

I. 選擇題 Choose the correct answer. 20%

- a 1. What is the primary purpose of a resume?
- a. To summarize work history and skills for potential employers
- b. To provide detailed personal information
- c. To list all educational experiences in chronological order
- d. To include salary expectations
- c 2. Which section is most commonly found at the beginning of a resume?
- a. Education
- b. Work experience
- c. Objective or summary statement
- d. References
- c 3. What should be included in the 'Education' section of a resume?
- a. Only university degrees
- b. All courses taken throughout education
- c. Degrees, certifications, and relevant coursework
- d. High school achievements
- b 4. When listing work experience, which format is most effective?
- a. Paragraphs describing each job
- b. Bullet points highlighting key responsibilities and achievements
- c. A table with dates and descriptions
- d. Only job titles and company names
- b 5. How should you tailor your resume for a specific job application?
- a. Use a generic resume for all applications
- b. Customize the objective and highlight relevant experience
- c. Include every job ever held
- d. Write a new resume for each application

II. 配合題 Match 10%

a. bar chart	b. flow chart	c. line graph	d. pie chart	e. Venn diagram
1. 圓餅圖 <u>d</u>	2. 長條圖 <u>a</u>	3. 凡氏圖 <u>e</u>	4. 流程圖 <u>b</u>	5. 折線圖 <u>c</u>

III. 排序題 Put the following items in the correct order. 20%

- a. Explain why a presentation is important to the audience
 - b. Give a self-introduction
 - c. Outline the structure of a presentation
 - d. State the topic of a presentation
 - e. Welcome the audience
1. e 2. b 3. d 4. a 5. c

IV. 填充題 Fill in each blank with ONE word. 10%

1. 八分之三	<u>three</u> out of <u>eight</u>
2. 四分之一	a <u>quarter</u>
3. 五分之四	<u>four</u> in <u>five</u>
4. 三分之二	<u>two-thirds</u>
5. 百分之四十	<u>forty</u> percent

V. 填充題 Find the appropriate answer to fill in each blank. 40%

My greatest strength is my ability to manage complex projects (1)efficiently. In my previous role as a project (2)manager, I successfully led a team to complete a major project three weeks (3)ahead of schedule and 10% (4)under budget. I achieved this by (5)implementing a new project management software and (6) optimizing our workflow processes. I believe this strength will allow me (7)to effectively manage projects and (8)contribute to the success of your team.

ahead	contribute	distribute	efficiently	implementing
manager	optimizing	overhead	to	under