



ΠΑΝΕΠΙΣΤΗΜΙΟ ΚΥΠΡΟΥ

ΚΕΝΤΡΟ ΕΠΙΣΤΗΜΟΝΙΚΗΣ ΕΠΙΜΟΡΦΩΣΗΣ, ΑΞΙΟΛΟΓΗΣΗΣ ΚΑΙ ΑΝΑΠΤΥΞΗΣ

ΓΡΑΠΤΗ ΕΞΕΤΑΣΗ ΓΙΑ ΤΗΝ ΠΛΗΡΩΣΗ
ΚΕΝΩΝ ΘΕΣΕΩΝ ΓΡΑΦΕΑ – ΓΕΝΙΚΩΝ ΚΑΘΗΚΟΝΤΩΝ
ΣΤΗΝ ΑΡΧΗ ΗΛΕΚΤΡΙΣΜΟΥ ΚΥΠΡΟΥ

ΗΜΕΡΟΜΗΝΙΑ: 8 Δεκεμβρίου 2018

ΘΕΜΑ: ΑΓΓΛΙΚΑ

ΩΡΑ: 1:15μ.μ – 2:15μ.μ.

ΓΕΝΙΚΑ: Θα πρέπει να απαντήσετε όλες τις ερωτήσεις στο βιβλιário απαντήσεων.
Η βαθμολογία για κάθε ερώτηση ή υποερώτηση φαίνεται στην παρένθεση.

General Instructions: The exam has three parts. For Part II and Part III, please remember to label your answers as follows in your booklet: *Part II: Comprehension Answers* and *Part III: Grammar Answers*. Write A, B, C, or D neatly. Illegible answers will be marked as wrong. Also, please number your answers for each exercise. The exercise will NOT be marked if your answers are not clearly presented for each exercise.

PART I: Writing (40 marks)

Write about the following in about 150-200 words:

What would your life be like without electricity?

PART II: Comprehension (27 marks)

Read the following article and answer all the questions, which follow:

How to Ace a Job Interview

Adapted from 'Training and Development', 1997

(1) Next to public speaking, most people think that enduring a job interview is one of the most stressful experiences. I wouldn't quibble with that. However, a lot of people not only manage to master the art of effective interviewing as they go about job searches, but actually grow to enjoy the interview experience.

(2) Good thing! Job interviews are something we all have to deal with from time to time in our careers. So, it pays to know how to handle yourself effectively when you're sitting across the desk from a prospective employer. Indeed, knowing how to navigate the terrain of job interviews can pay off big time for your career, land you a better job than the one you initially interview for, and position you for the job success and satisfaction you deserve.

(3) How do you ace a job interview? Here are some tips. Recognize that when you interview for a job, employers are looking for evidence of four things: your ability to do the job, your motivation, your compatibility with the rest of the organization, and your self-confidence. If you understand how all those things play into an interviewer's questions (and an employer's hiring decisions), you'll have a better chance of getting hired.

(4) Often the first thing an employer wants to know is, "Will you fit in?" Presuming a company has seen your resume ahead of time and invited you for an interview, it may assume you have certain skills. Now they want to know, "Will you be compatible with everyone else that works here?" Fitting in is a real hot button for employers. That's because it's expensive to go through the rehiring process if someone doesn't work out.

(5) Along with determining compatibility, employers want to know that you're motivated to do a job. And, they want to know why you want to work for their organization. So be ready with career highlights that illustrate why hiring you would be a good decision for the organization. Showcase your talents as an instructional designer for example, or tell the interviewer about the process improvement efforts you've put in place in your current job that ensure continuous refinement of training courses. Concise oral descriptions like these can make a great impression on interviewers.

(6) Throughout the interview, breathe deeply, speak slowly, and focus on projecting yourself confidently. This is important. Employers want to see self-confidence in job seekers. A lot of job seekers are too modest. They downplay their accomplishments. Don't embellish or exaggerate, but don't be a shrinking violet either.

Rehearse ahead of time the answers to major questions that you expect to be asked, especially that all-time favourite: "Tell me about yourself."

(7) Some other points to keep in mind:

(8) Before the interview, do some research on the company you're interviewing with. That will enable you to demonstrate knowledge of the company when you meet the interviewer. It may also prompt questions that you'll want to get answers to, even as questions are being asked of you. There are lots of research options. You can tap into the Internet and pull down everything from company profiles to financial reports. You can talk to friends or co-workers that may know something about the organization. Arrive for the interview early enough to go to the restroom to check yourself out. The last thing you want is to arrive for your interview beaded with sweat, having just sprinted there from the subway stop two blocks away.

