**© Choose the correct answer from a , b , c or d**

1 Punctuation is a system of symbols that we use in . .. .. . language.

1. spoken b written c. heard d said

2. What are the symbols used in punctuation called?

a punctuals b. punctuality

c. punctuations d. punctuation marks

1. Which of the following are examples of punctuation marks?
   1. commas and full stops b. dollar and pound signs

c. plus and minus signs d. rhymes and rhythm

1. Everybody at the school, including the teachers and . are happy

when summer holiday starts.

* 1. students b. students; c. students, d. students

1. Choose the statement with the correct punctuation,
   1. I met a clever Egyptian woman.

'b. I met a clever, Egyptian woman.

1. I met a clever Egyptian, woman.
2. I met a clever, Egyptian, woman
3. This is utterly incredible . .. .
   1. b. c. ; d
4. Quotation marks are put .. the words being quoted.
   1. between b. before c. after d. b & c

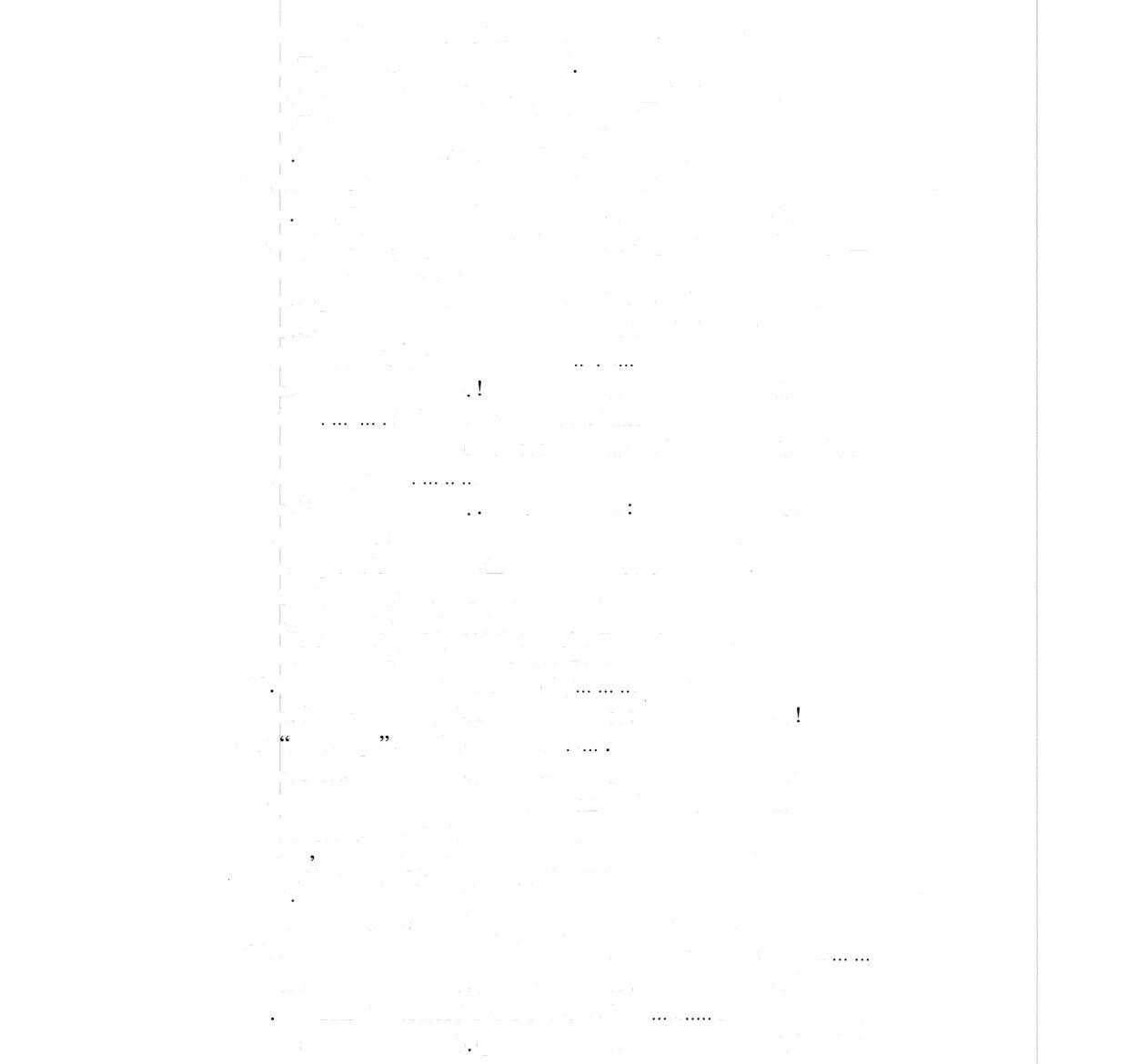
8 Which of these is used to separate .short clauses of a compound

