#### Зразок оформлення Типових тестових завдань

## НАЦІОНАЛЬНИЙ АВІАЦІЙНИЙ УНІВЕРСИТЕТ НАВЧАЛЬНО-НАУКОВИЙ ГУМАНІТАРНИЙ ІНСТИТУТ КАФЕДРА ІНОЗЕМНИХ МОВ І ПРИКЛАДНОЇ ЛІНГВІСТИКИ

## ЗАТВЕРДЖУЮ

Завідувач кафедри іноземних мов і прикладної лінгвістики

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# ТИПОВІ ТЕСТИ

## з дисципліни

«Ділова іноземна мова»

Розробник

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#### Модуль №1

#### ТЕСТИ ДЛЯ КОНТРОЛЮ ЗНАНЬ ЛЕКСИЧНОГО МАТЕРІАЛУ

#### Test #1 "Applying for a Job"

*I.* Look at the pairs of words and expressions in **bold** and decide which one is best in each situation. In some cases, both words are correct. Underline the correct answer.

If somebody is interested in the job, they are asked to send their **curriculum vitae**/ **résumé** (which should give details of their education and any skills or interests relevant for the job they are applying for). This should be accompanied by a **cover**/ **covering** letter which should explain briefly why they are applying for the job and why they think they would be **suiting** / **suitable** for it. They might be asked to **fill in**/ **fill out** an **application**/ **applicant** form and **submit**/ **send** it to the company. The managers of the company will read these and then make a **short-list**/ **smalllist** of the people they would like to attend an **interrogation**/ **interview**. At the same time, they will **reject** / **turn down** those who they feel are unsuitable.

II. Choose the best word or phrase to complete the gaps in the sentences below.

