

## English Composition Test

### General English Composition

**Name**

Kim Tubungbanua

**Date**

09/16/2019

**What made you apply for the position?**

I applied for the position because I want to explore other options for me. I was working in the call center industry most of the time and I want to see if there are other type of work I can do. By doing so I will be able to expand my horizon, acquire new skills and also apply whatever previous skills I've learned from my previous job. I also want to continue working on a dayshift account and be able to enjoy my weekends.

**Why do you think you are suitable for the position?**

I believe I have the basic skills to be able to do the job. I am good with computers and not afraid to use new tools. I also had had the experience of doing a Virtual Assistant job before. I was a data encoder for an Australian auto recycling company. My main task for that company was to evaluate accident-damaged vehicles for parts that can be salvaged, enter it to the company's data base and also also pricing of the said parts.

I am also a patient person, keen on detail, can work alone or with others. I am also proud to say that I don't have any attendance issues from my previous job.

**If you could travel anywhere in the world (for a holiday), where would you go and why (at least 80 words in length)?**

If I can travel anywhere around the world for a holiday, I believe it will be Japan. I just have this fascination about the country. It is probably due to the fact that I loved watching anime. I find their culture interesting and the people are respectful as what is depicted by the anime(s) that I watched. I also want to try their food, not that I cannot taste it here, but I want to really eat something that is made by a Japanese cook or Japanese restaurant. I also want to meet, if I can, some of the manga authors and ask for their autographs and a photo or two. Visit Akihabara for the latest anime manga releases and souvenirs.

Aside from food, anime and manga, the other reason why I want visit Japan is to learn more about their culture. As I said I find their culture interesting. I want to see some of their traditions. I want to observe how people there are living their lives in a daily basis. I want to know how they do things and know the secret of their success. Of course, I know that I will not be able to really see all of these given the time constraints but at least it will give me an idea.

And lastly I also want to visit some of their famous tourist destinations like Mt Fuji. Visit a skii resort in Japan and try it. Skiing is one of the things that I really want to try ever since I was small. I have this dream of doing skii, enjoying the snow and the white scenery.

**If you could meet anyone in the world, who would it be and why (at least 80 words in length)?**

I want to meet our president, President Rodrigo Duterte. I want to meet him to thank him for all the good things he has done so far for our country. For making the country safer by addressing the issue of drug addiction. Thank him for the changes his government implemented to lessen corruption and the projects he made to make our lives easier.

He is foul-mouthed but then he admitted that during the last presidential elections. I believe that is just the downside with him. However, I believe he has done more for us and I would rather have that type of president who gives his all in serving the Filipino people than the one who is like a holy person but has not really done anything for the country. I want to know more about his other plans for the country

I want to wish him well and that he may always have the strength to serve us. For God to always protect him and guide him in his decisions.

And lastly, I want to know what will be his plans after the presidency. If he will retire from public office or if he will continue to serve not as a president.

### **What is your favorite form of social media? (at least 80 words in length)?**

I believe that at this point we are on the Social Media Age. Favorite form of social media is definitely Facebook. There are several reasons why I like Facebook.

First reason is that it is easy to use. I mean other platforms are easy to use but Facebook is quite straightforward. Creating an account is also not difficult. You just have to register your valid email address, create password and enter some details that are needed to sign up. Uploading videos or photos is a breeze even grade school students can do it. I also like the idea that you can customize your posts, put some descriptions and filter out who can and cannot see what is being posted.

Facebook also provided the avenue to "meet" with long lost friends or even family. We get news of what is happening with our friends by chatting with them using the chat feature or see some of their uploaded photos.

Facebook also can be a source of information for job seekers like. There are groups that you can join that posts about companies looking for people to hire. I can also follow a page with the same interest(s) as me, like anime. If I want to have an online business someday I can also create my business page in Facebook.

And there are a lot more I think that Facebook can do which I have not discovered yet however these are some of the reasons why it is my favorite.

### **iPhone or Android and Why? (at least 80 words in length)?**

I have always been an Android user ever since. I have no experience of using an Iphone. So most likely I will select Android but I am also open to using an Iphone if someone will give me an Iphone or if I have the opportunity to get one in the future.

Also I am not really into phones. As long as the device works for my usage, then that will be fine with me. At the moment, I am using an Android phone. It is an old phone but still able to perform what I needed which is mainly to send texts or do occasional calls. A little bit of web browsing and gaming,

I am already familiar with how an Android phone works, it's operating system and the like. And it is not as expensive as an Iphone I think. Feature wise, I believe Android phones are comparable, if not better than an Iphone. I also have a variety of vendors where I can choose from to get an Android phone. I can use third party hardware to use together with the phone.

I also did not have any issues using an Android phone hardware or software wise. So it will still be an Android phone for me. However as I've said I am also open to using an Iphone.

## **Answering a Support Ticket**

**I am unable to open the Excel spreadsheet that you sent me yesterday (designed in Office 2007). I am currently using Office 2003. Can you please let me know how I can open the spreadsheet?. - Jenny**

Hi Jenny,

Sorry to hear about the issue you are having. I will do my best to help you out with the problem. Looking at the issue though, I believe the main reason why you cannot open the file is due to the version of the Office you are using. The spreadsheet sent to you was made using Office 2007 and currently, I believe you are using Office 2003. There may be some features in office 2007 that cannot be found in 2003 which I believe is creating issues when you open the document.

There two things that you can possibly do to open the document. First, you can open the spreadsheet on a computer that has Office 2007 already installed in it. And the other one is to upgrade your Office version from 2003 to Office 2007.

Thanks,  
Kim

**I've been trying to log-in to my account for hours. It says Username or Password incorrect. I am 100% certain that I am entering the correct info. Do you know why this is happening? - Chris**  
Hi Chrs,

I can understand the frustration Chris, but no worries I will help you out with the issue. First one we need to check, make sure that your keyboard is ok. Please make sure that the caps lock is not on. If keyboard is fine then we can try and recover your password. Just need to click on that link to recover your password and entering your recovery email or your username. After that you will receive an email to recover your password.

Please let me know how it went.

Thanks,  
Kim