

试题原文

注：请大家先按照搜索式阅读解题法做完题目，再看下面的讲解视频。

Passage Two

It is exciting to apply for a job that really appeals to you. In making your application, there are a number of points for you to observe.

In your letter of application, say just enough to give a good account of yourself without being wordy. If you are answering an advertisement, any information for which it asks must, of course, be given. This will usually cover your academic record and any further education and training. You may also be asked to give the names of one or two persons to supply references. For this purpose you should choose people who know you well enough to vouch (保证) for your character and ability; and to be polite, you should seek in advance their permission to be named as referees.

It will depend on circumstances how much you can carefully add about yourself. Your purpose is to bring to the notice of the employer any good reason why you rather than any of the other applicants should be chosen for the job. Therefore, if you feel you have any special skill or talent for the work, or particular interest in the line of the business, let it be known.

Finally, there is your use of language. You cannot go wrong if you keep your sentences and paragraphs short, making sure the sense is clear and well-expressed. Choose plain words so long as they convey the meaning.

66. The aim of writing a letter of application is to _____ .

- A. indicate why you are the most suitable for the job
- B. reveal to the employer your academic record
- C. show your character and ability
- D. give more information about yourself

67. In your letter of application, try to _____ .

- A. keep it as long as possible
- B. give more information about your education and training
- C. cover more of your academic record
- D. say briefly with enough information

68. The author suggests you choose _____ words so long as they can express your meaning.

- A. beautiful
- B. plain
- C. special
- D. particular

69. The underlined word "referees" in Paragraph 2 refers to people _____ .

- A. who examine the application letters
- B. who write reference books for the employees
- C. who solve problems for the employers
- D. who give you reference letters

70. Which of the following would be the best title for this passage?

- A. Making a Job Application
- B. Effective Letter Writing
- C. Writing Letters to Employers
- D. Writing for Advertisements

视频讲解