(9) Once in the interview, concentrate on making a pleasant and strong first impression. Eighty percent of the first impression an interviewer gets of you is visual—and it's formed in the first two minutes of the meeting! So, men, wear a well-made suit, crisply starched white or blue shirt, and polished shoes. Women, you can get away with more colour than men, but dress conservatively in dresses, trouser suits or jacket and skirt combinations. Wearing a colourful scarf is a good way to weave in colour, but keep jewellery to a minimum.

(10) As you answer questions, be sure to emphasize as often as you can the reasons why your skills, background, and experience make you a good fit for the job that you're interviewing for.

(11) Finally, learn from every job interview you have. Don't be hard on yourself if things don't go your way. Even job interviews that don't go well can be great learning experiences. And in my own life, I can look back on interviews where I'm glad I didn't get the job!

Multiple Choice: Read each question carefully and write the letter of your choice (A, B, C, D) neatly in your answer booklet. Do NOT rewrite the whole question. Remember to number your answers and label your answers as "Part II: Comprehension Answers".

1. The main point of the selection can be stated as follows:
 - a) If you arrive early enough for an interview, you will feel relaxed and confident.
 - b) If you understand the four things employers are looking for in an interview, you will have a better chance of getting the job.
 - c) If you seem to "fit in" with the company, you will probably get hired.
 - d) If you do research on the company ahead of time, you will be able to impress the interviewer.

2. In a job interview, employers are primarily looking for your ability to do the job, your motivation, your self-confidence, and
- a) your ability to speak clearly about your skills and background.
 - b) your willingness to work hard and be dedicated to the company.
 - c) your compatibility with the rest of the organization.
 - d) your understanding of the company's history and products.
3. What is the "all-time favorite" question an interviewer usually asks?
- a) Why are you interested in this position?
 - b) Tell me about your current job.
 - c) What salary are you looking for?
 - d) Tell me about yourself.
4. According to paragraph 9, an employer's first impression of you is based mainly on
- a) your appearance.
 - b) your enthusiasm.
 - c) your tone of voice.
 - d) your job skills.
5. Is the following statement 'true' or 'false': *The author has been successful in landing the job for every interview he has been on?*
- a) True
 - b) False
6. In paragraph 1, the transition word *however* tells the reader that
- a) an example will follow.
 - b) the author will show one thing caused another.
 - c) the author will switch to a contrasting idea.
 - d) the author will identify each major point.
7. The author supports his main idea by providing
- a) research.
 - b) examples of interviews he went on.
 - c) advice.
 - d) success stories of actual individuals.
8. In paragraph 1, the word **enduring** means
- a) enjoying.
 - b) suffering through.
 - c) preparing for.
 - d) resisting.
9. In paragraph 5, the word **concise** means
- a) brief.
 - b) long-winded.
 - c) grammatically correct.
 - d) humorous.

PART III: Grammar (33): Read each multiple choice question carefully and write the letter of your choice (A, B, C, D) neatly in your answer booklet. Do NOT rewrite the whole question. Remember to number your answers and label your answers as "Part III: Grammar Answers".

1. Mary and John's baby was born _____ September 28th; 2018.
 - a) in
 - b) on
 - c) at
 - d) with
2. Jennifer _____ to clean the entire house by the time her parents got home last evening.
 - a) was managing
 - b) had managed
 - c) has been managing
 - d) is managed
3. Which of the following is capitalized correctly?
 - a) My little niece often watches her videotape of *Beauty and the beast*.
 - b) My little niece often watches her videotape of *Beauty and the Beast*.
 - c) My little niece often watches her videotape of *Beauty and The Beast*.
 - d) My little niece often watches her videotape of *Beauty And The Beast*.
4. Neither of those mattresses _____ comfortable.
 - a) feels
 - b) feel
 - c) is feeling
 - d) have been feeling
5. Which of the following is correct?
 - a) It's easy to see from your face that you're very tired.
 - b) Its easy to see from your face that you're very tired.
 - c) It's easy to see from your face that your very tired.
 - d) Its easy to see from your face that your very tired.
6. My dad always has to have the latest piece of technology, _____ how much it costs.
 - a) no matter
 - b) in spite
 - c) even though
 - d) although
7. Bobby _____ so much time on the internet, we never see him anymore.
 - a) spends
 - b) passes
 - c) finds
 - d) gives

8. Teachers must learn to be patient _____ their troublesome students.
- a) about
 - b) from
 - c) with
 - d) through
9. Tulips are the most _____ flowers growing in Holland.
- a) routine
 - b) usual
 - c) normal
 - d) common
10. While Cathy _____ in her colouring book, Michael was reading.
- a) is drawing
 - b) has been drawing
 - c) was drawing
 - d) draws
11. If you feel dizzy, you should _____.
- a) your blood pressure have checked
 - b) have your blood pressure checked
 - c) checked your blood pressure
 - d) be check your blood pressure