

## Writing Preparation 1D

### Questions 1-4

I'm a Classification Officer with the Correctional Service. I \_\_\_\_\_ 1 \_\_\_\_\_ a Classification Officer \_\_\_\_\_ 2 \_\_\_\_\_. I work inside the penitentiary. There, I counsel inmates and \_\_\_\_\_ 3 \_\_\_\_\_ them to develop new skills and to make decisions about \_\_\_\_\_ 4 \_\_\_\_\_ futures.

- |                                                                                                                                                                                      |                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <p>1. (1) become<br/>(2) had become<br/>(3) became<br/>(4) have become</p> <p>2. (1) five years ago<br/>(2) fives year ago<br/>(3) since five years<br/>(4) there was five years</p> | <p>3. (1) have<br/>(2) helped<br/>(3) make<br/>(4) help</p> <p>4. (1) his<br/>(2) their<br/>(3) theirs<br/>(4) the</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|

### Questions 5-9

\_\_\_\_\_ 5 \_\_\_\_\_ Thursday, October 25, \_\_\_\_\_ 6 \_\_\_\_\_ 2:00 p.m., a nurse from the Guy Favreau Health Service \_\_\_\_\_ 7 \_\_\_\_\_ here to provide you with \_\_\_\_\_ 8 \_\_\_\_\_ on the services mentioned in the memorandum you \_\_\_\_\_ 9 \_\_\_\_\_ last week.

- |                                                                                                                                                                                                     |                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>5. (1) In<br/>(2) At<br/>(3) The<br/>(4) On</p> <p>6. (1) at<br/>(2) to<br/>(3) in<br/>(4) for</p> <p>7. (1) is going be<br/>(2) is going to been<br/>(3) going to be<br/>(4) is going to be</p> | <p>8. (1) informations<br/>(2) formation<br/>(3) information<br/>(4) the informations</p> <p>9. (1) would receive<br/>(2) were receiving<br/>(3) received<br/>(4) have received</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Question 10

She's a switchboard for the Employment and Immigration  
 (1) (2) (3) (4)  
 Commission. \_\_\_\_\_  
 (5)

Question 11

We would like to inform you of certain changes that  
 (1)  
are going to affect your pay cheques. \_\_\_\_\_  
 (2) (3) (4) (5)

Question 12

I'll like to know more about your services. \_\_\_\_\_  
 (1) (2) (3) (4) (5)

Question 13

Could you please take these reports downstairs to  
 (1) (2) (3)  
the secretary of Mr. Johnson? \_\_\_\_\_  
 (4) (5)

Question 14

Puis-je parler à la personne responsable de ce projet?

- (1) Can I speak to the responsible of this project?
- (2) May I speak to the person in charge of this project?
- (3) Could I speak to the responsible for this project?
- (4) Can I speak to the responsible person of this project?

Question 15

Pouvez-vous m'indiquer où se trouve le bureau de M. Wong?

- (1) Can you tell me where Mr. Wong's office is?
- (2) Could you tell me where the Mr. Wong's office is?
- (3) Can you tell me where is Mr. Wong's office?
- (4) You could tell me where Mr. Wong's office is located?

Question 16

À Montréal, composez le 283-2387.

- (1) In Montreal call 283-2387.
- (2) To Montreal call 283-2387.
- (3) For Montreal call 283-2387.
- (4) At Montreal call 283-2387.

Questions 17-20

\_\_\_\_\_ 17 \_\_\_\_\_ going to be a general meeting on \_\_\_\_\_ 18 \_\_\_\_\_ at noon.  
It will be held \_\_\_\_\_ 19 \_\_\_\_\_ Room 25. This meeting is \_\_\_\_\_ 20 \_\_\_\_\_  
important, so I expect everyone to attend.

- |                                                                                                |                                                                |
|------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| <p>17. (1) They're<br/>(2) There are<br/>(3) There is<br/>(4) It is</p>                        | <p>19. (1) in<br/>(2) to<br/>(3) at<br/>(4) on</p>             |
| <p>18. (1) February 20<br/>(2) the February 20<br/>(3) the 20 February<br/>(4) 20 February</p> | <p>20. (1) too<br/>(2) very much<br/>(3) very<br/>(4) such</p> |

Question 21

Où vas-tu passer tes vacances, Michel?

- (1) Where do you go for your vacation, Michel?
- (2) Where are you going to spend your vacation, Michel?
- (3) Where will you pass your vacation, Michel?
- (4) Where are you going in your vacancy, Michel?

Question 22

Est-ce que les documents sont sur ton bureau?

- (1) Do the documents are on your desk?
- (2) That the document are on your desk?
- (3) Are the documents on your desk?
- (4) Do the files on your desk?

Question 23

Je ne connais pas le nom de famille de Lisette, et toi?

- (1) I don't know the Lisette last name, and you?
- (2) I don't know Lisette's family name. Do you?
- (3) I don't know the Lisette's family name. Do you?
- (4) I don't know the second name to Lisette, and you?

Question 24

Qu'est-ce que vous faites dans la vie, M<sup>lle</sup> Dupuis?

- (1) What do you do for a living, Miss Dupuis?
- (2) What are you doing in life, Miss Dupuis?
- (3) What do you do for living, Miss Dupuis?
- (4) What do you do in your life, Miss Dupuis?

