

Techniques of Written Expression & Office

(Prototype Solution)

1. **What is the main purpose of a professional email?**
 - A) To share personal opinions
 - ✓ B) To communicate effectively and leave a good impression
 - C) To write long, detailed messages
 - D) To entertain the recipient
2. **Which of the following is an example of a clear subject line?**
 - A) "Hi"
 - ✓ B) "Request for Meeting: AI Project Discussion"
 - C) "Important"
 - D) "Help"
3. **What is an appropriate closing for a professional email?**
 - A) "Cheers"
 - B) "Later"
 - ✓ C) "Sincerely"
 - D) "Bye"
4. **Why should you avoid overloading information in an email?**
 - A) It makes the email look professional.
 - ✓ B) It can confuse the reader and reduce clarity.
 - C) It's more engaging.
 - D) It shows your expertise.
5. **What is the primary goal of a summary?**
 - A) To include every detail from the original text
 - B) To rewrite the text exactly as it is
 - ✓ C) To capture the main ideas in a concise manner
 - D) To add personal opinions about the text
6. **Which of the following should be avoided in a summary?**
 - A) Using your own words
 - ✓ B) Including minor details or anecdotes
 - C) Focusing on the main points
 - D) Being objective
7. **What is the recommended length of a CV for students or recent graduates?**
 - A) Two pages
 - ✓ B) One page
 - C) Three pages
 - D) As many pages as needed
8. **Which section is optional in a CV?**
 - A) Contact Information
 - B) Education
 - ✓ C) Career Objective
 - D) Technical Skills
9. **What should you include in the "Projects" section of your CV?**
 - A) A list of all subjects you studied
 - ✓ B) A brief description of relevant projects, your role, and technologies used
 - C) Personal achievements unrelated to the job
 - D) A detailed narrative of your entire academic journey
10. **Why is proofreading your CV important?**
 - A) To ensure the font style is appealing
 - ✓ B) To correct grammar, spelling, and formatting errors
 - C) To impress recruiters with complex language
 - D) To make it longer
11. **Which sentence uses a countable noun correctly?**
 - ✓ A) The codes are optimized.
 - B) The software are running well.
 - C) He bought three hardware.
 - D) The data are updated.
12. **How should you list your educational background in a CV?**
 - A) In alphabetical order
 - B) Starting with the earliest degree
 - ✓ C) Starting with the most recent degree
 - D) Excluding incomplete degrees
13. **Which of the following is a characteristic of a good summary?**
 - ✓ A) Concise, objective, and accurate
 - B) Detailed, subjective, and lengthy
 - C) Vague, lengthy, and inaccurate
 - D) Subjective, concise, and repetitive
14. **Which category does "collaboration" belong to?**
 - A) Concrete nouns
 - ✓ B) Abstract nouns
 - C) Proper nouns
 - D) Collective nouns
15. **Which relative pronoun is used to refer to people?**
 - A) That
 - B) Which
 - ✓ C) Who
 - D) These
16. **What is the role of the email body?**
 - A) To restate the subject line
 - B) To introduce the sender
 - ✓ C) To clearly convey the purpose and provide necessary details
 - D) To include only attachments
17. **What is the purpose of the "Career Objective" section in a CV?**
 - A) To explain why you left your previous job
 - ✓ B) To summarize your goals and what you bring to the role
 - C) To list your hobbies and interests
 - D) To describe your educational history
18. **How can you improve the readability of your CV?**
 - A) Use long paragraphs
 - B) Include jargon for complexity
 - ✓ C) Use clear headings and bullet points
 - D) Avoid highlighting technical skills
19. **What should a good summary always exclude?**
 - A) Main ideas
 - B) Statistical data
 - ✓ C) Repetitive or minor details
 - D) The main topic
20. **When summarizing, how should you deal with statistics?**
 - A) Always exclude them
 - ✓ B) Include them if they are essential to the main idea
 - C) Recreate new statistics
 - D) Ignore them completely

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21. Which of the following is a concrete noun?
A) Happiness
✓ B) Dog
C) Freedom
D) Honesty
22. What type of noun is "childhood"?
A) Concrete noun
✓ B) Abstract noun
C) Proper noun
D) Collective noun
23. What is the plural form of "city"?
A) Citys
✓ B) Cities
C) Cityes
D) City
24. Which noun is singular?
A) Geese
B) Cars
✓ C) House
D) People
25. What is the singular form of "bacteria"?
A) Bacterias
✓ B) Bacterium
C) Bacteria
D) Bacterii
26. Which of the following is an abstract noun?
A) Desk
✓ B) Intelligence
C) Laptop
D) Window
27. What is the abstract noun of "kind"?
✓ A) Kindness
B) Kindly
C) Kinding
D) Kinder
28. What is the base form of the verb "debugging"?
A) Debugged
B) Debugging
✓ C) Debug
D) Debugs
29. Which of the following is a phrasal verb?
✓ A) Break down
B) Execute
C) Process
D) Program
30. What is the past tense of the irregular verb "build"?
A) Builds
B) Building
✓ C) Built
D) Builded
31. Which sentence uses the present continuous tense?
A) The program runs well.
✓ B) She is debugging the software.
C) They fixed the issue.
D) We will complete the task.
32. What is the correct form of the verb in "He always _____ (to test) his code"?
A) Testing
B) Tested
✓ C) Tests
D) Test
33. Fill in the blank: "They _____ (to set up) the server at the moment."
✓ A) Are setting up
B) Is setting up
C) Setting up
D) Sets up
34. What is the signal word commonly used for the present continuous tense?
A) Always
B) Yesterday
✓ C) Now
D) Tomorrow
35. Fill in the blank: "She _____ (to test) the software currently."
A) Testing
✓ B) Is testing
C) Tests
D) Test
36. What is the correct formula for the simple future tense?
✓ A) Will + base form
B) Was + past participle
C) Is + present participle
D) Had + past participle
37. Which sentence uses the "going to" construction for the future?
A) She will test the software tomorrow.
✓ B) They are going to install the program.
C) He debugged the system last week.
D) The application runs well.
38. What is the signal word commonly used for the simple future tense?
A) Yesterday
✓ B) Tomorrow
C) Now
D) Always
39. Fill in the blank: "I ____ (to learn) Python next semester."
✓ A) Will learn
B) Learning
C) Learned
D) Learns
40. Fill in the blank: "They _____ (to deploy) the application soon."
✓ A) Will deploy
B) Deploying
C) Deploys
D) Deployed

Good Luck
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