sentence? **ﺋﺮﻛﺒﺔ**

a Colon b. Full stop c. Semicolon . d. Comma

1. Which description best suits the full-stop?
   1. A dot at the end of a sentence which leads to the next sentence
   2. A dot at the end of a sentence indicating that the sentence is complete
   3. A curve in a sentence indicating when the sentence should finish. d. A dot in a sentence.
2. When should you use an apostrophe?
   1. For a contraction where letters are missing
   2. When an independent clause is attached to a dependent clause.
   3. To indicate possession (where a noun owns something

d a & c

1. What is the function of a colon?
   1. To indicate a series of options
   2. To remove water from digested food in the intestine.

b. To use when commas get boring.

d To indicate that a new sentence has begun.

1. Which of these is not a punctuation mark?

a Full stop b. Hashtag c. Comma d. Colon

1. Which of the following can be used to express strong feelings in

Written English?

* 1. a quotation mark b. an exclamation mark

c. a question mark d. a period

1. Watch out for your broken arm . .. ...
   1. , b c. ? d. ;
2. The . .. . is found in the Middle East.
   1. red sea b. Red sea c. red Sea d. Red Sea
3. Stand up now . . . .
   1. ? b c. d. ;
4. Choose the statement with the correct punctuation.
   1. My uncle who lives in Assuit is a doctor
   2. My uncle, who lives in Assuit is a doctor
   3. My uncle who lives in Assuit, is a doctor
   4. My uncle, who lives in Assuit, is a doctor. 18 When will you return to our city . . ..

a. ? b. . c. ; d.

1. Full stops are also called ...... ..
   1. dates b. periods c. endings d. points
2. Which example would not have an exclamation mark at the end?
   1. Let me out of this box
   2. I m going to get some juice, want some

