

| | | | | | | | | | | | | | | | | | |
|--|----------------------------|--------------------------------|--|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|
| Basic Written | English Name | | Student ID | | | | | | | | | | | | | | |
| | Name (Chinese Characters) | | Name (hanyu pinyin): | | | | | | | | | | | | | | |
| Email: _____ @ _____ | | | Hand or home phone: _____ | | | | | | | | | | | | | | |
| Lab phone number: _____ | | | MSN/Chat/Messenger ID: _____ | | | | | | | | | | | | | | |
| Birthplace: _____ | | city village countryside | Birth date (Year/month/day) | | | | | | | | | | | | | | |
| E d u c a t i o n | High School: _____ | | City: _____ | | | | | | | | | | | | | | |
| | University: _____ | | Dept: _____ | | | | | | | | | | | | | | |
| | Research Supervisor: _____ | | Dept: _____ | | | | | | | | | | | | | | |
| Professional Interests: _____ | | | Personal interests, hobbies, sports: _____ | | | | | | | | | | | | | | |
| Reason to enroll in this class: _____ | | | | | | | | | | | | | | | | | |
| Person admired (with reason): _____ | | | | | | | | | | | | | | | | | |
| (CG) Classroom attendance and participation. (DO NOT WRITE BELOW THIS LINE -- OFFICE USE ONLY) | | | | | | | | | | | | | | | | | |
| 1 | A | 2 | A | 3 | A | 4 | A | 5 | A | 6 | A | 7 | A | 8 | A | 9 | A |
| H | +/- | H | +/- | H | +/- | H | +/- | H | +/- | H | +/- | H | +/- | H | +/- | H | +/- |

| | | | | | | | |
|---------|--|-----------|-----|--------|--|-----------|-----|
| CG raw: | | CG scaled | /15 | JE raw | | JE scaled | /10 |
|---------|--|-----------|-----|--------|--|-----------|-----|

| <i>Informal letter of introduction</i> | | |
|--|-----------------|-------------|
| <i>Item</i> | <i>Comments</i> | <i>Pnts</i> |
| Cluster-diagram | | /3 |
| Macro-level | | /2 |
| Micro-level | | /1 |
| (I) Total: | | /6 |

| <i>Formal Cover Letter and Resume</i> | | | |
|---------------------------------------|--|---|----------------------|
| <i>Section</i> | <i>Item</i> | | <i>Pnts</i> |
| Complete | Cover letter & resume in required electronic formats | | /1 |
| Cover Letter | Macro- | Correct format (formal letter): | /1 |
| | | Meaning clear, contents appropriate: | /1 |
| | | Well organized style: | /2 |
| | Interesting: | /1 | |
| | Micro- | Correct grammar, spelling, punctuation: | /1 |
| Resume | (information complete, good format, 1 page) | | /2 |
| Comments | | | (F) Total: /9 |

Reading

| <i>Reading Speed Test</i> | | | |
|---------------------------|------------------|---------------|----------------|
| <i>Type</i> | <i>Gross wpm</i> | <i>Errors</i> | <i>Net wpm</i> |
| Pre | | | |
| Post | | | |
| (R) Total Points | | | /10 |

| | |
|---|-----|
| Objective Grading Total (I+F+R): | /25 |
|---|-----|