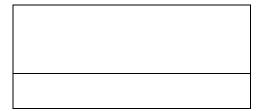Sample Test

Q1. Write a letter to the editor of a newspaper asking about the designing software they use for desktop publishing.

Sample Test

Q2. Complete the invoice with the words from the box.

Quantity	Description	Price	VAT (value added tax)	Product	Grand total	Company

Name: Ruth Atkinson

Address: 38 High Street, Galway

Telephone: 5 742 9165

Date: 16 May 2011

(1) _____

Media Market

Fax: 1 662 2367

(2)_____	(3)_____	(4)_____	(5) _____	
Ulysses Classic	2GB of RAM, 1TB HD	4	850$	3.400$
Flat LCD screen	Colour 19"	4	170$	680$
Portable Ulysses	2GB of RAM, 259 GB HD	2	975$	1,950$
D5 database	SBMS, relational database	1	245$	245$
Antidote JP	Anti-virus, anti-spyware	6	60$	360$
Laser Printer CQ	2,400 dpi, PostScript	1	230$	230$
			Sub-total	**6,865$**
			(6) _____(21%)	**1,441$**
			(7)_____	**8,306$**

Sample Test

Q3. Look at the letter which accompanies the invoice. Complete the letter with phrases from the box.

Yours sincerely	I am writing to	Dear Ms Atkinson	We would be grateful if you could
	I am enclosing	Please contact us	

16 May 2011

Ruth Atkinson

38 High Street

Galway

(1)_____ ,

(2) _____ confirm that we have sent you four desktop PCs plus screens, two laptops and a laser printer, along with a D5 database, and an anti-virus program for each of the computers. Please allow two weeks for delivery.

(3)_____ two copies of your invoice.

(4) _____ make your payment by cheque or directly to our bank account through the internet.

We are also delighted to inform you that we are offering our clients an online course called *A paperless office*, free of charge. (5) _____ if you require any further information.

(6) _____ ,

Ian Pegg

Sample Test

Q3. Imagine that you bought a laser printer but it gives error messages when you try to use it. Write a fax to Media Market to complain about it. Ask for a new printer. Use the expression given in the box.

I am writing to complain about …..	…… doesn't work	I am unable to …….

To: Media _____

Fax: 1 662 2367

From: _____

Subject: Faulty printer

Dear Mr Pegg,

_____

_____

_____

_____

_____

Number of pages: 1

Please call if you experience any transmission problems.

Q4. Look at the illustration and complete the database information on the record card.

Record 1

Picture	Name: _____

Address: _____

_____

Home Phone: _____

Identification: Mark on the left arm_____

Occupation: Computer programmer   Salary: 12000 SAR_____