

سری سوال: یک ۱

زمان آزمون (دقیقه): تستی: ۶۰ تشریحی: ۶۰

تعداد سوالات: تستی: ۲۵ تشریحی: ۷

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

رشته تحصیلی/کد درس: مترجمی زبان انگلیسی ۱۲۱۲۰۶۷ - زبان و ادبیات انگلیسی ۱۲۱۲۱۱۹ - آموزش زبان انگلیسی ۱۲۲۵۰۸۴

1-Which of the following headings is written correctly?

1. Ali Hosseini,
84 Shariat st.
P.O. Box 1236
Tabriz,Iran
August 23, 20--
2. 84 Shariat st.
P.O. Box 1236
Tabriz,Iran
August 23, 20--
The Iran Leather Company
3. 84 Shariat st.
P.O. Box 1236
Tabriz,Iran
August 23, 20--
Ali Hosseini
4. 84 Shariat st.
P.O. Box 1236
Tabriz,Iran
August 23, 20--

2-Which of the following salutations is NOT written correctly?

1. Dear Mr John Smith
2. Dear Uncle Jamshid,
3. Dear Aunt Farzaneh,
4. Dear Dr. Hamidi,

3-Which of the following is appropriate for a formal letter?

1. I am sure you will be happy to hear that I finally got into the university.
2. I received your letter yesterday and it really made me glad.
3. It was such a disappointment to learn that you failed the final exam.
4. We would like to request the pleasure of your company in our dinner party.

4-Which of the following is appropriate for an informal letter?

1. Please give my best regards to your kind mother.
2. May God help you and your family to get over this loss.
3. I deeply appreciate your helpful ideas.
4. Please let us know how we may be of greater assistance to you.

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5-Which of the following complimentary closes is the LEAST formal?

- | | |
|---------------------|-----------------------|
| 1. respectfully | 2. respectfully yours |
| 3. yours faithfully | 4. cordially yours |

6-Which of the following guidelines about writing an address is NOT correct?

1. Be preferably written in all capitals.
2. Be double-spaced between lines (if there is enough space).
3. Be preferably machine printed or typewritten.
4. Include periods or commas between words.

7-Which part of the invitation below should be corrected?

Will you come to our house for my birthday party on Tuesday, May the 17th, at five o'clock? Sally and Dave are coming too and I'm sure you will be happy to meet each other after all these years. I'm looking forward to hear all about you. So do say you will come.

- | | |
|-------------------------------|--------------------------------|
| 1. Will you come to our house | 2. May the 17th |
| 3. you will be happy to meet | 4. I'm looking forward to hear |

8-Mrs. Soina Long and Mr. Leo Long would like to ----- invite you to witness the marriage of their one and only lovely daughter Samantha Long to Engr. Alvin Drift.

- | | | | |
|------------------|--------------|------------|-----------------|
| 1. traditionally | 2. cordially | 3. honorly | 4. ceremonially |
|------------------|--------------|------------|-----------------|

9-Which part of the following sentence is NOT written correctly?

What great news about your engagement! Now I can tell you that I have been hoping to secretly for some time that you and Dick would take the step. You seemed to be so well suited to each other.

- | | |
|--------------------|-------------------------|
| 1. What great news | 2. hoping to secretly |
| 3. take the step | 4. to be so well suited |

10-May I ----- to you my sincere sympathy at the loss of your dear wife. Although I never had the privilege of knowing Harriet, I know how deeply you must be affected.

- | | | | |
|------------|-----------|------------|---------------|
| 1. comfort | 2. extend | 3. achieve | 4. sympathize |
|------------|-----------|------------|---------------|

11-It is on behalf of the board, management and staff of Koola Graphics that I write to ----- with you on the demise of your immediate past Chief Executive Officer, Miles Jackson on the 12th of this month.

- | | | | |
|----------------|------------|------------|------------|
| 1. contemplate | 2. condole | 3. express | 4. contend |
|----------------|------------|------------|------------|

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12-We ----- so much your taking care of our children while we were in the hospital. I know it was really hard for you to have two lively children in your quiet house.

1. encourage 2. please 3. appreciate 4. persuade

13-I am writing to ----- for the position of Executive Assistant advertised on jobstreet.com.ph on 10 May 20--. This position particularly interests me because it would enable me to make full use of my administrative and organizational skills.

1. qualify 2. extend 3. inform 4. apply

14-Which part of the following sentences is NOT written correctly?

In March 2017, I will be graduating from the University of Philippines with a Bachelor's Degree in Electrical Engineering. I am writing to explore the possibility of employment as a Control Systems Engineer at your Pasig facility.

