

نام درس: نامه نگاری

رشته تحصیلی و کد درس: مترجمی زبان انگلیسی (۱۲۱۲۰۶۷) - زبان و ادبیات انگلیسی (۱۲۱۲۱۱۹)

زمان آزمون: تستی: -- تشریحی: ۸۰ دقیقه

آزمون نمره منفی دارد  ندارد

کد سری سؤال: یک (۱)

استفاده از: کتاب و فرهنگ واژگان مجاز نیست.

امام علی (ع): شرافت به خرد و ادب است نه به دارایی و نژاد.

**A: Fill in the blanks ( 7 points )**

1. The heading of a letter usually includes the writer's ..... and .....
2. When the letter dose not have an inside address, some writers prefer to place the heading at ..... corner.
3. In informal letters the ..... is **Not** typed after the signature.
4. The address written on the envelope shouldn't have periods or commas between words. Instead ..... can be used between words.
5. .... is a courtesy that tells the reader who has been sent a copy of the letter.
6. Letters of friendship are intimate, informal, ..... and ..... letters whose main purpose is to make people feel better.
7. In informal correspondence, the salutation is followed by a(n).....and in formal letters a(n) .....is used.
8. In business correspondence, when a printed letterhead is used, the dateline appears.....
9. .... lets the reader decide whether the letter needs immediate attention or not.
10. In an inside address, when the name of the receiver is not known, ..... is the first alternative.
11. In ..... business letter formal, complimentary close or salutation is not used.
12. In formal correspondence, the ..... contains the writer's title .
13. The address written on the envelope should **Not** include ..... for all the countries.
14. The address written on the envelope should be ....., if there's enough space.
15. .... is used to punctuate some abbreviations.

**B. Use the appropriate punctuation and capitalization where it's necessary ( 1.5 points)**

16. An innovative classroom laboratory.
17. Total Chaos nothing works.
18. T s Eliot
19. All star
20. One quarter

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استفاده از: کتاب و فرهنگ لغت مجاز نیست.

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**C. Put the following envelope address in the correct order. (1.5 points)**

21. FRENCH LICK IN 23432-6523/ ANTOINE RINTERS INC/ 87 N OHIO SUITE111/ DIRECTOR  
MARKETING/ PO BOX 98543/MS MARIE DEPLEISS.

**D. Letter Writing (4 points)**

22. Write a collection letter on the basis of the situation below:

Joseph Thomas has purchased a new car from Jamestown auto dealers. Up to now he has been on time with his payments. At present, however he is two months behind. Francis Hopkins, the credit manager writes to remind him of the fact and to urge him to attend to his overdue payments.

23. Your close friend is having an informal dinner on Tuesday evening, May the 5<sup>th</sup>, at 7 o'clock and he has invited you. Write an invitation regret letter.