

Techniques of Written Expression & Office

(Makeup exam)

- 1. What should you avoid in the subject line of a professional email?**
 - Concise and specific wording
 - Vague phrases like "Hi" or "Question" ✓
 - Mentioning the main purpose of the email
 - Using professional keywords
- 2. Which greeting is appropriate for a formal email when the recipient's name is unknown?**
 - "Hey there!"
 - "Dear Sir/Madam" ✓
 - "Hello"
 - "What's up?"
- 3. Where should attachments be mentioned in an email?**
 - In the subject line
 - In the greeting
 - In the body of the email ✓
 - They should not be mentioned
- 4. What is the primary goal of a professional email?**
 - To share personal opinions
 - To communicate effectively and leave a good impression ✓
 - To write long, detailed messages
 - To entertain the recipient
- 5. Why is brevity important in professional emails?**
 - To ensure the reader quickly understands the message ✓
 - To demonstrate writing expertise
 - To make the email sound formal
 - To include less information
- 6. Which of the following is an example of a clear subject line?**
 - "Hi"
 - "Request for Meeting: AI Project Discussion" ✓
 - "Important"
 - "Help"
- 7. Why should you avoid overloading an email with information?**
 - It makes the email look professional
 - It can confuse the reader and reduce clarity ✓
 - It makes it more engaging
 - It shows your expertise
- 8. What is an appropriate closing for a professional email?**
 - "Cheers"
 - "Later"
 - "Sincerely" ✓
 - "Bye"
- 9. What should you include in the "Projects" section of your CV?**
 - A list of all subjects you studied
 - A brief description of relevant projects, your role, and technologies used ✓
 - Personal achievements unrelated to the job
 - A detailed narrative of your academic journey
- 10. Why is proofreading your CV important?**
 - To ensure the font style is appealing
 - To correct grammar, spelling, and formatting errors ✓
 - To impress recruiters with complex language
 - To make it longer
- 11. How should you list your educational background in a CV?**
 - In alphabetical order
 - Starting with the earliest degree
 - Starting with the most recent degree ✓
 - Excluding incomplete degrees
- 12. Which section is optional in a CV?**
 - Contact Information
 - Education
 - Career Objective ✓
 - Technical Skills
- 13. What is the recommended length of a CV for students or recent graduates?**
 - Two pages
 - One page ✓
 - Three pages
 - As many pages as needed
- 14. What is the primary goal of the "Career Objective" section in a CV?**
 - To explain why you left your previous job
 - To summarize your goals and what you bring to the role ✓
 - To list your hobbies and interests
 - To describe your educational history
- 15. How can you improve the readability of your CV?**
 - Use long paragraphs
 - Include jargon for complexity
 - Use clear headings and bullet points ✓
 - Avoid highlighting technical skills
- 16. Which sentence uses a countable noun correctly?**
 - The codes are optimized. ✓
 - The software are running well.
 - He bought three hardware.
 - The data are updated.
- 17. Which of the following is a demonstrative pronoun?**
 - These ✓
 - Who
 - Which
 - That
- 18. Which relative pronoun is used to refer to people?**
 - That
 - Which
 - Who ✓
 - These
- 19. Which of the following is a proper noun?**
 - Country
 - Paris ✓
 - Mountain
 - River
- 20. What type of noun is "team"?**
 - Abstract noun
 - Proper noun
 - Concrete noun
 - Collective noun ✓

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21. **Which of the following is a phrasal verb?**
 - Break down ✓
 - Execute
 - Process
 - Program
22. **Which sentence contains an abstract noun?**
 - She owns a big house.
 - His bravery saved the day. ✓
 - The cat is sleeping.
 - He bought a new car.
23. **Which sentence uses the present continuous tense?**
 - He writes code every day.
 - She is debugging the software. ✓
 - They fixed the issue.
 - We will complete the task.
24. **What is the past tense of "write"?**
 - Wrote ✓
 - Writing
 - Written
 - Writes
25. **What verb form is used in the present continuous tense?**
 - Infinitive
 - Past participle
 - Present participle (-ing form) ✓
 - Base form
26. **What is the singular form of "bacteria"?**
 - Bacterias
 - Bacterium ✓
 - Bacteria
 - Bacterii
27. **What is the plural form of "mouse" in computing?**
 - Mouses
 - Mouse
 - Mice ✓
 - Mousses
28. **What is the correct form of the verb in "She _____ (to learn) Python next semester"?**
 - Will learn ✓
 - Learned
 - Learning
 - Learns
29. **Which of the following is an irregular verb?**
 - Debugged
 - Tested
 - Built ✓
 - Coded
30. **Which of the following is a concrete noun?**
 - Happiness
 - Dog ✓
 - Freedom
 - Honesty
31. **What is the singular form of "geese"?**
 - Geeses
 - Goose ✓
 - Geese
 - Goosey
32. **What is the signal word commonly used for the simple future tense?**
 - Yesterday
 - Tomorrow ✓
 - Now
 - Always
33. **Which sentence uses a helping verb?**
 - She is coding the project. ✓
 - The router works properly.
 - They finish the task early.
 - He programs the interface.
34. **What is the negative form of the simple future tense?**
 - Did not + base form
 - Will not + base form ✓
 - Was not + base form
 - Is not + base form
35. **What is the correct formula for the simple future tense?**
 - Will + base form ✓
 - Was + past participle
 - Is + present participle
 - Had + past participle
36. **Which sentence correctly uses the present simple tense?**
 - She is debugging the code.
 - He debugs applications daily. ✓
 - They were testing the software.
 - We will complete the project.
37. **What is the plural form of "box"?**
 - Boxs
 - Boxes ✓
 - Boxies
 - Boxens
38. **Which sentence correctly uses the "going to" construction for the future?**
 - She will test the software tomorrow.
 - They are going to install the program. ✓
 - He debugged the system last week.
 - The application runs well.
39. **Which word is an abstract noun?**
 - Desk
 - Intelligence ✓
 - Laptop
 - Window
40. **Fill in the blank: "They.....(to set up) the server at the moment."**
 - Are setting up ✓
 - Is setting up
 - Setting up
 - Sets up

Good Luck
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