

**ACADEMIC WRITING
WORKSHEET**

Choose 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
- C. Present perfect continuous only
- D. Passive infinitives

Which sentence is grammatically correct?

- A. I was feeling nervous before the presentation.
- B. I feeling nervous before the presentation.
- C. I nervous before the presentation.
- D. I were feeling nervous before the presentation.

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.