



Time: 2 hours

Class :Common core.....

Name:

Exam N 1

1st term

20

MANNERS MATTER

1-First impressions are lasting . 55 % of first impressions are said to be based on the way you look and behave .Most people in business situations dress to project a certain image . But the way you look is about more than dress . It is also the way you move , enter a room , and hold yourself . The way you speak and the quality of your voice can make up 38 % of first impression ,but words themselves only make up 7 % .

2-Imagine an American meeting with a Japanese person .Who will talk the most ? Who will nod and say "yes" a lot ? If you can answer these questions , you already know that people from different cultural backgrounds communicate information differently . Asian cultures put a lot of emphasis on non-verbal communication. This leads to complex systems of communicating that can seem indirect and be difficult to interpret . It is especially hard to get a firm " no " from an Asian associate , and although you will hear " yes" a lot , it only signifies that the person understands , not that he or she agrees with what you have said . So , unless you are familiar with the way information is communicated in different cultures you will have a difficult time negotiating effectively . Do not touch someone casually , unless you know them well . Be particularly cautious about touching someone of the opposite sex . Try not to back away when you feel someone is too close,They may not be aware of your discomfort , and backing away could send very negative messages .

3-In some countries it is important to move and hold yourself in a way that indicates self-confidence and strength , but in other countries these same traits could be interpreted negatively as arrogance . While it may be impossible to change totally the way your body can send messages , it is useful to be at least aware of how those messages might be read by others . This can help prevent misunderstanding which can lead to resentment or loss of confidence.

4-The rules of conversation in any culture are complex , but what is not sociably acceptable is generally instinctive. The most important point here is to understand that while we all share a common human nature , all cultures have differences . If you are doing business of any kind in the international arena , knowing something about these differences can help you enormously . And do not expect others to be familiar with your culture; assume they are not , particularly if it is you who are in their country , and not they who are in yours.

COMPREHENSION : 15 pts

A- ARE THESE SENTENCES TRUE OR FALSE ? JUSTIFY : **3pts**

1-In the first impressions words are as important as the way they are said

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2-First impressions are made up of different things .

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3-Self-confidence and strong personality are appreciated in all cultures.

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B- ANSWER THESE QUESTIONS : **4pts**

1-What makes communication on the part of an Asian particularly difficult ?

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2-What may be the consequences of a lack of understanding between foreigners ?

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3-How can businessman from different countries do successful business deals ?

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4-How is an Asian culture different from the others ?

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C-FIND IN THE TEXT WORDS THAT MEAN THE SAME AS : **4pts**

1-Show (prg1)

2-from time to time not very often(prg 2).....

3-Anger (prg 3)

4-Complicated (prg 4)

D-WHAT DO THE UNDERLINED WORDS IN THE TEXT REFER TO : **4pts**

1- It

2- They.....

3- Them.....

4- This.....

Language : 15 pts

A-Use the words in capitals to make words which fit in the spaces : 4pts

- 1-last summer I rented a house by the sea . **SPACE**
- 2-Nowadays the of cars is increasing. **SELL**
- 3-James is proud of his..... **ACHIEVE**
- 4-Judd did not follow in her mother' s foot step she was too..... **DEPENDENT**

B-Complete the sentences with these phrasal verbs : 4 pts

burn down	make up	speak out	turn down
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- 1-Sarh has to her mind about the subject she will study next year.
- 2-Tom is not a brave actor he can never about the way his manager treats him.
- 3- Sue is offered 500€ for the picture but she it
- 4-Anna' s house yesterday. So, she decided to move to New York .

C- Circle the correct words: 3pts

- 1- I think Ann **makes / does** a lot of mistakes in her English exam.
- 2- I stayed in a **comfortable / cramped** hotel. It has not enough space for all of us .
- 3- Susan has to **arrange / make** a meeting with her boss today .

D-PUT THE VERBS IN THE RIGHT TENSE : 4pts

- 1-Hurry up !It to rain . (**start**)
- 2-While I (**drive**) to work the other day, a policeman(**stop**) me.
- 3-What timethe last bus on Fridays .(**leave**)
- 4-I do not think Susan is trying to avoid you. She(**have**) a shower when you (**call**) yesterday –that 's why she (**not come**) to the phone.
- 5-Mrs Brown (**need**) to use the phone right now.

WRITING :

10 pts

TOPIC :

**you have been invited to house that your friend has moved to.
Now you are back , write a letter thanking him / her and telling what you
liked about the house.**

A large rectangular box containing horizontal dotted lines for writing the letter.