

Placement test for Academic Business Writing course

Name:

Date:

Circle the best option before the letter A, B, C or D to complete the sentences below.

1. is a computer file that is sent together with an email message.
A. Attachment B. Email C. Email account D. Image
2. My is karen1020@gmail.com
A. Junk mail B. Spam C. Email account D. Link
3. Mail isto our office twice a day.
A. Set up B. delivered C. Send D. Composed
4. Some Internet service providers block to subscribers.
A. Videos B. Advertisement C. Draft D. Spam
5. The words and expressions used in an email can make it formal or informal. Which one is formal: To receive or to get?
A. To receive B. To get C. Both A and B are formal D. Both A and B aren't formal
6. I am sending you the report by post. Can you please read it and give me your?
A. Money B. Time C. Feedback D. Email

7. When talking about your experience, you can say:
- A. I am very reliable and I get on well with people ...
 - B. I have helped to organize a number of school events/ activities
 - C. I am available only at weekends
 - D. At the moment I am available Monday to Friday, but I would be able to work weekend shift in the summer.
8. When you want to request first piece information, you can say:
- A. Do you know?
 - B. I am writing to receive further details about
 - C. Could you also inform me?
 - D. First of all I would like to know
9. An email structure should have:
- A. Heading, greeting, main point, concluding sentence, signing off
 - B. Heading, greeting, opening comment, reasons for writing, main point, concluding sentence, signing off.
 - C. Greeting, reasons for writing, main point, concluding sentence, signing off.
 - D. Greeting, opening comment, reasons for writing, main point, concluding sentence, signing off.
10. A replying email, you should begin with
- A. I hope you are doing well.
 - B. I am contacting you for the following reason
 - C. I am writing in reply to your letter of 4 September regarding your outstanding

D. Thank you for getting back to me

11. The characteristics of informal style in letters are:

- A. The greeting (Dear Alex, Dear Dad)
- B. Idioms, colloquial English.
- C. Abbreviated forms, pronouns omitted
- D. A, B and C are correct

12. The characteristic of formal style in letter is:

- A. Frequent use of the passive
- B. The ending (Yours/ Love/ Best wishes/ Regards)
- C. No abbreviated forms but having colloquial English
- D. Both B and C are correct.

13. Head: Dear Sir or Madam

Tail:

- A. Love
- B. Best wishes
- C. Yours faithfully
- D. Yours sincerely

14. Head: Dear Mr Smithers,

Tail:

- A. Love
- B. Best wishes
- C. Yours faithfully
- D. Yours sincerely

15. What do you think “ie” stands for? (In informal letter)

- A. Examples
- B. In other words
- C. Inform
- D. information

16. Which sentence is beginning?

- A. Thanks again for the gift and please give my regards to your CEO.
- B. Let me know if my advice was of any help. I hope everything will turn out fine.
- C. I am writing with regard to your recent correspondence.
- D. Anyway, thanks again for the invitation. I'll see you then.

17. I look forward from you

- A. To hearing
- B. Hear
- C. Hearing
- D. Heard

18. If you any questions or concerns, do not hesitate to let me know

- A. Had
- B. Have had
- C. Have
- D. Has

19. I am writing to you to apologise for the bad behaviour of a member of our staff towards you
Saturday, April 23rd.

- A. At
- B. On
- C. For
- D. From

20. I saw your website and would like where I can find your furniture in the Paris area.

- A. To know
- B. Knowing
- C. Know
- D. Knew

21. As my references show, I have been very popular with many of the clients specifically asked for me to be their tour-guide on tours they went on.

- A. Where
- B. Which
- C. Whose
- D. who

22. I informed you of my change of business address, you still keep delivering equipment to the wrong address.

- A. However
- B. Therefore
- C. Although
- D. In spite of

23. If the softwareour requirements, wean order.

- A. Meets – will place
- B. Met – place
- C. Met – placed
- D. Meet - place

24. I've checked with the IT team and 13 September is not convenient the team will be conducting the monthly check on our IT systems.

- A. Because of B. Due to C. Owing to D. Because
25. Please let me if this arrangement is convenient for you.
- A. To know B. Know C. Knowing D. To knowing
26. From your enquiry email, youif iTutor is suitable for creating interactive simulations of complex processes. The short answer is 'Yes.'
- A. Ask B. Asked C. Askes D. asking
27. iTutor a powerful authoring program which has a number of very interesting features which we'd like to show you in person.
- A. Are B. Was C. Is D. were
28. Iwe require a demonstration of the software at this stage.
- A. Don't think B. Thought C. Doesn't think D. Have thought
29. I with Peter Tong and he' been able to reschedule another meeting in order to meet you
- A. Checked B. Has checked C. Have checked D. check
30. First of all, there a meeting next Thursday from 2 to 5 pm to discuss trade fair planning. Please let me know whether you can attend.
- A. Is B. Are C. Has been D. Will be
31. I have left a message on Margot's voicemail but sheback yet.
- A. Have called B. Hasn't called C. Has called D. Haven't called
32. I Rachel in Sales and she's given me some more information.
- A. Called B. Have called C. Call D. Am calling
33. I will need the info by Friday 12th as I Fiona Chambers to update our client database.
- A. Will meet B. Have met C. Am meeting D. meet
34. I can confirm that Friday morning at 9 am is convenient for us. We at the meeting at 8.30.
- A. Will be arriving B. Will arrive C. Arrive D. Are arrived

35. Our IT team the software through the free trial version you have provided us with.
- A. Are evaluating B. Is evaluating C. Evaluate D. evaluates
36. Since the completion of my degree of bachelor in software engineering, I two years working as a tester in Ho Chi Minh City.
- A. Spend B. Spent C. Have spent D. Have spend
37. I you all the information you need for last quarter in the attachment
- A. Am sending B. Send C. Was sending D. Have been sending
38. I your advertisement in the Financial Times last week
- A. See B. Saw C. Am seeing D. Was seeing
39. Sorry, but I haven't sent it yet. I do it straight away
- A. Would B. Can C. Am D. Will
40. I already the registration form
- A. Have - sent B. Has - sent C. Did - send D. Had - sent