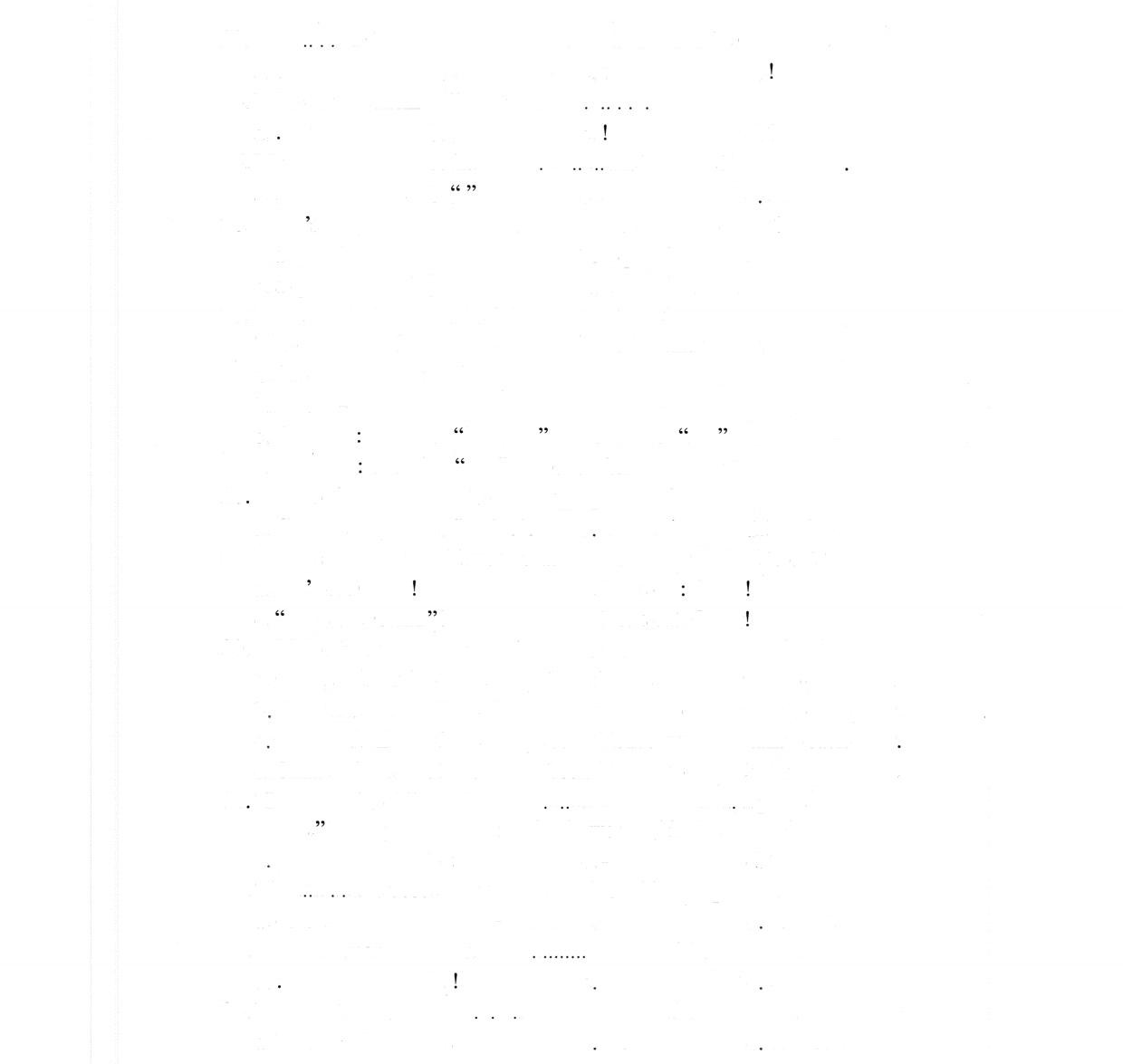
c Punctuation is my best friend

d. There is no such thing as English

1. She asked what time the department meeting would start ..... .

a. . b. , c. ; d. ?

22 The full stop is used at the end of a / an . ... .

1. statement b question c. exclamation d. inquiry
2. Wow . . ...... You really obtained a gold medal in the Olympics.

a. ? b. ٠ c. ; d.

1. Who do you think will win the race .. . . ..
   1. b. , c. d. ?
2. Mr Mohammed lives in Aswan ..... .. his brothers live in Assuit

a. , b. c. ', d .

,

1. What s the punctuation mark indicating a question called?
   1. a question tag b. a question word

c. a question mark d. a question sign

1. What is missing from the following sentence?

The day which happens to be Tuesday is hot and windy.

* 1. An exclamation mark
  2. A semi-colon

# Commas one after happens and one after hot

* 1. Commas one after day” and one after “ Tuesday” 28 Which of these is used to convey proportions?

a. Comma b. Semicolon c Colon d. Hyphen

1. Which sentence would mean that Omar is being invited to eat?
   1. Let s eat Omar b. Let’s eat Omar

c. Let’s eat, Omar ? d. Let’s eat, Omar

1. Which of the following sentences has the correct punctuation?
   1. Omar, and Ali who have always been friends, no longer talk to each other. b Omar and Ali who have always been friends no longer talk to each other. c Omar and Ali, who have always been friends, no longer talk to each other d. Omar andAli, who have always been friends, no longer, talk to each other.

31 “ I offered the children bananas .. ....... beaches ....... ....pears and

plums. What punctuation marks do w\_e need in the spaces?

a , b. ; c. d. :

1. The . ... . ... is used after a word used to address a person.
   1. colon b. semi-colon c. apostrophe d comma
2. He was a man without a plan.. . a rebel without a cause.
   1. b. c ; d ,
3. You must leave a space .. ... .... every comma in a sentence.
   1. before b. after c around d between
4. Miss Lamees class is the best class at school
   1. s b. s c. d. b & c

36 To . . she agreed to marry a man of her father s age.

1. everybody s surprise b. everybodys sunrise

c. everybodys’ surprise d. everybody’s surprise

1. Mr Ashraf is a self . .. made man.
   1. , b. ؛ c. d.
2. Which of these is used between sentences which are grammatically

# independent?

* 1. apostrophe b. Colon c. Comma d. Hyphen

1. . I haven’t seen Esraa today, . . ... . said Tom.

a ’apostrophes b. speech marks

c. , , commas d. brackets

1. In Allen Poe’s . Poe described a man with a guilty conscience

a short story.The Tell-Tale Heart

1. short story, The Tell Tale Heart,
2. short story the Tell Tale Heart,
3. short story The Tell Tale Heart,
4. Malak said that the Earth was flat . . . but I said it was round.
   1. Full stop b. Colon c. Comma d. Semi colon
   2. told the students to bring the following items a pen, a pencil,

a ruler and an exercise book.

