

مجلس الخدمة المدنية  
دائرة المباريات

مباراة لبعض الوظائف الشاغرة في  
ملاك بلدية صيدا

المدة: 30 دقيقة  
نموذج: (2)

مسابقة عملية Word  
لوظيفة جاب

WORD

- حوّل النص الذي أمامك على الشاشة إلى الشكل الذي على الورقة.
- أضف كل ما يجب إضافته واحذف كل ما يجب حذفه.
- حدد مقاييس هامش الصفحة على الشكل التالي:

Top: 1.9 cm	Bottom : 1.9 cm
Left: 2.8 cm	Right: 2.8 cm
Header: 1.7 cm	Footer: 1.7 cm

- العنوان: 20, Arial

بيروت، في 2011/06/23

اللجنة الفاحصة

## Looking for a job

- I. Philip arrived punctually, but it was nearly ten o'clock when he was admitted into the office. It was three-cornered, like a cut of cheese lying on its side : on the walls were pictures of women in corsets, and two poster-proofs, one of a man in pyjamas, green and white in large stripes, and the other of a ship in full sail ploughing an azure sea : on the sail was printed in large letters "great white sale".
- II. The widest side of the office was the back of one of the shop-windows, which was being dressed at the time, and an assistant went to and fro during the interview. The manager was reading a letter. He was a florid man, with sandy hair and a large sandy moustache; from the middle of his watch-chain hung a bunch of football medals. He sat in his shirt-sleeves at a large desk with a telephone by his side; before him were the day's advertisements, and cuttings from newspapers pasted on a card.
- III. He gave Philip a glance but did not speak to him; he dictated a letter to the typist, a girl who sat at a small table in one corner; then he asked Philip his name, age, and what experience he had had. He spoke with a cockney twang in a high, metallic voice which he seemed not able always to control; ~~Philip noticed that his upper teeth were large and protruding;~~ they gave you the impression that they were loose and would come out if you gave them a sharp thud.

Health is  
better than  
wealth
