ACADEMIC WRITING WORKSHEET

Part 1: Multiple Choice (1 point each)

Circle the correct answer.

What is the main purpose of a letter of enquiry?
a) To apply for a job
b) To request information or make an enquiry
c) To complain about a service
d) To confirm an appointment

What should be included in the middle paragraph of a letter of application?
a) A thank-you message
b) Personal stories
c) Qualifications and relevant skills
d) Slang expressions

How should the closing paragraph of a letter of complaint conclude?
a) By restating your interest in the role
b) With words of thanks
c) By explaining the desired resolution
d) By discussing personal qualities

In a product review, which of the following is commonly discussed?
a) Author's background
b) Performance or characteristics of an item
c) Plot summary
d) Staff behavior

What makes a book review different from a product review?
a) It describes service experiences
b) It evaluates technology
c) It discusses the author's style and themes
d) It compares prices

What is the main characteristic of a diary entry?
A. Formal academic language
B. Personal reflection and emotions
C. Scientific evidence
D. Business vocabulary only

Which sentence BEST fits a diary entry?
A. I am writing to request information about your institution.
B. Yesterday was one of the happiest days of my life.
C. The report demonstrates a significant increase in sales.
D. Passengers must present identification documents.

Diary entries are usually written in:
A. Third person only
B. Passive voice only
C. First person
D. Future perfect

Which expression shows personal emotion?
A. It was conducted successfully.
B. I felt completely overwhelmed after the competition.
C. The process was approved yesterday.
D. Students must submit assignments on time.

Which tense is MOST commonly used in diary entries?
A. Past tenses
B. Future continuous only

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C. Present perfect continuous only
D. Passive infinitives

What is usually included in the beginning of a diary entry?

A. Bibliography
B. Greeting to a company
C. Date or personal introduction
D. Formal signature

The main purpose of persuasive writing is to:

A. Entertain readers only
B. Convince readers of a point of view
C. Describe a process scientifically
D. Summarize events objectively

Which sentence is an example of persuasive language?

A. Recycling bins are usually green.
B. Everyone should recycle to reduce environmental pollution.
C. Plastic is produced in factories.
D. Recycling began many years ago.

Which connector is commonly used to introduce an argument?

A. However
B. Firstly
C. Meanwhile
D. Afterwards

Which element strengthens persuasive writing?

A. Unsupported opinions only
B. Random examples
C. Strong evidence and logical arguments
D. Repetition without purpose

Which sentence contains a counterargument?

A. Social media has transformed communication worldwide.
B. Some people argue that social media is harmful; however, it also creates educational opportunities.
C. Technology changes rapidly every year.
D. Smartphones are extremely popular nowadays.

Which conclusion is MOST effective in persuasive writing?

A. That is all I remember.
B. Maybe this topic matters.
C. For these reasons, schools should invest more in digital education programs.
D. The article was published yesterday.

Part 2: Matching (1 point each)

Match the type of writing to its correct feature. *Write the letter* of the correct match.

Letter of complaint _____
Letter of enquiry _____
Letter of application _____
Not acceptable in formal writing
Required in formal correspondence _____

a) Requesting specific information
b) Formal punctuation and paragraphing
c) Listing skills and experience
d) Describing the issue and desired resolution
e) Emojis, slang, contractions

Part 3: Fill in the Blank (1 point each)

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Use the words from the box to complete the statements:

qualifications – formal – slang – experience – complaint – correct – closing – idiomatic

A letter of _____ is used to express dissatisfaction with a service.

Letters should avoid using _____ or _____ language.

In a job application, you must include relevant _____ and _____.

The _____ paragraph should thank the reader and show a willingness to continue communication.

In formal correspondence, we use _____ punctuation and structured language.

Part 4: True or False (1 point each)

Write T (true) or F (false).

___ A blog post should always use very formal and academic vocabulary.

___ Product reviews usually include the item's price, usage, and suggestions for improvement.

___ In a personal blog, contractions and idioms are acceptable.

___ The introduction in an application letter should explain why you're writing.

___ SMS abbreviations and emojis are acceptable in university applications.

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