* + 1. , b ; c. / d.

1. Advertising is considered an important part for big business, . .. . to customers sometimes
   1. but a trick b. but, a trick c but a trick d. but, “ a trick,

44 Which of these is used to separate a series of loosely related clauses?

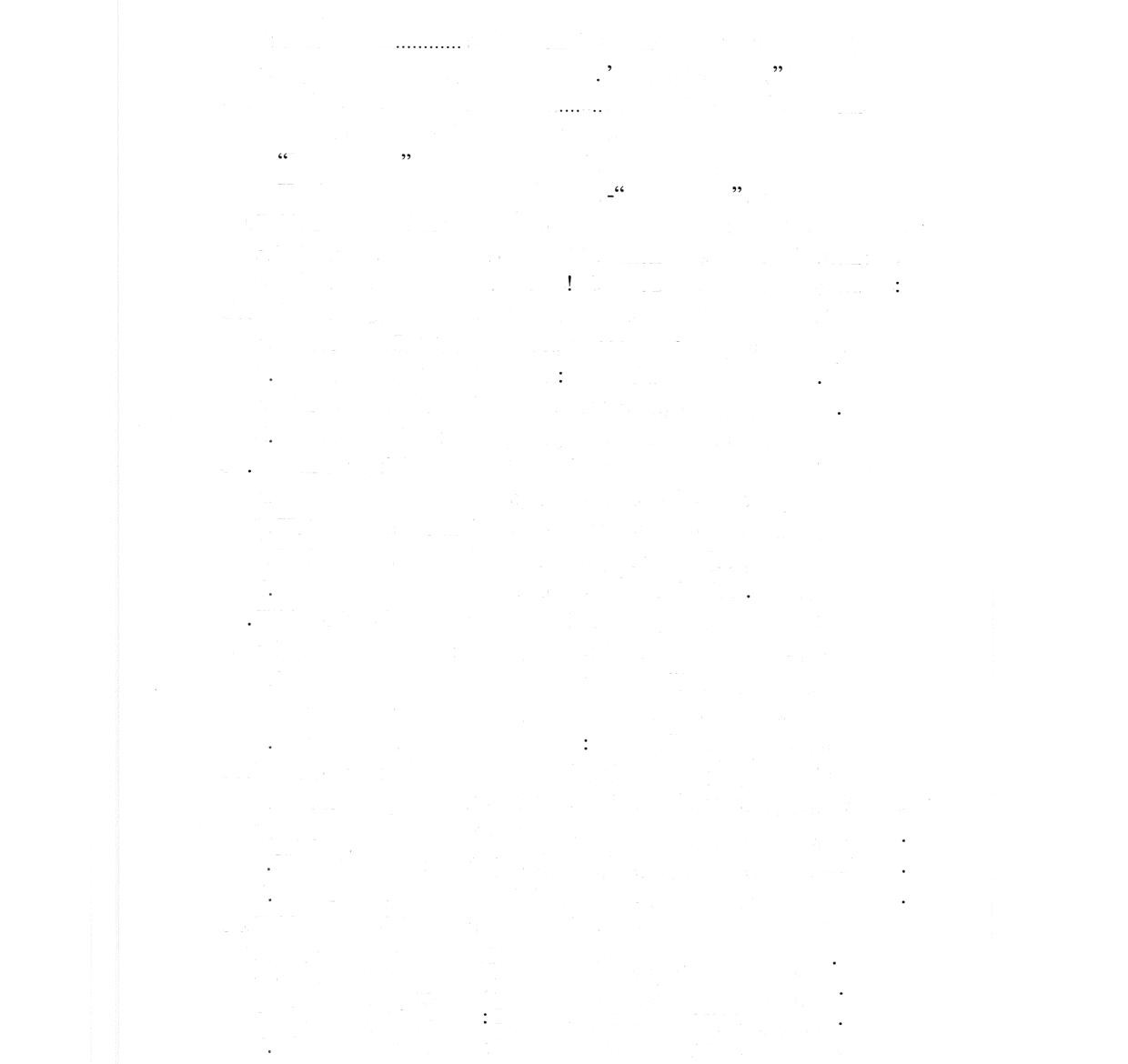
a Semi colon b. Colon c. Comma d. Full stop

