

تعداد سؤال: فنی ۳۰ تکمیلی ۴ تشریحی ۲

نام درس: نامه نگاری

رشته تحصیلی: گرایش: مترجمی و ادبیات زبان انگلیسی

کد درس: ۱۷۱۱۷۱-۱۷۰۲۳۵

زمان امتحان: تئوری و تکمیلی ۶۰ دقیقه تشریحی ۶۰ دقیقه

[استفاده از فرهنگ لغات مجاز نیست ☆ سوالات تئوری نمره منفی دارد]

تعداد کل صفحات: ۵

نیمسال دوم ۸۲-۸۳

Part (I)

Directions: Choose the best item (a, b, c, or d) which complete the following questions.

1. One of the followings is a type of letter for social correspondence .
 a. inquiry b. collection c. order d. application
2. Which of the following part in a letter is optional?
 a. salutation b. inside address c. heading d. complementary close
3. Personalized letterhead is more appropriate forcorrespondence.
 a. formal b. informal c. social d. business
4. Which of the following salutations is wrong to use?
 a. Dear Mary,
 b. Dear Uncle Jim,
 c. Dear Dr. Brown,
 d. Dear Mr. John,
5. One of the following cases show the opening part of some formal letters.
 a. How nice of you send me such a nice gift for my birthday.
 b. It is a long time since I last wrote to you.
 c. We would like to request the pleasure of your company in our dinner party.
 d. I'm sure you will be happy to hear that I finally got into the university.
6. Which of the following complementary closes is the most informal?
 a. affectionately b. very sincerely yours
 c. very truly yours d. yours faithfully
7. The abbreviation R.S.V.P. in an invitation letter shows that
 a. the letter is very formal b. a reply is expected
 c. it should be kept as a secret d. going to the invited place is obligatory
8. An invitation letter is eitheror
 a. accepted / declined b. admitted / declined
 c. accepted / denied d. admitted / denied

17. A letter of collection is written when a customer

- a. fails to pay as agreed before
- b. is willing to make a second order
- c. is making a large order
- d. does not want the goods he has ordered

18. Which of the following possessive markers is used correctly?

- a. the boss' book
- b. anyone' order
- c. Jesus' time
- d. my brother-in-law' car

19. Which of the following punctuation marks is used to introduce a list?

- a. colon
- b. semicolon
- c. ampersand
- d. dash

20. In which case capitalization is used correctly?

- a. Back East
- b. the Islamic Revolution of Iran
- c. Out West
- d. South or Tehran

21. What does the abbreviation FY stand for?

- a. fiscal year
- b. first year
- c. for youth
- d. five yards

Part (II) Choose the appropriate words to complete the following statements.

22. You must give me the chance to your kindness when you visit here.

- a. give back
- b. return
- c. bring back
- d. reverse

23. Thank you very much for my sorrow.

- a. believing
- b. sympathizing
- c. assisting
- d. sharing

24. If the of another washing machine is not possible within a week, please cancel my order.

- a. carriage
- b. delivery
- c. transportation
- d. postage

25. My checks returned because of at the end of April.

- a. insufficient budget
- b. inadequate fund
- c. insufficient fund
- d. inadequate budget

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26. The of this letter, John Smith, is a bright boy who has worked efficiently in my company for several years.
- a. bearer b. carrier c. postman d. holder
27. The details of my education, work history, and publications are given in the resume.
- a. accompanied b. completed c. joined d. enclosed
28. We usually deal on a 30% discount basis with an additional quantity discount for orders over 1000 units.
- a. customer b. market c. trade d. profit
29. I received a/n of 10 chairs from you yesterday, my order No.1003.
- a. delivery b. consignment c. transaction d. shipment
30. We can certainly pay on the date, without any delay.
- a. referred b. due c. related d. contracted

سؤالات تکمیلی

Part (III) Read the following sentences that are some letter extracts.

Then decide what kind of letter each might be. Write the letter type in the space provided

- Jane White was in my employ for three years, during which time we found her work and character most satisfactory.
- ... I'm particularly interested in knowing about your Marine Biology Department. Could you send me
- ... I will be able to stay on through the summer and help you find a replacement for my position
- ... If you do not have some of the listed items in stock, please do not send substitute in their place

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Part (IV) Letter Writing

1. Complete the following thank – you letter (40 –50 words)

Dear Mrs. Timothy:

Thank you so much for the marvelous weekend at your home. I can't remember when I have had a more pleasant or relaxing time. We really enjoyed ourselves greatly.

2. A company is in need of a person with a good command of written English and familiar with business world for its international business correspondence. Suppose that you have recently graduated from college. Although you do not have much job experience, try to show that you can handle the job if you are given the opportunity and some time. Write an application letter of 100-120 words.