Question One (10 marks)

A) Combine following sentences using a relative clause

1. Mr. Smith called the Mechanic. His car was broken down.
   _____________________________________________________________

2. The technician replaced the hard disc. It was burned.
   _____________________________________________________________

3. Teachers supported the students. They were preparing for final exams.
   _____________________________________________________________

4. Please check inbox of your email. It stores the received mails.
   _____________________________________________________________

B) Complete the following sentences choosing suitable words from the box.

There are TWO extra words.

Draft    email    virus    attachment    inbox    spam

5. A ___________________ attack on my computer deleted all files from my computer.

6. I have been receiving a number of advertising emails in my inbox. I am going to report them as _____________.

7. Please send your CV as an __________________ in PDF format.

8. You can see the mails that you do not send in the _____________ of your email.

Expand the following.

9. www : _______________________________________________________

10. bcc : ______________________________________________________
Question 2: (20 marks)

Instructions: Write an Extended Definition essay of 250-300 words on ONE of these topics:

   Satellite Dish

   OR

   Airplanes

Use at least three tools of extended definition: description, process, categories, comparison, problems, solutions, advantages, disadvantages, etc. Make sure the paragraphs are well-organized and information is relevant to the topic.

Question 3

Choose ONE of the following:

A. You are a possible car buyer and you happened to drop by the Ford Display Center, owned by Mr. Bader Ambusaidi (also the manager). Write a Formal e-mail of 150-200 words to him asking complete product information about the 2015 Ford F-150 vehicle. His email address is bader.ambusaidi45@ford.com. Previous contact reference: 2 days ago with one of his salesmen. Follow correct format on how to write a formal email.

   OR

B. You are a new employee of Oman National Bank and for the past two months (February & March), you did not receive your salary. Write an email of 150-200 words to Mr. Sultan Al Fahdi the manager to look into this problem and request him to help you get the salary. His email address is sultan.alfhadi@nbo.com.