1. Mansour .. . .. . the carpenter . made this cupboard.

a. , b. “ c. [ 1 d.

1. Which CANNOT come at the end of a sentence?
   1. A period b. A colon

c An question mark d An exclamation mark

47.1 found Karim s jacket on the chair.

a. - b. , c d.

1. The class just finished reading ... .. . a novel by Charles Dickens

about the suffering of children at work.

* 1. Hard Times, b. Hard Times,

c. Hard Times d. Hard Times ,

1. Which sentence has the correct ending punctuation mark?
   1. When you arrive home, call me? b. When you arrive home, call me.

c. When you arrive home, call me d. When you arrive home, call me

1. Which of the following sentences has the correct punctuation?
   1. This is what I ate for breakfast; an egg and a cheese sandwich.

b This is what I ate for breakfast egg and a cheese sandwich

c. This is what I ate for breakfast an egg and a cheese sandwich

d This is what I ate for breakfast, egg and a cheese sandwich.

1. Which of the following sentences has the correct punctuation?
   1. He knocked several times: no one came to the door.
   2. He knocked several times no one came to the door.
   3. He knocked several times, no one came to the door.

d He knocked several times; no one came to the door

1. Which of the following sentences has the correct punctuation?

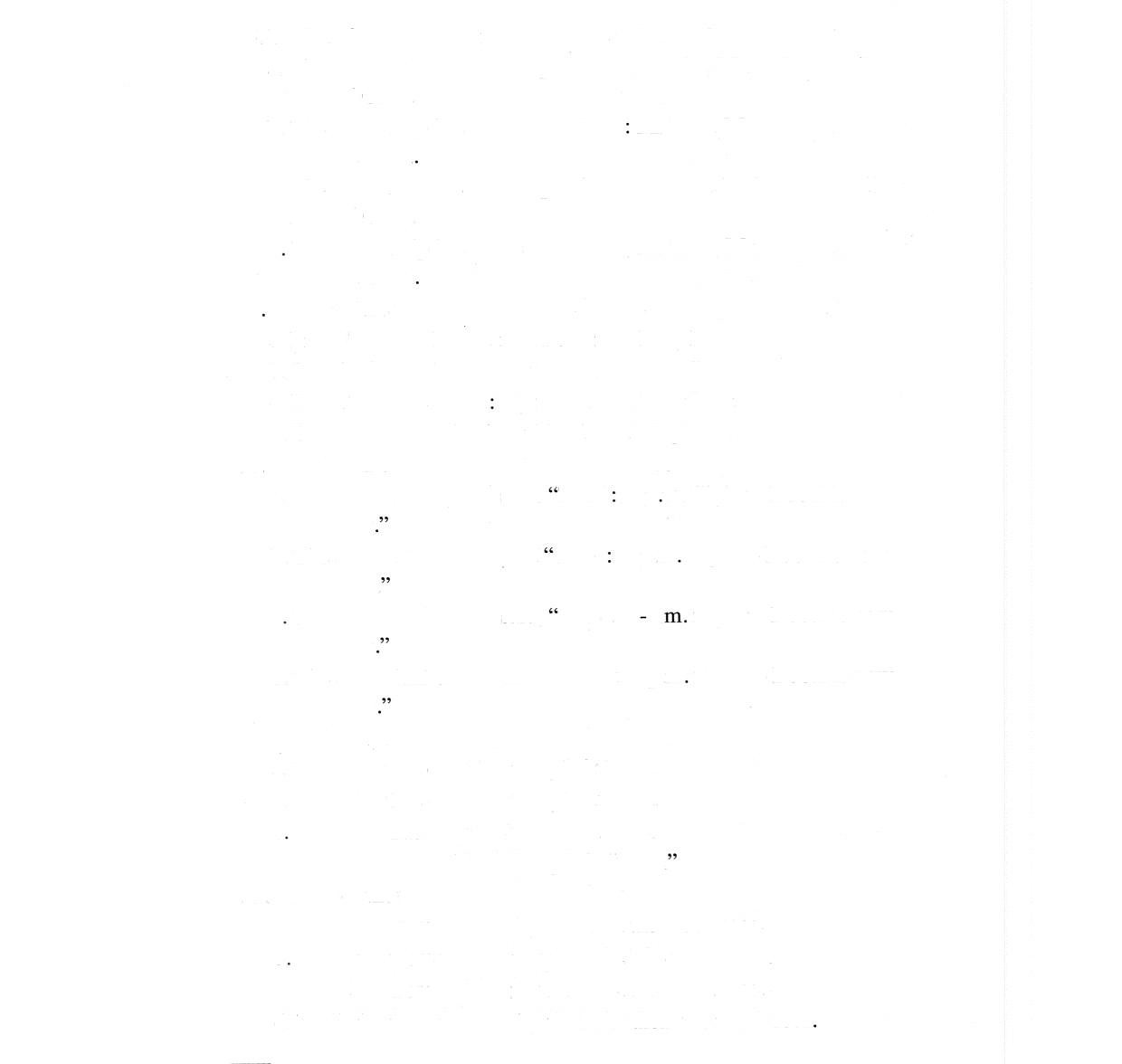
# My daughter loves mobile games, my son likes football.

