

Business English I – Writing paper (45 minutes)

Please observe the time allowed and do not use anything but pen and paper.

Send your scanned paper to jimenezantonio@gmail.com to have it graded.

This paper weighs 20% towards your final mark.

1. You are going to attend an office supply exhibition in Berlin soon.

Write a short e-mail (100-120 words) to your manager, Jenna Sims:

- explaining why you will be away
- letting her know the dates you will be away
- giving instructions about tasks to be done while you are away.
- asking her about how to have your expenses repaid

2. Write a cover letter (180-200 words) applying for the job advertised below. Do not merely use the vocabulary provided; paraphrase and give use your own words.

JOB OPENING ASSISTANT ACCOUNTANT

Club of a Foreign Mission in Islamabad seeks applications from qualified applicants to staff the position of Assistant Accountant, with a starting salary of Rs.17850+ 2050 Transport Allowance per month plus other benefits.

Minimum Qualifications

- 1- Bachelor's Degree in Commerce or Accounting.
- 2- Knowledge of computers, especially MS Office & MYOB.
- 3- Excellent oral & written abilities in English.
- 4- Be able to work under pressure.
- 5- Possess good interpersonal skills, initiative, integrity, flexibility, adaptability and must be a team player.

Experience At least 3 years working experience in the field of accounting.

Interested Candidates send their applications along with CV to the Club Manager P.O Box 1042, Islamabad by close of business hours on

Friday, 14 September, 2012. Or Email your CV's at ccaccounts1@gmail.com