Question 25

These instructions will appear in the next issue of the  
 (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3)  
governmental directory. \_\_\_\_\_  
 (4) \_\_\_\_\_ (5)

Question 26

Please send me your information kit. \_\_\_\_\_  
 (1) (2) (3) (4) (5)

Question 27

Did you finish the reports I gave you yesterday? \_\_\_\_\_  
(1) (2) (3) (4) (5)

Question 28

This is to inform you that we are distribute the December  
(1) (2) (3)  
24th pay cheque on Monday. \_\_\_\_\_  
(4) (5)

Question 29

When I got to the office, the phone was ring. \_\_\_\_\_  
(1) (2) (3) (4) (5)

Questions 30-35

Variety \_\_\_\_\_ 30 \_\_\_\_\_ the key to good nutrition. \_\_\_\_\_ 31 \_\_\_\_\_ one food that gives us all the essential nutrients \_\_\_\_\_ 32 \_\_\_\_\_ require to function well. Following \_\_\_\_\_ 33 \_\_\_\_\_ Guide is going to \_\_\_\_\_ 34 \_\_\_\_\_ us meet \_\_\_\_\_ 35 \_\_\_\_\_ daily nutrient needs.

- |                     |                          |
|---------------------|--------------------------|
| 30. (1) are         | 33. (1) the Canada Foods |
| (2) is              | (2) the Canada's Food    |
| (3) was             | (3) Canada's Food        |
| (4) has             | (4) Food Canada's        |
| 31. (1) They is not | 34. (1) encourage        |
| (2) There aren't    | (2) will have            |
| (3) There isn't     | (3) get                  |
| (4) It is not       | (4) help                 |
| 32. (1) ours body   | 35. (1) our              |
| (2) our body's      | (2) yours                |
| (3) our body        | (3) your                 |
| (4) our bodies      | (4) you're               |

Questions 36-39

The week of October 7 to 13 is Fire Prevention Week. Take a few moments to ask yourself this question: "Do you know what to do in case of a fire alarm \_\_\_\_\_ 36 \_\_\_\_\_ Guy-Favreau Complex?" \_\_\_\_\_ 37 \_\_\_\_\_ information booth will be open from October 10 to 12 \_\_\_\_\_ 38 \_\_\_\_\_. All your questions \_\_\_\_\_ 39 \_\_\_\_\_ there.

- |                |                          |
|----------------|--------------------------|
| 36. (1) in the | 38. (1) on the level 01  |
| (2) in         | (2) at level 01          |
| (3) on the     | (3) to the level 01      |
| (4) to the     | (4) on level 01          |
| 37. (1) A      | 39. (1) will have answer |
| (2) An         | (2) will be answer       |
| (3) --         | (3) will be answered     |
| (4) The        | (4) will be answering    |

Question 40

Il fait des heures supplémentaires de temps en temps.

- (1) He makes overtime sometimes.
- (2) He works overtime once in a while.
- (3) He works on overtime sometimes.
- (4) He does overtime once a while.

Question 41

Où as-tu mis les feuilles de temps?

- (1) Where did you put the time files?
- (2) Where are you put the time sheets?
- (3) Where did you put the time sheets?
- (4) Where do you put the time files?

Question 42

Il peut vous voir n'importe quel jour sauf mercredi.

- (1) He can see you every days except Wednesday.
- (2) He could see you except Wednesday.
- (3) He could see you any day excepted Wednesdays.
- (4) He can see you any day except Wednesday.

Question 43

The Director of Personnel would like seeing you as soon as  
 (1) possible. \_\_\_\_\_ (2) (3) (4)  
 (5)

Question 44

Mr. Brown will be to his office later this afternoon. \_\_\_\_\_  
 (1) (2) (3) (4) (5)

Question 45

Could you send Marie Leblanc two copies of the form? \_\_\_\_\_  
 (1) (2) (3) (4) (5)

Question 46

Employees are expected to report on work as scheduled. \_\_\_\_\_  
 (1) (2) (3) (4) (5)

Question 47

They were three employees on vacation in July. \_\_\_\_\_  
 (1) (2) (3) (4) (5)

Question 48

TD1 forms are available at District Taxation Offices. \_\_\_\_\_  
 (1) (2) (3) (4) (5)

Questions 49-52

\_\_\_\_\_ 49 \_\_\_\_\_ I may plan the summer operations for our Centre, I  
 \_\_\_\_\_ 50 \_\_\_\_\_ you to submit your \_\_\_\_\_ 51 \_\_\_\_\_ as soon as possible.  
 Thank you \_\_\_\_\_ 52 \_\_\_\_\_ co-operation.

- |     |                                                                          |     |                                                                                             |
|-----|--------------------------------------------------------------------------|-----|---------------------------------------------------------------------------------------------|
| 49. | (1) In order to<br>(2) In order for<br>(3) In order that<br>(4) In order | 51. | (1) requests<br>(2) requests for absence<br>(3) requests for leave<br>(4) requests for work |
| 50. | (1) would ask<br>(2) can ask<br>(3) should ask<br>(4) asked              | 52. | (1) to your<br>(2) at your<br>(3) by your<br>(4) for your                                   |

Question 53

Pour quel ministère travaillez-vous?

- (1) Which department have you been work?
- (2) For which minister do you work?
- (3) Which ministry you work for?
- (4) Which department do you work for?

Question 54

Je n'ai pas eu le temps de lire la note de service.

- (1) I didn't have time to read the memo.
- (2) I don't have times to read the memo.
- (3) I didn't can read the memo.
- (4) I haven't time to read your memorandum.

Question 55

Je regrette, mais M. Lyons n'est pas à son bureau en ce moment.

- (1) I'm sorry, but Mr. Lyons not at his office now.
- (2) I'm sorry, but Mr. Lyons is not in his office at the moment.
- (3) I'm sorry, but Mr. Lyons isn't at his desk.
- (4) I'm sorry, but Mr. Lyons isn't at his desk for now.