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TEXT 11. This letter is written by a_____. A. prospective salesperson B. high school student C. publisher D. manager 28 Beach Road, Newtown. March 20th, 2000 The Manager, Royal Publishers, P.O.Box 446 Newtown.

Dear Sir, I am 18 years old, and I graduated from Newtown High School last October. At high school my main subjects were English, business studies, history, athletics and science. I would be very interested in working as a salesman. I am very interested in books, and I have always been interested in the publishing business. I enjoy meeting and talking to people. I enclose two letters of reference, a photograph, and my school academic record. I would be available for an interview at any time. I look forward to hearing from you.

Yours sincerely, Jack Eastwood TEXT 2 2. The general idea of the passage is that_____. A. doctors can produce magic B. medicine has magic power C. modern medicine can cure all illnesses D. a healthy mind is also a cure for illness

For more than five thousand years Chinese doctors have used needles to fight illness. This kind of medicine is called acupuncture. The doctor studies the sick person carefully. Then he puts needles into that persons body at the right places for his illness. Chinese doctors believe that they can control the bodys natural forces in this way. At first, doctors in the West thought that this was just another kind of magic. Recently, however, they have found out that it is possible to cure many illnesses

like this because the needles help the body to produce its own "medicines". In this way the body cures itself. Nowadays doctors can do a lot of wonderful things. They can use thousands of medicines. They can give you pills and injections. They can even give you mechanical legs or a new heart. Sometimes modern medicine works like magic. But there are still a lot of illnesses that drugs and machines cannot cure completely. Medicine is not only a science. it is an art, too. And in the art of medicine, the mind is very important. You will not have a healthy body unless you have a healthy mind. TEXT 3 3.

Who will best fit the vacancy described in the ad? A. A receptionist with secondary school education. B. A typist with three years of working experience. C. A young college graduate with a management degree. D. A middle aged clerk with some working knowledge of computers.

SITUATIONS VACANT Administration trainee, We have a vacancy for a trainee in our head office. Main duties will be office work with some reception and telephone work. Training will be given in the use of a computer. The successful applicant will have college level education in business related subjects and will be able to work with a minimum of supervision. Typing skills essential. Age range preferably 21-24. Good working conditions. Please apply in writing, stating age, qualifications, and other relevant information to: Administration Manager, STARTEX OIL. P.O.Box 355, Westport.

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