1. In March 2017 2. the University of Philippines
3. in Electrical Engineering 4. to explore the possibility of

15-I am the Partner-In-Charge of Zephyr Industries, and am writing to ----- Tracy Graduate. I have known Tracy Graduate through her work experience with our firm during the past summer, when she served as an Auditor Intern in our New York office.

1. investigate 2. initiate 3. coordinate 4. recommend

16-The abbreviation ----- sometimes appears in signature blocks and it is used by administrators or personal assistants when signing letters on behalf of their managers.

1. p.p. 2. Ltd 3. Plc 4. Ref

17-Which of the following is written at the head of a letter and, more important, on the envelope, in cases where the letter is intended to be read only by the addressee?

1. Enc. 2. private and confidential
3. blind carbon copy 4. Per pro

18-I am planning to come and study in the University of London next autumn and would be grateful if you could send me a/an ----- and details of your fees. I am particularly interested in courses in computing.

1. bill 2. catalogue 3. prospectus 4. invoice

19-We would also like to point out that we usually ----- our accounts on a D/A basis with payment by 30-day bill of exchange.

1. compensate 2. settle 3. initiate 4. terminate

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20-We are a large Chain store in Tehran and are interested in importing chinaware from Canada. Could you please send us your latest catalogue and price-list, ----- your most competitive prices?

1. displaying 2. processing 3. quoting 4. quantifying

21-Thank you for your enquiry of 31 January. We ----- our Spring Catalogue and current price list quoting CIF prices Le Havre.

1. fluctuate 2. purchase 3. enclose 4. manufacture

22-We can offer you the quantity ----- you asked for which would be 5% off net prices. However, we would be prepared to this once we have established a firm trading association with you.

1. agreement 2. discount 3. balance 4. statement

23-What is the issue of concern in the following sentences?

The machines must be well greased with all movable parts secured before being loaded into crates, which should be clearly marked with your castle logo for easy identification.

1. packaging 2. delivery 3. pricing 4. quality

24-The main purpose of a/an ----- letter is to ask your customers to pay the money they owe you. Such letters are written when a customer fails to pay as agreed before.

1. enquiry 2. collection 3. order 4. complaint

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25- Which of the following inside addresses is written correctly?

1. Senior Partner
Barrows, Farrell, & Yarby, Inc
One East Madison
Chicago, IL 60603
Mr. James T. Farrell
2. Chicago, IL 60603
Mr. James T. Farrell
Senior Partner
Barrows, Farrell, & Yarby, Inc
One East Madison
3. Mr. James T. Farrell
Senior Partner
Barrows, Farrell, & Yarby, Inc
One East Madison
Chicago, IL 60603
4. Mr. James T. Farrell
Senior Partner
Barrows, Farrell, & Yarby, Inc
One East Madison

سوالات تشریحی

- | | |
|---|------------|
| 26- Write a letter to decline a formal wedding invitation. (between 30 and 50 words) | نمره ۱,۰۰۰ |
| 27- Write a letter of condolence on the death of a husband. (between 30 and 50 words) | نمره ۱,۰۰۰ |
| 28- Write a thank you letter for a friend's hospitality. (between 30 and 50 words) | نمره ۱,۰۰۰ |
| 29- Write an application letter for teaching English in a school. (between 70 and 100 words) | نمره ۱,۰۰۰ |
| 30- Write and enquiry letter and ask for catalogues and prices of household good. (about 100 words) | نمره ۱,۰۰۰ |
| 31- Write a letter to order automobile parts for an old model. (about 100 words) | نمره ۱,۰۰۰ |
| 32- Write your own resume. Include educational, professional and other related information. (about 150 words) | نمره ۱,۰۰۰ |

شماره سوال	پاسخ صحيح	وضعيت كليد
۱	د	عادي
۲	الف	عادي
۳	د	عادي
۴	الف	عادي
۵	د	عادي
۶	د	عادي
۷	د	عادي
۸	ب	عادي
۹	ب	عادي
۱۰	ب	عادي
۱۱	ب	عادي
۱۲	ج	عادي
۱۳	د	عادي
۱۴	ب	عادي
۱۵	د	عادي
۱۶	الف	عادي
۱۷	ب	عادي
۱۸	ج	عادي
۱۹	ب	عادي
۲۰	ج	عادي
۲۱	ج	عادي
۲۲	ب	عادي
۲۳	الف	عادي
۲۴	ب	عادي
۲۵	ج	عادي

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سوالات تشریحی

1-P. 34	نمره ۱.۰۰
2-P. 46	نمره ۱.۰۰
3-P. 53	نمره ۱.۰۰
4-P. 55	نمره ۱.۰۰
5-P. 144	نمره ۱.۰۰
6-P. 160	نمره ۱.۰۰
7-P. 64	نمره ۱.۰۰