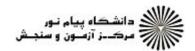
1...

= صفحه 1 از 4 =

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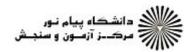
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سری سوال : یک ۱	زمان آزمون (دقیقه): تستی : ۸۰ تشریحی: ۰		تشریحی: ۰	داد سوالات : تستى : 30
		ه از کامپیوتر	ری و تایپ لاتین با استفاد	نـــوان درس: نامه نگا
		١٢٢۵١١	: آموزش زبان انگلیسی۳۳	شته ت ح صیلی/کد درس
1-When is RSVP used in an i	nvitation?			
1. When a reply is require	d	^{2.} When the	e date is not knowi	n
3. When the occasion is ve	ery formal	^{4.} When the	ere is no dress cod	e
2-Which part of the sentenc It is our honorable to invit december, 2014.			the summer gard	ens on 25th of
1. It is		^{2.} Honorable	2. Honorable	
^{3.} To invite you		^{4.} At the sur	mmer gardens	
3-Which of the following shows a congradulating for more 2. Making the letter very some 3. Writing a very formal let 4. Talking about yourself it 4-Which of the following is 1. It should not be very shows 3. It should not be very formal let a congradulating for more con	re than one occasion short etter n the letter FRUE about a condolend ort.	ce letter? 2. It should a	address the whole	family.
5-Which part of the sentence I am writing to apply to the			tised in the newsp	paper today.
1. I am writing	2. Apply to	3. Position o	of 4. A	dvertised in
6-Which word in the followi Attaching is my resume fo my number.	r your <u>perusal</u> . Should y	ou require any		
1. Attaching	2. Resume	^{3.} Perusal	4. F	urther
7-In which type of an application of a consider myself a diligent	•		st probably used?	•
1. Extension application		2. Job applic	ation	
^{3.} University application		^{4.} Loan appl	ication	
8-Which verb in the sentence I strongly believe that through can update my knowledge roles in the social work processing the soci	ough the master of social thoroughly and prepare	al work progran	n of the university <u>vastate</u> leadership	

1+:4+

ا صفحه ۲ از 4 =

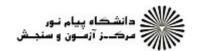
كارشناسي ناپيوسته



سری سوال : یک ۱	(دقیقه): تستی: ۸۰ تشریحی: ۰	زمان آزمون	تعداد سوالات: تستى : ٣٠٪ تشريحى: .				
		ا استفاده از کامپیوتر	عنـــوان درس: نامه نگاری و تایپ لاتین ب				
		یسی۱۲۲۵۱۳۳	رشته تحصیلی/کد درس: آموزش زبان انگل				
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 res Provided reports and fina							
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 th Tracy has shown the kind public accounting field.	•	•	ul over the long term in the				
1. Complaint		^{2.} Application					
3. Congratulation		^{4.} Recommendati	on				
13-Which part of the senten <u>I am happy</u> to have the o			eanor Silver.				
1. I am happy	2. The opportunity		^{4.} About				
14-Which of the following is	the least formal salutati	on?					
1. Very sincerely yours		^{2.} Respectfully yo	urs				
3. Yours truly		^{4.} Regards					
15-What does the signature	block contain in addition	n to your name in for	mal correspondence?				
1. The writer's address		2. Postscript					
^{3.} The writer's title		^{4.} Date					
16-The part of the letter tha the main point is the		ose, the support, exp	planation, and elaboration of				
1. opening	2. middle part	3. closing	^{4.} the whole letter				
17-Which of the following is	NOT true about the insid	de address?					
1. It is more commonly u	sed in formal letters.						
^{2.} It is written at the top	right hand corner of the	letter.					
3. It is placed flush with t	the left margin.						
4. It is placed two lines a	bove the salutation.						

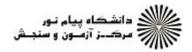
1+:4+

كارشناسي ناپيوسته



سری سوال : یک ۱	بقه): تستى: 80 تشريحى: 0	زمان آزمون (دق	.اد سوالات: تستى : 30٪ تشريحى: .			
		، با استفاده از کامپیوتر	ـــــ ــوان درس: نامه نگاری و تایپ لاتین			
		ئليسى ١٢٢۵١٣٣	شته تحصیلی/گد درس: آموزش زبان انگ			
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 s	alutations should NOT	be used?				
 Dear Aunt Farzaneh 		^{2.} Dear Dr. Hamid				
^{3.} Dear Mr. John		^{4.} Dear Mr. Jackson	n			
20-Which part of the senter It was a great pleasure to week.	_	•	<u>ral degree in chemistry</u> last			
1. A great pleasure		^{2.} Learning that				
^{3.} His doctoral degree		4. In chemistry				
21-The way in which writing	g and pictures are arra	nged on a page is known	as the			
1. layout	^{2.} format	^{3.} framework	^{4.} structure			
22-A well-arranged letter is Which of the following is	-	• •	to the eyes of the reader.			
1. Inside address	^{2.} The postscript	^{3.} The layout	^{4.} The salutation			
23-A social letter may range is most determining in the	•	etter to a very formal or	ne. Which of the following			
1. The writer and length	of the letter	^{2.} The font type an	d format of the letter			
^{3.} The date and the leve	l of the letter	^{4.} The purpose and	d the reader of the letter			
24-Which of the following is	least likely to be inclu	ided in a social letter?				
1. Carbon copy		^{2.} Body				
3. Personalized letterhea	ad	4. Signature block				
25-Which of the following is	more common in bus	iness letters than in soci	al letters?			
1. Heading		^{2.} Salutation				
3. Complimentary close		4. Postscript				
26-What does the heading of	of a letter usually inclu	de?				
1. The receiver's address	and position	2. The salutation a	nd the date			
^{3.} The writer's address a	nd the date	^{4.} The date and the	e place			

كارشناسي ناپيوسته



سرى سوال: يك ١

1 -: 4 -

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

تعداد سوالات: تستى: 30 تشريحي: ٠

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

رشته تحصیلی/کد درس: آموزش زبان انگلیسی ۱۲۲۵۱۳۳

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 <u>taking a vacation August 17-31</u> and i plan to spend it <u>drive along</u> the East Coast <u>seeing the sights</u>.
 - 1. Taking a vacation

2. August 17-31

3. Drive along

4. Seeing the sights