

## Correction of the second term exam

**Exercise 01:** Fill in the gaps with the right expression of purpose from the list: **in order to-so that-to or so as not.** (5pts)

- 1-The journalist met the president **in order to** interview him.
- 2- She regularly exercises **so as not** get fat.
- 3- He decided to stay in England for a while **so that** he could practice his English.
- 4-She is on the mission **to** save the world.
- 5-I like to arrive 20 minutes early **so that** I have time for a cup of tea.

**Exercise 02:** put the verbs between brackets into the right tense (12pts)

- 1- I **had kept** that file on your table yesterday. (Keep).
- 2- We **had not played** any game from yesterday. (Not/play).
- 3- He **had done** his homework yesterday. (Do)
- 4- **Had** you **heard** about that company before? (Hear)
- 5- I **have visited** New York City many times. (Visit)
- 6-Yanis **has decided** to join a health club. (Decide)
- 7-However, this is not true. She **has been** very busy studying and working, and she will write to him when she gets a chance. (Be)
- 8- Unfortunately, he **still has not fixed** it.(fix, still, not)

**Exercise 03:** Emails are among the most commonly used means of communication in the world. They are fast, immediate, and allow you to interact with all kinds of businesses within and beyond the national boundaries.

1- What are the rules for writing official emails in English? (03pts)

**A-Subject:** it is the first piece of information that the recipients of an email see.

**B-Style :**unlike many other languages which require long complex sentences in a formal written context, English is very concise and favors short sentences and a simple structure.

**C-Courtesy formulas:** when you write an email in English, you are not only using another language but you are also entering another culture with different habits.

**D-Check the email:** never send an email in English without having re-read what you wrote. Grammatical or typing mistakes are very common even in your own language, so in English you can make errors much more easily. Double-checking what you have written is a simple step to take that can prevent you from appearing unprofessional.