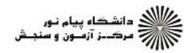
1...

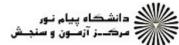
**گارشناسی - برون مرزی** 



<b>سری سوال :</b> چهار ۴	زم <b>ان آ</b> زمون (دقیقه) : تستی : ۸۰٪ تشریحی : ۰ یسی ۱۲۱۲۰۶۷ – ، زبان وادبیات انگلیسی ۱۲۱۲۱۱۹		ن <b>داد سوالات: تستی: ۳۰ تشریحی: ۰ ننـــوان درس:</b> نامه نگاری ِ <b>شته تحصیلی/کد درس:</b> مترجمی زبان انگل
1-According to the Longi pictures are arranged	man Dictionary, the word on a page.	refers to the wa	ay in which writing and
1. layout	<sup>2.</sup> structure	<sup>3.</sup> framework	<sup>4.</sup> block
2-Which part of the head	ding below should be chang	ged or removed?	
84 Shariati St. P.O. Box 1234 Tabriz, Iran			
1. 84 Shariati St.	2. P.O. Box 1234	<sup>3.</sup> Tabriz, Iran	4. Mr. Amir Jahani
3-In which types of lette	r should we use inside addı	ess?	
1. more formal corres	pondence	2. business correspondence	
3. informal correspond	dence	4. all corresponde	nce
4-Which of the following	g is used to address a woma	ın whose marital stat	us is not known?
1. Mrs. Jones	2. Ms. Jones	3. Miss Jones	<sup>4.</sup> Lady Jones
•	er is the sentence below mo w we may be of greater assi	•	
1. opening	<sup>2.</sup> middle	3. closing	4. body
6-Which of the following	g is the least formal salutati	on?	
<b>1.</b> very truly yours	<sup>2.</sup> respectfully	3. yours truly	<sup>4.</sup> sincerely
•	ence below should be corre will be able to find time to		party.
1. our wish	<sup>2.</sup> be able to	<sup>3.</sup> to attending	<sup>4.</sup> dinner party
8-Mr and Mrs Floyd acced	ept with your kind i	nvitation to the wedd	ding reception of your
<ol> <li>pleasure</li> </ol>		2. recommendation	on
3. occasion		<sup>4.</sup> attedance	
	ence below should be corre or that you <u>have security</u> a j		s a <u>software engineer</u> .
1. happy to hear		2. have security	
3. in the Microsoft		4. software engine	eer

know?

1. Dear lady



<b>سری سوال:</b> چهار ۴	<b>قه): تستى: 80   تشريحى: 0</b>	زمان آزمون (دقيا	سوالات: تستى: ٣٠ تشريحى: ٠	
			<b>وان درس:</b> نامه نگاری	
	گلیسی۱۲۱۲۱۹	نگلیسی ۱۲۱۲۰۶۷ – ، زبان وادبیات ان	<b>تحصیلی/گد درس:</b> مترجمی زبان ان	
10-Which of the following is	FALSE about a thank	you note?		
1. It should be written p	romptly			
2. It should focus on the	thank you message			
3. It should be written in	a friendly style			
4. It should be sent using	g advanced technology	,		
11-In which type of applicat I am writing to explore the firm.				
1. job application		2. education applic	cation	
3. information application			4. investment application	
12-I am writing this letter to Penn state university.	my interest for	the bachelor of arts deg	ree in economics at the	
1. excel	<sup>2.</sup> require	3. express	<sup>4.</sup> train	
13-In which part of a resume assessed student perform		• •		
1. objective	2. certification	3. experience	<sup>4.</sup> education	
14-In which type of social le I am happy to have the o		•		
1. recommendation		<sup>2.</sup> complaint		
3. application		<sup>4.</sup> resume		
15-Which of the following is received copies?	used when you do no	t want the main recipien	t to know who has	
1. <sub>B.c.</sub>	2. B.c.c.	<sup>3.</sup> per pro	4. P.S.	
16-When you decide to send	d letter by fax, you sho	ould also use a fax transn	nission	
1. cover form	2. post script	3. inside address	<sup>4.</sup> letterhead	
17-Which of the following is	s placed first in an insid	de address?		
1. name of the building		2. number of the b	uilding	
3. city name		4. country name	Ü	

18-Which of the following is used to address a woman, single or married, whose name you do not

<sup>2.</sup> Dear Ms.

