Зразок оформлення Типових тестових завдань
НАЦІОНАЛЬНИЙ АВІАЦІЙНИЙ УНІВЕРСИТЕТ НАВЧАЛЬНО-НАУКОВИЙ ГУМАНІТАРНИЙ ІНСТИТУТ КАФЕДРА ІНОЗЕМНИХ МОВ І ПРИКЛАДНОЇ ЛІНГВІСТИКИ

## ЗАТВЕРДЖУЮ

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ТИПОВІ ТЕСТИ<br>3 дисципліни<br>«Ділова іноземна мова»

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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.

1. Provide the names of two $\qquad$ .
a) referees
b) referrals
c) references
2. What is your current $\qquad$ ?
a) job title
b) job name
c) job function
3. Please give the name of your current or the most recent $\qquad$ .
a) employee
b) employer
c) workplace
4. How did you learn about about this $\qquad$ ?
a) application
b) vacancy
c) vacation
5. Before you are able to get a job, you have to attend a(n) ___. If you do well in it, they offer you the position.
a) appointment
b) arrangement
c) interview
6. I see from your $\qquad$ form that you have had three different jobs in the last 5 years.
a) apply
a) applied
c) application
7. I have good $\qquad$ skills.
a) interpersonnel b) interpersonal c) personal
8. Tell us something about your $\qquad$ in the engineering industry?
a) foreground
b) background
c) history
9. Tell me a little about your $\qquad$ job ( = your last job).
a) past
b) finished
c) previous