* 1. My daughter loves mobile games; my son likes football.
  2. My daughter loves mobile games my son likes football.

d My daughter loves mobile games my son likes football.

1. Which of the following sentences has the correct punctuation?
   1. Here is what you need to get at the market beans, eggs, cheese and bread.
   2. Here is what you need to get at the market: beans eggs cheese and bread c Here is what you need to get at the market; beans, eggs, cheese and bread d Here is what.you need to get at the market: beans,eggs, cheese and bread
2. Which of the following sentences has the correct punctuation?
   1. The window was open I looked out over the green landscape
   2. The window was open, I looked out over the green landscape
   3. The window was open I looked out over the green landscape

d The window was open; I looked out over the green landscape.

1. Which of the following sentences has the correct punctuation?
   1. The school trip has three supervisors Mr Taha, Mr Radwan and Mr

Ahmed Galal.

* 1. The school trip has three supervisors Mr Taha, Mr Radwan and Mr

Ahmed Galal

* 1. The school trip has three supervisors, Mr Taha, Mr Radwan and Mr

Ahmed Galal.

d The school trip has three supervisors; Mr Taha, Mr Radwan and Mr

Ahmed Galal

56 Which of the following sentences has the correct punctuation?

1. I read Treasure Island, my friend read King Lear.
2. I read Treasure Island; my friend read King Lear.
3. I read Treasure Island my friend read King Lear.
4. I read Treasure Island my friend read King Lear.
5. Which of the following sentences has the correct punctuation?
   1. The airport announcer said: The 8 30 p m. flight to Dubai is now

