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| 1-Write a resume in which you include information on education, certification, experience, and othe relevant information. It should be at least 75 words. | نمره ۲.۸۰ |
| 2-Write a letter of about 50 to 75 words to your friend to congratulate him or her for his or her graduation from university.                             | نمره ۲.۸۰ |
| 3-Write a letter of condolence to a relative who has lost a dear one. Your letter should be between 50 and 75 words.                                      | نمره ۲.۸۰ |
| 4-Create a situation and write a letter of inquiry of about 75 words. Your letter should have an opening, a middle, and a closing part.                   | نمره ۲.۸۰ |
| 5-Create a situation and write a letter of order with opening, middle and closing. It should be about 75 words.   | نمره ۲.۸۰ |