



سری سوال: یک ۱

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

تعداد سوالات: تستی: ۳۰ تشریحی: ۰

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

رشته تحصیلی/کد درس: آموزش زبان انگلیسی ۱۳۲۵۱۳۳

1-When is RSVP used in an invitation?

1. When a reply is required
2. When the date is not known
3. When the occasion is very formal
4. When there is no dress code

2-Which part of the sentence below contains an error?

It is our honorable to invite you to attend our christmas party at the summer gardens on 25th of december, 2014.

1. It is
2. Honorable
3. To invite you
4. At the summer gardens

3-Which of the following should be avoided when you write a congratulations letter?

1. Congradulating for more than one occasion
2. Making the letter very short
3. Writing a very formal letter
4. Talking about yourself in the letter

4-Which of the following is TRUE about a condolence letter?

1. It should not be very short.
2. It should address the whole family.
3. It should not be very formal.
4. It should be sent as soon as possible.

5-Which part of the sentence below should be corrected?

I am writing to apply to the position of executive assistant advertised in the newspaper today.

1. I am writing
2. Apply to
3. Position of
4. Advertised in

6-Which word in the following sentence should be corrected?

Attaching is my resume for your perusal. Should you require any further information, please call my number.

1. Attaching
2. Resume
3. Perusal
4. Further

7-In which type of an application letter, is the sentence below most probably used?

I consider myself a diligent student and voracious reader.

1. Extension application
2. Job application
3. University application
4. Loan application

8-Which verb in the sentence below has NOT been used appropriately?

I strongly believe that through the master of social work program of the university of Carolina, I can update my knowledge thoroughly and prepare myself to devastate leadership and mentoring roles in the social work profession.

1. Believe
2. Update
3. Prepare
4. Devastate



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9- Which of the following is sometimes used instead of "resume" with almost the same meaning?

1. Ltd 2. CV 3. FOB 4. DC

10- Under which title in a resume, should the sentence below appear?

Provided reports and financial statements for the school expenses

1. Education 2. Objective 3. Affiliation 4. Responsibility

11- In a resume, what label is used for people that might provide information about the applicant?

1. Patron 2. Reference 3. Degree 4. Assistance

12- In which letter type, is the sentence below most probably used?

Tracy has shown the kind of initiative that is necessary to be successful over the long term in the public accounting field.

1. Complaint 2. Application
3. Congratulation 4. Recommendation

13- Which part of the sentence below should be corrected?

I am happy to have the opportunity to answering your letter about Eleanor Silver.

1. I am happy 2. The opportunity 3. To answering 4. About

14- Which of the following is the least formal salutation?

1. Very sincerely yours 2. Respectfully yours
3. Yours truly 4. Regards

15- What does the signature block contain in addition to your name in formal correspondence?

1. The writer's address 2. Postscript
3. The writer's title 4. Date

16- The part of the letter that contains the main purpose, the support, explanation, and elaboration of the main point is the -----.

1. opening 2. middle part 3. closing 4. the whole letter

17- Which of the following is NOT true about the inside address?

1. It is more commonly used in formal letters.
2. It is written at the top right hand corner of the letter.
3. It is placed flush with the left margin.
4. It is placed two lines above the salutation.



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18- Which of the following salutations is written to a woman whose marital status is not known?

1. Mrs. Jones 2. Ms. Jones 3. Miss Jones 4. M. Jones

19- Which of the following salutations should NOT be used?

1. Dear Aunt Farzaneh 2. Dear Dr. Hamid
3. Dear Mr. John 4. Dear Mr. Jackson

20- Which part of the sentence below is grammatically wrong?

It was a great pleasure to learning that your dear son received his doctoral degree in chemistry last week.

1. A great pleasure 2. Learning that
3. His doctoral degree 4. In chemistry

21- The way in which writing and pictures are arranged on a page is known as the -----.

1. layout 2. format 3. framework 4. structure

22- A well-arranged letter is definitely more effective and it appeals better to the eyes of the reader. Which of the following is most important in this regard?

1. Inside address 2. The postscript 3. The layout 4. The salutation

23- A social letter may range from a very informal letter to a very formal one. Which of the following is most determining in this regard?

1. The writer and length of the letter 2. The font type and format of the letter
3. The date and the level of the letter 4. The purpose and the reader of the letter

24- Which of the following is least likely to be included in a social letter?

1. Carbon copy 2. Body
3. Personalized letterhead 4. Signature block

25- Which of the following is more common in business letters than in social letters?

1. Heading 2. Salutation
3. Complimentary close 4. Postscript

26- What does the heading of a letter usually include?

1. The receiver's address and position 2. The salutation and the date
3. The writer's address and the date 4. The date and the place



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27-Where is the heading placed when the letter has an inside address?

1. Top left hand corner of the first page
2. Middle of the first page
3. Bottom of the last page
4. Top right-hand corner of the first page

28-Which part of the heading below needs to be corrected or removed?

250 Commonwealth Avenue
Boston, Massachusetts 02341
Boston, Massachusetts 02341

1. 250 Commonwealth Avenue
2. Boston, Massachusetts 02341
3. Boston, Massachusetts 02341
4. Adam Smith

29-What does the heading of a social letter include in a very informal letter?

1. Only the writer's name
2. Only the receiver's address
3. Only the date
4. Only the writer's address

30-Which part of the sentence below has a grammatical mistake?

I am taking a vacation August 17-31 and i plan to spend it drive along the East Coast seeing the sights.

1. Taking a vacation
2. August 17-31
3. Drive along
4. Seeing the sights