



سری سوال: یک

زمان آزمون (دقیقه): تستی: ۶۰ تشریحی: ۶۰

تعداد سوالات: تستی: ۲۰ تشریحی: ۵

عنوان درس: نامه نگاری و تایپ لاتین با استفاده از کامپیوتر

رشته تحصیلی/کد درس: آموزش زبان انگلیسی ۱۲۲۵۱۳۳

1-The word ----- is commonly used to refer to the general arrangement of the different parts of a letter.

1. design                                  2. layout                                  3. letterhead                                  4. format

2-Which of the following usually includes the writer's address and the date?

1. inside address                                  2. salutation                                  3. heading                                  4. closing

3-Some people might use personalized stationery, also called the -----, which consists of their initials or their full names and addresses printed at the top of letter papers.

1. heading    2. complimentary close  
3. postscript    4. letterhead

4-Which part of the following sentence is **NOT** correct?

I am sorry to hear that you have hospitalized. I suppose that this sort of thing can happen to anyone. However, I am sure the doctors are doing all they can to put you back on the road to recovery.

1. have hospitalized                                  2. this sort of thing  
3. are doing all they can                                  4. road to recovery

5-Which of the following salutations is written to a company?

1. dear sirs                                  2. dear sir                                  3. dear madam                                  4. dear madams

6-Which of the following sentences is **NOT** written correctly?

1. I am sure you will be happy to hear that I finally got into the university.  
2. I received your letter yesterday and it really made me glad.  
3. It was such a disappointing to learn that you failed the final exam.  
4. It is a long time since I last wrote to you.

7-Which of the following is more appropriate for an informal letter?

1. Once again, many thanks to you for your nice present.  
2. May God help you and your family to get over this loss.  
3. I deeply appreciate your helpful ideas.  
4. Please let us know how we may be of greater assistance to you.

8-Which of the following is the most formal complimentary close?

1. respectfully yours                                  2. sincerely yours  
3. truly yours                                  4. cordially yours

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- 9- Which of the following is written to indicate that a reply is required to an invitation?
1. Bcc                      2. Per pro                      3. RSVP                      4. Ref
- 10- Unfortunately, we have an engagement that evening. We do ----- your asking us and hope we will have the opportunity to say yes at some future time.
1. decline                      2. oblige                      3. appreciate                      4. request
- 11- I will be ----- to come to your birthday party on Tuesday, the 17th of May, at five o'clock. Thank you so much for inviting me.  
I am looking forward to seeing you again.
1. attended                      2. enjoyed                      3. awarded                      4. delighted
- 12- Which part of the section below is **NOT** written correctly?  
Congratulations again on your remarkably achievement. We know that your career will benefit from the same commitment and effort that you devoted to your academic work. We wish you the best!
1. your remarkably achievement                      2. will benefit from  
3. that you devoted                      4. wish you the best
- 13- I was greatly ----- to learn of Benjamin's death. My heart goes out to you at this time. You must miss him very much. The time of readjustment that lies ahead, please know that you are not alone.
1. hesitated                      2. sympathized                      3. saddened                      4. regretted
- 14- Your brother had a rich full life and lived every minute of it happily. Let the thoughts of a life well-spent be your ----- now.
1. impression                      2. expectation                      3. condolence                      4. consolation
- 15- We ----- so much your taking care of our children while we were in the hospital. I know it was really hard for you to have two lively children in your quiet house.
1. concern                      2. persuade                      3. appreciate                      4. assist
- 16- For your ----- and evaluation, I have enclosed my resume which includes my special skills, training and accomplishments and awards as a student, and a photocopy of my official transcript of records for your evaluation.
1. perusal                      2. hardwork                      3. capacity                      4. training

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17- Which of the following addresses is written correctly?

1. - 4365 WEST LASALLE STREET  
CHICAGO IL 68654  
USA, MR GINO RUSSO
2. - MR GINO RUSSO  
4365 WEST LASALLE STREET  
CHICAGO IL 68654  
USA
3. - USA, MR GINO RUSSO  
4365 WEST LASALLE STREET  
CHICAGO IL 68654
4. - MR GINO RUSSO  
CHICAGO IL 68654  
USA, 4365 WEST LASALLE STREET

18- Which part is NOT written correctly?

Will you and your wife have dinner with us at our home on Wednesday, the 3rd July, at seven o'clock? It has been a long time since we have had the pleasure of seeing you, and we do hope you will find it possible to be with us.

- |                      |                               |
|----------------------|-------------------------------|
| 1. at our home       | 2. the 3rd July               |
| 3. since we have had | 4. the pleasure of seeing you |

19- I send you my heartiest ----- on the arrival of the little bundle of joy in your life. I know you both were waiting for this moment since a long time and I am thrilled to see your dream come true.

- |            |                |                    |              |
|------------|----------------|--------------------|--------------|
| 1. wonders | 2. expressions | 3. congratulations | 4. occasions |
|------------|----------------|--------------------|--------------|

20- Which part of the following sentences should be corrected?

I am writing to apply for the position of Executive Assistant advertising on jobstreet.com.ph on 10 May 20--. This position particularly interests me because it would enable me to make full use of my administrative and organizational skills.

- |                 |                |                  |                 |
|-----------------|----------------|------------------|-----------------|
| 1. to apply for | 2. advertising | 3. this position | 4. enable me to |
|-----------------|----------------|------------------|-----------------|

### سوالات تشریحی

21- Write a short invitation to friend and invite him or her to dinner. (between 30 and 50 words)

نمره ۱.۴۰

22- Write a thank you letter for a gift you received on your birthday. (between 30 and 50 words)

نمره ۱.۴۰

23- Write a congratulations letter for a friend's birthday. (between 30 and 50 words)

نمره ۱.۴۰



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24- Write a letter to the head of an English institute and apply for a teaching position. (between 50 and 75 words) نمره ۱.۴۰

25- Write your own resume. Include educational, professional and other necessary information. (between 75 and 100 words) نمره ۱.۴۰

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