# boarding

* 1. The airport announcer said The 8 30 p.m flight to Dubai is now

# boarding.

c The airport announcer said, The 8,30 p. flight to Dubai is now

# boarding

d. The airport announcer said; “ The 8:30 p.m flight to Dubai is now

# boarding

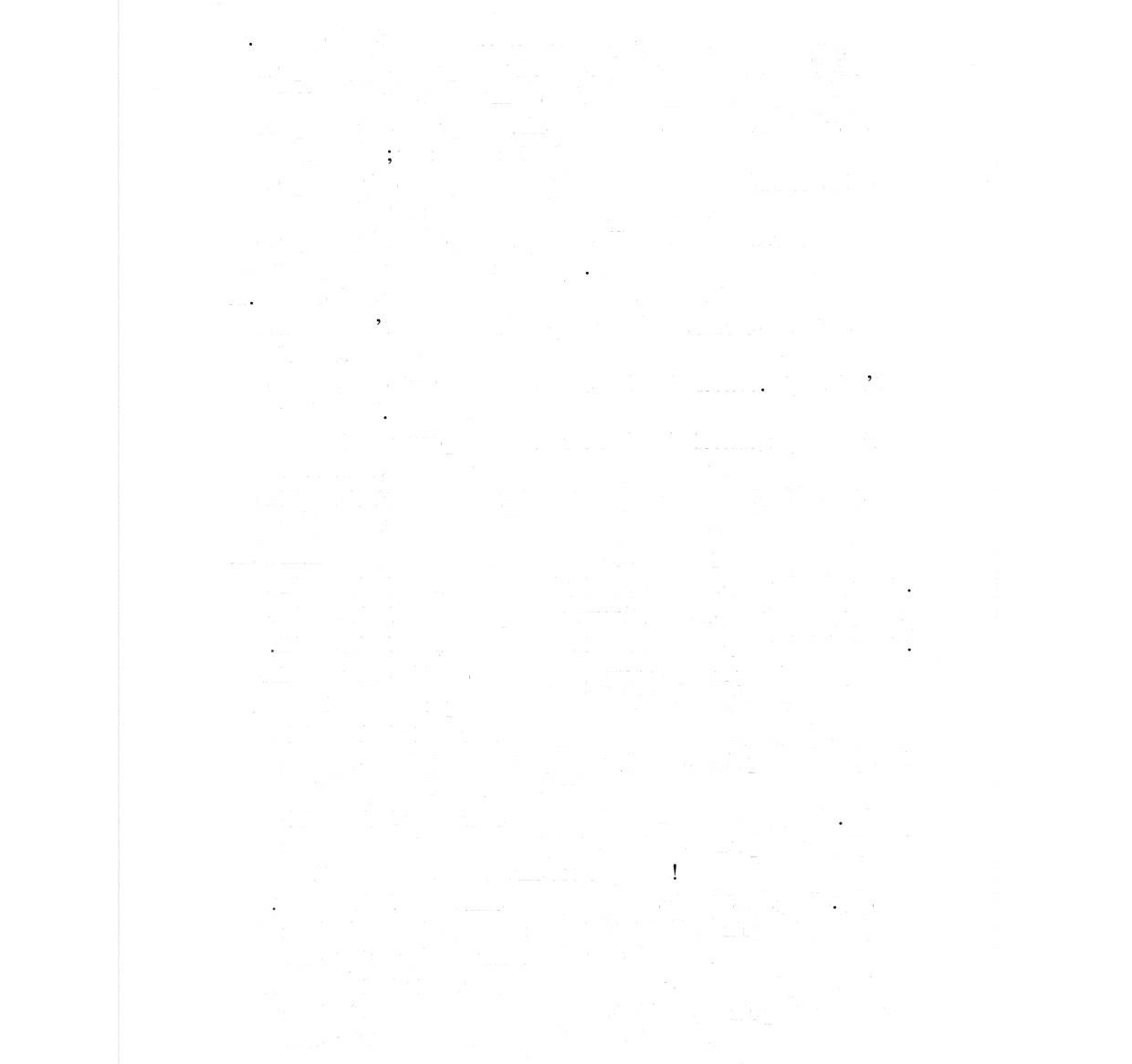
1. Which of the following sentences has the correct punctuation?
   1. Humanity has only one thing left: hope.
   2. Humanity has only one thing left; hope.

c Humanity has only one thing left, hope.

d. Humanity has only one thing left, “ hope.

1. Which of the following sentences has the correct punctuation?
   1. While we were walking by the Nile; the moon rose.

b While we were walking by the Nile. The moon rose.

1. While we were walking by the Nile, the moon rose.
2. While we were walking by the Nile; then, the moon rose
3. Which of the following sentences has the correct punctuation?
   1. Opening the door quietly the two officers surprised a thief as he

was putting the money in his bag.

* 1. Opening the door quietly, the two officers surprised a thief as he

was putting the money in his bag.

* 1. Opening the door quietly؛ the two officers surprised a thief as he

was putting the money in his bag.

* 1. Opening the door quietly, the two officers surprised a thief as he

was putting the money in his bag

1. Which of the following sentences has the correct punctuation?
   1. If you don t understand, keep your questions till the end of the

lecture.

* 1. Please keep your questions till the end of the lecture If you don t

understand

* 1. Please keep your questions till the end of the lecture؛ if you don’t

understand.

* 1. If you don’t understand; please keep your questions till the end of

the lecture.

