christiano’s biography.
5. To describe Cristiano Ronaldo physical description.
6. Which of the following information is not true about Cristioano Ronaldo according to the text?
7. He has 3 siblings.
8. He is a fast runner and a handsome man.
9. He celebrates his birthday on the fifth February.
10. He plays for Portugal and comes from Real Madrid.
11. From the text we know that people likely idolize him because
12. he is a very tall and a great man.
13. he comes from western country.
14. he is good looking and tall.
15. he is a handsome man and a great football player
16. What is his favorite color?
17. Red
18. Blue
19. White
20. Black

**Text 4**

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| When the typewriter was first invented, its keys were arranged alphabetically. This made the keys easy to find. However, this arrangement also caused the bars of the machine to jam, or get stuck.  To solve this problem, a new letter arrangement was introduced by Christopher Latham Scholes in 1872. His system, the standard keyboard system, is still used on typewriters today. He arranged the letters in such a way that as many bars as possible hit the inked ribbon from opposite directions. This resulted in far less jamming than had occurred with the alphabetical models.  (quoted from: Longman Introductory Course, 2014) |

1. “ ... its keys were arranged alphabetically.” The word ‘it’ refers to ... .
2. the alphabet
3. the typewriter
4. the invention
5. the inventor
6. In Schole's system, the order of the letters ...

(A) is in the alphabetical order.

(B) enables more bars to hit the ribbon from opposite direction.

(C) had caused the bars of the machine to jam.

(D) was the same as original typewriter.

1. We know from the second paragraph that ...
   1. the Scholes' system is still used now.
   2. the Scholes' system arranged the letters alphabetically.
   3. the original arrangement of the letters was alphabetical.
   4. the arrangement of the letters in the Scholes' system is not better than the original one.
2. Improvemnt to the original system of the typewriter was made by Scholes in ...
3. the arrangement of the letters.
4. the bars that hit the ribbon.
5. the ribbon that carries the ink.
6. the standard keyboard system.
7. He arranged the letters in such a way. The passive form of the sentence is ... .
8. The letters was arranged by him in such a way
9. The letters are arranged by him in such a way
10. The letters were arranged by him in such a way
11. The letter had been arranged by him in such a way

**LISTENING AND WRITING(ESSAY)**

Listen to and watch this video. Then, answer 5 questions below.

Beingsuccessful in the interview (<https://www.youtube.com/watch?v=kayOhGRcNt4>)



1. If the interviewer says 'tell me about yourself', what should you do?
2. In rule no. 2, the presenter said that we have to tell about 'the story of the interviewee professionally' in three ways. They are ... .
3. If you are asked about 'your previous job', mention 3 important things to tell the interviewer.
4. What is the second tip about?
5. After watching the video, what can you learn? (Free answer)

**------------------SELAMAT BEKERJA-----------------**