

سری سوال : چهار ۴

زمان آزمون (دقیقه): تستی : ۷۵ تشریحی : ۰

تعداد سوالات : تستی : ۳۰ تشریحی : ۰

عنوان درس : نامه نگاری

رشته تحصیلی / گد درس : مترجمی زبان انگلیسی ۱۲۱۲۰۶۷ - زبان و ادبیات انگلیسی ۱۲۱۲۱۱۹

1-Which of the following parts includes the reader's name, title, company division or department, and mailing address of the receiver?

- | | |
|-------------------|------------------------|
| 1. Salutation | 2. Postscript |
| 3. Inside address | 4. Complementary close |

2-Which of the following salutations is WRONG?

- | | |
|------------------------|--------------------------|
| 1. Dear Uncle Jamshid, | 2. Dear Mr. John Smith: |
| 3. Dear Dr. Jalali: | 4. Dear Professor Johns, |

3-The main purpose of a(n)letter is to ask the customers to pay the money they owe.

- | | |
|-----------------------|---------------|
| 1. Replying to credit | 2. Collection |
| 3. Credit | 4. Inquiry |

4-Which of the following expressions is included in the heading?

1. The P.O. Box number
2. The reader's address and department
3. The reader's name and the subject of the letter
4. The writer's address and the date of the letter

5-Which of the following is most appropriate for a formal closing?

1. I'll be waiting for your letter
2. We are looking forward to meeting you as soon as possible
3. We would like to request the pleasure of your company in our dinner party
4. It is a long time since I last wrote to you

6-Which of the following is NOT a letter of social obligation?

- | | |
|-------------------|---------------|
| 1. Congratulation | 2. Invitation |
| 3. Recommendation | 4. Condolence |

7-The following sentence can be written in letters of

"I wish there was something I could say or do to soften your grief."

- | | |
|--------------------------|---------------------|
| 1. Letters of friendship | 2. Thank-you letter |
| 3. Graduation | 4. Condolence |

8-Being intimate, informal, happy, and conversational are characteristics of letters of

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|-------------------|-------------------|---------------------|---------------|
| 1. Social letters | 2. Congratulation | 3. Informal letters | 4. Friendship |
|-------------------|-------------------|---------------------|---------------|

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9-Which of the following is NOT included in a resume?

1. Telephone number
2. Work experience
3. Salutation
4. Name and address

10-Which of the following datelines is NOT customary?

1. 7th March 2001
2. 7 March 18, 2000
3. 6th Feb , 1990
4. 5 July 1999

11-The actual message of a letter appears in the part of it.

1. opening
2. salutation
3. subject line
4. Body

12-Which of the following statements is NOT true about a business letter?

1. It is the representative of a company
2. It should add to the company's prestige
3. Its function is to transmit information only
4. Its writing requires information in different fields

13-When is the abbreviation 'R.S.V.P' written in a letter of invitation?

1. When the invitation is written on a card
2. When a reply is required to the invitation
3. When the occasion is not a very formal one
4. When the invitation is written in a very formal one

14-In which part of a business letter are the signer's initials written in capital letters?

1. "cc" notation
2. Company signature
3. Enclosure reminder
4. Reference initials

15-Which of the following statements is NOT true in simplified format of business letters?

1. There is no writer's name and title
2. There is no salutation or complementary close
3. All lines begins flush with the left margin
4. Date is six lines below the letterhead

16-Which of the following complementary closes is the most formal?

1. Very sincerely yours
2. Most cordially
3. Kindest personal regards
4. Very respectfully

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17-Which of the following is NOT among the reasons for writing a letter of inquiry?

1. Obtaining information about prices
2. Receiving sample products
3. Ordering the necessary goods
4. Receiving booklets, catalogs, and reports

18-What is the function of "CC" notation in a business letter?

1. To tell the reader who has been sent a copy of the letter
2. To show who has written and signed the letter
3. To tell that only the receiver of the letter should open it
4. To indicate that the letter has more information

19-When a company needs to buy goods but is not able to pay for it immediately, which type of business letter is used?

1. Letter of order
2. Letter of collection
3. Letter of Credit
4. Letter of complaint

20-The following statement may be written in a(n)letter.

"This is the third time this mistake has occurred and we are far from satisfied with the service you offer."

1. Reply to credit request
2. Reply to inquiry
3. Order
4. Complaint

21-Among letter formats the easiest one to use is

1. Semi-blocked
2. Square-blocked
3. Full-block
4. Blocked

22-Which of the following statements is NOT true about punctuation?

1. They help make the meaning of sentences unambiguous
2. They help make the meaning of sentences unambiguous
3. They indicate differences in pitch and intonation
4. They are not common in informal letters

23-The other name foris 'a mark of introduction'.

1. Colon
2. Semicolon
3. Ampersand
4. Comma

24-The hyphen is used to do all of the following EXCEPT

1. To separate items in a series or list
2. To indicate a word spelled out letter by letter
3. To divide a word at the end of a line
4. To join two or more words into a compound



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25- Which of the following is WRONG in writing numbers in letters?

1. 100 fifty yards of wire are needed to complete the project
2. We will need 150 yards of wire to complete the project
3. I would like to order 10 reams of papers, and 3 boxes of erasers
4. On the desk were two pens, one pad, and six envelopes

26- A printed statement describing the advantages of a college is known as a

1. Financial matter
2. Prospectus
3. Booklet
4. Catalog

27- The phrase "to whom it may concern" is used when

1. We want to alert the receiver that the letter is confidential
2. The receiver does not know the sender
3. We do not know who should read our letter
4. We do not know the name of the receiver

28- What type of letter is an application for a job?

1. A letter of personal business
2. A letter of social obligation
3. A letter of friendship
4. A letter of business

29- Which of the following is NOT true about "attention line"?

1. Its first letter is capitalized and is followed by a colon
2. It is used to alert the receiver of the letter
3. It is used very commonly in business letters
4. It is typed two lines below the inside address

30- What is the purpose of using "confidential" and "personal" part in a business letter?

1. To indicate the reader not to discard the enclosed items
2. To make sure that your letter will be opened
3. To indicate that only the recipient should open the letter
4. To indicate the exact date of writing the letter