

## 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

- 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)

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.

