



زمان آزمون (دقیقه): ۶۰ تشریحی: ۶۰

تعداد سوالات: 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. P.O. BOX 19395-4697,  
Payame Noor Uni.,  
Tehran, Iran.  
May 9th, 2016
2. Tehran, Iran.  
Payame Noor Uni.,  
P.O. BOX 19395-4697,  
May 9th, 20--
3. P.O. BOX 19395-4697,  
Tehran, Iran.  
Payame Noor Uni.,  
May 9th, 20--
4. Payame Noor Uni.,  
P.O. BOX 19395-4697,  
Tehran, Iran.  
May 9th, 20--

**2- Which part of the following sentences should be corrected?**

Sam and I would like to invite you to a dinner party at June 28 on seven o'clock. The party is an informal one to help welcome Jeffery Nirenberg, our new finance Director, and his wife Christine to the area.

1. Sam and I would like to
2. at June 28 on seven o'clock
3. an informal one
4. to the area

**3- Which of the following salutations is written to a woman whose marital status is NOT known?**

1. Miss Jones
2. Ms Jones
3. Mrs Jones
4. Lady Jones

**4- Which of the following sentences is NOT written correctly?**

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 disappointing to learn that you failed the final exam.
4. It is a long time since I last wrote to you.

**5- Which of the following complimentary closes is NOT used in informal letters?**

1. respectfully yours
2. sincerely
3. cordially yours
4. best wishes

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6- It has been a long time since we have had the ----- of seeing you, and we do hope you will find it possible to be with us.

1. attendance                      2. ceremony                      3. pleasure                      4. invitation

7- It is our honor to invite you to ----- our Christmas Party at the Summer Gardens on 25th of December, 20-- at 12 noon. It is Christmas time once again and we cannot let this season pass without seeing you.

1. present                      2. await                      3. celebrate                      4. attend

8- Mr Okada has asked me to write saying he is ----- to accept your invitation to distribute the prizes and speak at your annual award ceremony on 14 December.

1. appreciated                      2. awarded                      3. honored                      4. welcomed

9- I send you my ----- congratulations on the arrival of the little bundle of joy in your life. I know you both were waiting for this moment since a long time and I am thrilled to see your dream come true.

1. surest                      2. heartiest                      3. definite                      4. extreme

10- May I extend to you my sincere ----- 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. sympathy                      2. demise                      3. sustaining                      4. comfort

11- Please accept my deep condolences on the death of your husband the ----- Mr. John S. West.

1. Deceased                      2. Demised                      3. Late                      4. Lost

12- Which part of the sentences below is NOT correct?

If you don't know it already, I want to tell you how much Joe and I enjoyed our vacation with you. Everything were perfect; the weather, the beautiful countryside, and above all the company.

1. If you don't know it already                      2. our vacation with you  
3. Everything were perfect                      4. and above all the company

13- The sentences below most probably appears in a -----.

On top of these competencies, I adhere to a work ethic and can effectively interact with people across all levels of the organizational structure. I believe I can be an asset to your organization.

1. letter of introduction                      2. letter of application  
3. resume                      4. business letter



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14-Your ----- in the March 22 issue of the Manila Bulletin calls for an executive secretary who is proficient in communication skills, computer literate, and with pleasing personality.

1. advertisement      2. application      3. publication      4. invoice

15-I am writing this letter to express my ----- for the Bachelor of Arts degree in Economics at The Pennsylvania State University.

1. diligence      2. sincerety      3. interest      4. efficiency

16-Which section of a resume might include the sentence below?  
A challenging and rewarding position as a Production Manager.

1. experience      2. education      3. objective      4. responsibility

17-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. express      3. apply      4. recommend

18-Which part below is NOT written correctly?

I am happy to have the opportunity of answering your letter about Eleanor Silver. She is a rarely finding as a secretary; a young lady who is accurate, intelligent, and personable.

1. to have the opportunity      2. a rarely finding  
3. who is accurate      4. and personable

19-It is common to use the abbreviation ----- , when one or more documents are sent along with the letter.

1. Enc.      2. P.P.      3. B.c.c      4. Ltd.

20-When you need to ask for catalogues, price-lists, prospectuses or detail, you should write a letter of -----.

1. delivery      2. inquiry      3. order      4. collection

21-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. balance      2. maintain      3. discount      4. settle

22-As we usually place very large -----, we would expect a quantity discount in addition to a 20% trade discount off net list-prices and our terms of payment are normally 30-day bill of exchange, documents against acceptance.

1. sales      2. deliveries      3. orders      4. enquiries

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23-The prices quoted above are ----- , since we may be compelled by the increasing cost of raw materials to raise them. I will Inform you immediately if this happens.

1. competitive                      2. provisioned                      3. fixed                      4. exchanged

24-Which part below is NOT written correctly?

Although we anticipating a higher trade discount than 15%, we will place an initial order and hope that the discount can be reviewed in the near future.

1. we anticipating                      2. trade discount  
3. an initial order                      4. in the near future

25-Which of the following are not only requests for payment but also records of transactions which give the buyer and seller information about what has been bought or sold, the terms of the sale, and details of the transaction?

1. invoices                      2. bills of lading  
3. insurance policies                      4. dispatches

### سوالات تشریحی

- 26-Write an informal invitation letter to a family member. (between 30 and 50 words) ۱،۰۰۰ نمره
- 27-Write a letter of congratulations to a friend on his success in business. (between 30 and 50 words) ۱،۰۰۰ نمره
- 28-Write a letter of condolence to a friend who has lost his father. (between 30 and 50 words) ۱،۰۰۰ نمره
- 29-Write an application for a position of an English institute supervisor. (between 50 and 75 words) ۱،۰۰۰ نمره
- 30-Write your own resume including experience, education and personal skills, etc. (between 100 and 150 words) ۱،۰۰۰ نمره
- 31-Write a letter to order a number of washing machines from a producer outside the country. (between 50 and 70 words) ۱،۰۰۰ نمره
- 32-You have bought a car but you are not able to pay all the price now. Write a letter of credit and ask for a delayed payment. (between 50 and 70 words) ۱،۰۰۰ نمره