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.

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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.

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