

MINISTÉRIO DA EDUCAÇÃO  
UNIVERSIDADE FEDERAL DE ITAJUBÁ  
PRÓ-REITORIA DE GRADUAÇÃO

PROCESSO SELETIVO – TRANSFERÊNCIA FACULTATIVA/PDCS – 2011

|                    |            |              |                     |
|--------------------|------------|--------------|---------------------|
| Nome do Candidato: |            |              |                     |
| Curso Pretendido:  |            | Curso Atual: |                     |
| Data:              | 19/06/2011 | Horário:     | 16h00min – 18h00min |

**PROVA DE LÍNGUA INGLESA:**

A- A person who works in the Personnel Department is explaining how they select candidates in their company.

1. If there's a vacancy, I usually advertize it in-house first of all.
2. If I don't find any suitable candidates, then we advertise the job in the papers.
3. We ask applicants to send in their resumes.
4. We invite some of the candidates to an interview.
5. After that, we draw up a shortlist.
6. We ask some of the applicants back for a second interview.
7. We choose the best candidate.
8. Then I check their references.
9. If everything's ok, we offer the applicant the job.
10. After the new employee has proven to be hardworking we assign them special projects to carry out.

Rewrite the sentences below using passive voice to give a general description of the recruitment process.

Since #1 is already done as an example, #10 is worth twice as much as the others. Therefore, you should pay extra attention to it.

1. The vacancy is advertized in-house.

B- Write a short paragraph from a covering letter applying for a job – feel free to be very creative and pretend you have a lot of work experience and education. You should give details of your general experience, and mention some specific dates when you did something. See the example.

*As you will see from the attached resume, I have worked in the financial services sector for several years. I spent two years with Allied Dunbar as a pensions salesman, and then moved to Sun Alliance, where I have been working in the Life Insurance division. I have had considerable managerial experience, and I recently became Area Manager.*

C- Fill the gaps in these sentences with a suitable verb or noun + preposition from the list below:

*account for   advertise for   apply to   approve of   backlog of   base on   benefit from   bid for  
blame for   bring up*

1. In the middle of the meeting our client \_\_\_\_\_ the subject of compensation.
2. All reports need to be carefully written and above all \_\_\_\_\_ facts.
3. The managing director was very satisfied; he \_\_\_\_\_ my recommendations.
4. If we want to fill the post, we'll have to \_\_\_\_\_ a qualified technician.
5. The clerk managed to \_\_\_\_\_ the two missing packages.
6. Computer operators wanted. Please \_\_\_\_\_ the manager within.
7. The whole company is going to \_\_\_\_\_ the South American order.
8. The management and the workers \_\_\_\_\_ each other \_\_\_\_\_ the strike.
9. The clerks had to work long after five to deal with the \_\_\_\_\_ of orders.
10. Our agent \_\_\_\_\_ \$ 500 \_\_\_\_\_ the fire-damaged merchandise.

D- Match the following vocabulary terms to their definitions:

1. Deliver ( ) the statement of the current or market price of a commodity or security.
2. Destination ( ) an itemized bill for goods sold or services provided, containing prices, the total charge, and the terms
3. Dimensions ( ) to acquire by the payment of money or its equivalent; buy
4. Documents ( ) a written or printed paper furnishing information or evidence, as a passport, deed, bill of sale, or bill of lading; a legal or official paper.
5. Down payment ( ) the place to which a person or thing travels or is sent.
6. Forward ( ) provided in advance of shipment and merely showing the description and quantity of goods shipped without terms of payment.
7. Freight ( ) toward or to what is in front or in advance 2. into view or consideration; 3. directed toward a point in advance
8. Invoice ( ) measurement in length, width, and thickness.
9. Overseas ( ) goods, cargo, or lading transported for pay. 2. the ordinary means of transport of goods provided by common carriers. 3. the charges for such transportation.
10. Proforma ( ) Provider
11. Purchase ( ) the act or business of a person or thing that transports goods.
12. Quotation ( ) to carry and turn over (letters, goods, etc.) to the intended recipient or recipients.
13. Retail ( ) the sale of goods to ultimate consumers, usu. in small quantities (opposed to wholesale).
14. Shipping ( ) over, across, or beyond the sea; abroad.
15. Supplier ( ) an initial amount given as partial payment at the time of purchase, as in installment buying.

E- The language in the text below is informal, spoken English. Rewrite it in a clear, simple, positive style appropriate for a business letter. Keep the basic meaning of the original, but change words and phrases freely.

Hi Sue

I got your letter about our Italia Kitchen tiles (tiles = azulejo). You want to buy some, right? Great! Just one problem, we haven't got any tiles to send you. The thing is, we're just getting so many orders. Things are going crazy around here, it's just tiles, tiles, tiles.

Look, don't worry. I'll get in touch as soon as we get some more. I'm sure it won't be long. Meanwhile, I'm gonna send you our latest brochure – you'll love it. It's full of great photos and you can see everything we sell.

Give me a call if you want to. Bye.