

## FIRST ENGLISH EXAM

### PART ONE: READING

Read the text carefully then do the activities.

Emailing now often replaces writing letters, phoning and meeting face-to face. While it is an easy and spontaneous medium for business communication, its misuse can result in unclear messages, confused responses and frustrated recipients. Sometimes a lot of extra work is required to repair the damage caused by a garbled message

When we communicate through e-mail, it is easy for us to be rude to our correspondents at the receiving end of the line. The reason for this is very simple.

In face-to face communication, we use speech to communicate what we want to say to our interlocutors. The way we say the words is very important. Our tone of voice indicates our emotions to them and shows if we are pleased or angry.

In addition, we use gestures and facial to emphasise what we say and to show our interlocutors that we are saying something very important. The interlocutors can either nod or shake their heads to indicate agreement or disagreement. It is different when we communicate through e-mail. Our correspondents can neither see our gestures nor hear the tone of our voice. So we forget about our good manners more quickly.

While e-mail is easy and convenient, it cannot replace the quality and depth of direct personal contact. Be sure to link up with clients and colleagues in person or on the phone from time to time, so that you can engage in communication that is more interactive, thorough persuasive and appealing that e-mail can ever be.

#### A.Comprehension

1. Give the general idea of the text?
2. Answer the following question according to the text:
  - a. What makes communication through e-mail different from speech?
  - b. What are the disadvantages of communicating through e-mail?
  - c. Is the writer agree with the communication through e-mail? Justify your answer.
3. What or who do the underlined words in the text refer to?
4. Find in the passage, words or phrases or expressions that are closest in meaning to:  
Impolite, attractive, not planned, to mend, needed.

#### Language practice:

1. Pick out the plurals from the (1§) first paragraph and classify them according to the pronunciation of their final (s).
2. Which adjectives can be derived from the following words?  
Speech, to repair, to emphasise, disagreement.



3. Write sentence (b) so that it means the same as (a):
- a) The winners will be offered office computers.
  - b) The commission
- a) Kate doesn't like chatting. She doesn't like surfing on the net.
- b) Neither
4. Reorder the following words to get a coherent sentence.  
e-mails/keep/and/you/write/about/think/what/your/polite
5. Identify parts of speech of the sentence underlined in the text?

### PART TWO: WRITING

Choose one of the following topics.

#### Topic one:

Write a summary of the reading passage.

#### Topic two:

E-mail is one of the most important modern forms of communication.

Do you think that communication through e-mails is interesting? Justify your answer.

*When there is a will, there is a way.*



## Part One: Reading: (8, 25)

1) General idea: The communication through e-mail in contrast to face-to-face communication. 1.25

2) Answer the questions:

1) In communication through e-mail, we can neither see (the absence of gestures, facial, tone of the voice). whereas in face-to-face communication, we can say whatever we want to say to our interlocutors and our voice indicates our emotions and shows our anger and pleasure.

2) The disadvantages of communication through e-mail:

- Misuse of e-mailing result in unclear messages, confused responses, frustrated recipients.
- The damage caused by garbled message.
- we cannot engage in an influential and attractive communication.
- we forget about our good manner more quickly.

c) No, he is not because he expresses his disagreement in the last paragraph.

" It can not replace the quality and the depth of direct personal contact. Be sure to link up with clients and colleagues in person or on the phone from time to time, so that you can engage in communication that is more interactive, thorough, persuasive that e-mail can ever be.



3- The Underlined words in the text refer to: 1.5

E-mailing: its

Them: interlocutors -

Their: "

4- The synonyms:

Impolite = rude 0.1 / attractive = appealing 0.1

not planned = spontaneous 0.1 / to mend: repair 0.1

needed = required 0.25

Language practice:

1) Plurals and classification according to the pronunciation of their final /S/ =

/S/	/Z/	/Iz/
recipients	letters	messages responses

2) The adjectives that derived from the words:  
Speechless, repairable, emphatic, disagree

3) Write sentence (b) so that it means the same as (a):

a) The winners will be offered office computers.

b) The commission will offer winners office computers.

a) Kate doesn't like chatting. She doesn't like surfing on the net.

b) Neither Kate likes chatting nor surfing on the net.

Or: Neither chatting nor surfing Kate like.

4) Reorder to make a coherent sentence:

- Think about what you write and keep your e-mails polite.



5. Parts of speech of the sentence underlined in the text:

Nouns: e-mail, correspondents, end, ~~end~~, link

Adjectives: easy, rude, receiving (adjective used as an adjective).

Pronouns: we (personal pronoun), it, us (possessive adj),  
our ( " " )

Prepositions: for, of, to, through.

Article: the.

Adverb: adverb of time.

Verbs: communicate, is, to be (infinitive).