3. Dear madam

4. Dear Mrs.

1. letter of complaint

3. letter of collection

گلاد دانشگاه پیام نور مرکـــز آزمــون و سنجـش

1-:٣-			🥌 مرکـــز ازمــون و سنجـش
<b>سری سوال :</b> چهار ۴	<b>.): تستى: ٨٠ تشريحى: ٠</b>		داد سوالات: تستی: ۳۰ تشریحی: ۰ نسوان درس: نامه نگاری
	گلیسی ۱۲۱۲۱۱۹ 	ن انگلیسی ۱۲۱۲۰۶۷ – ، زبان وادبیات انا	<b>شته تحصیلی/گد درس:</b> مترجمی زبار 
19-Which of the following	is used to show that yo	ou are signing a letter on be	ehalf of someone else?
1. <sub>Ref.</sub>	<sup>2.</sup> Enc.	3. p.p.	4. Ltd.
20-We were by the exhibition.	he selection of gardenin	g tools displayed on your s	tand at this year's
1. advertised	<sup>2.</sup> impressed	3. packaged	<sup>4.</sup> detailed
21-It the product is satisfa	actory, we will fu	rther orders with you in th	e future.
1. advertise	<sup>2.</sup> place	3. appreciate	<sup>4.</sup> agree
• •		e below most probably use you asked about our prod	
1. letter of order		2. letter of collection	1
3. reply to inquiry		<sup>4.</sup> reply to order	
		on of dinner and tea service order as soon as you can.	es ranging from the most
1. inquire	<sup>2.</sup> interest	<sup>3.</sup> establish	<sup>4.</sup> offer
24-Which of the following	are requests for payme	ent and records of transact	ions?
1. invoices	<sup>2.</sup> insurances	3. collections	<sup>4.</sup> commodities
25-We are writing concern cleared last month.	ning the October	account of 1000 dollars wh	nich should have been
1. balanced	<sup>2.</sup> passive	3. outstanding	<sup>4.</sup> overlooked
26-Which part of the sent Having dealt with you remittance nor any ex	for some time, we <u>are c</u>	orrected? oncerning that we have <u>ne</u>	ither received your
<ol> <li>having dealt</li> </ol>	<sup>2.</sup> are concerning	3. neither received	<sup>4.</sup> remittance
27-We would like to thank will take every measur	•	f our accounting in	your letter of June 7. We
1. error	<sup>2.</sup> dispatch	<sup>3.</sup> register	<sup>4.</sup> order
28-In which letter type is We wish to express ou		st probably used? bathroom facilities in Doe	park and Main street.

2. letter of inquiry

4. letter of order



1-:4-

**کارشناسی - برون مرزی** 



**سری سوال:** چهار ۴

زمان آزمون (دقیقه): تستی: ۸۰٪ تشریحی: ۰

تعداد سوالات: تستى: 30 تشريحى: .

عنوان درس: نامه نگاری

رشته تحصیلی/گد درس: مترجمی زبان انگلیسی ۱۲۱۲۰۶۷ - ، زبان وادبیات انگلیسی ۱۲۱۲۱۱۹

29-What is the purpose of the sentence below?

Unfortunately, we never allow credit facilities to customers until have traded with us for over a year.

- 1. advertising for order
- 3. refusing a credit

- 2. replying to a complaint
- 4. accepting cooperation
- 30-What is the second step of insuring a business?
  - 1. filling out a proposal form
  - 3. issuing a covering note

- 2. calculating a premium
- 4. preparing a policy