1. Which of the following sentences has the correct punctuation?
   1. I have a bad cold, consequently, I won’t come to your birthday party
   2. I have a bad cold consequently I won’t come to your birthday party.

c I have a bad cold؛ consequently, I won’t come to your birthday party

d. I have a bad cold and consequently,I won’t come to your birthday party.

1. Which Paragraph is punctuated correctly?
   1. Othman had a hard time selling cabbages, carrots and garlic. His

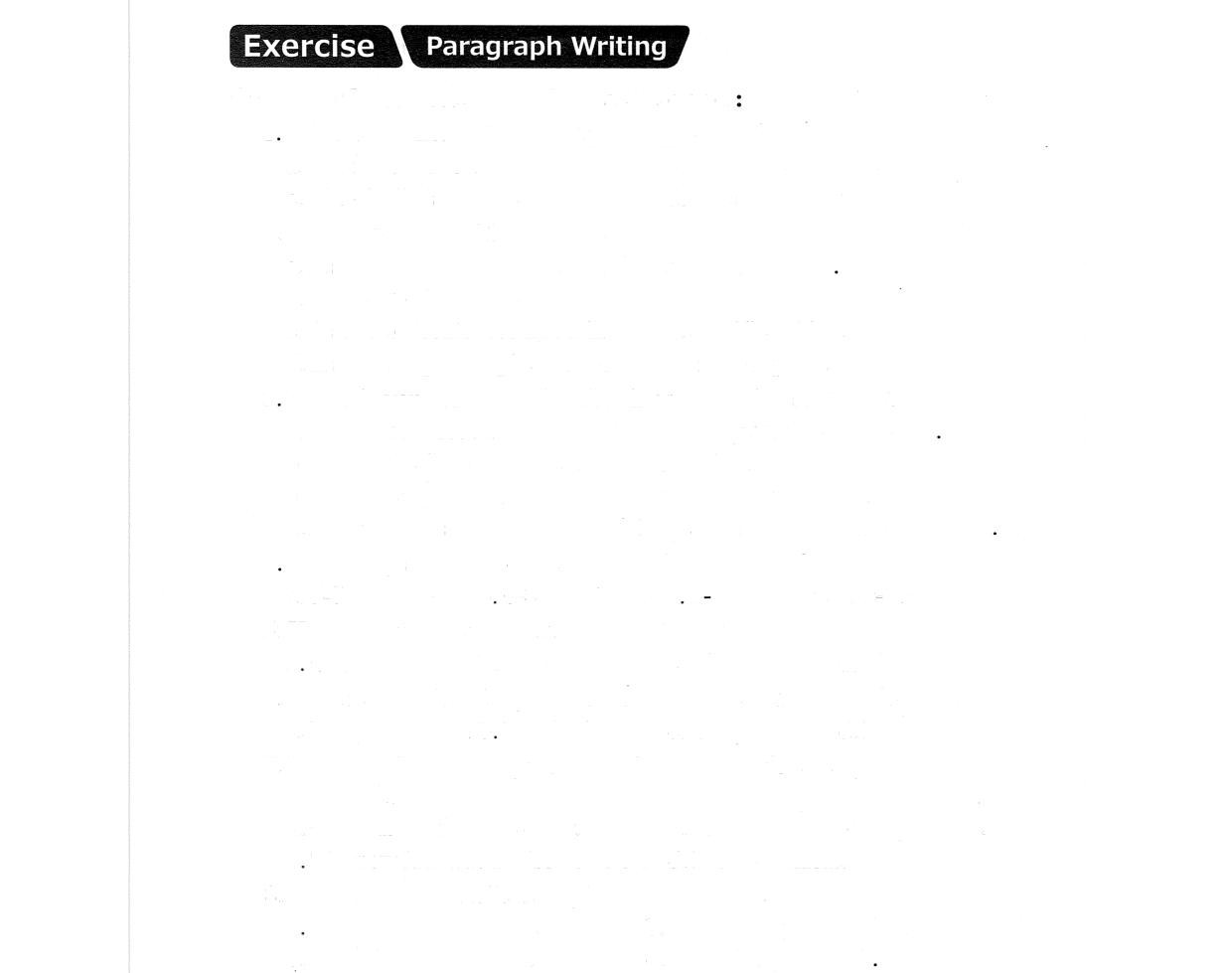
mothers organic fertiliser might be to blame as it’s pretty smelly and

can’t be touched without the use of gloves?

* 1. Othman had a hard time selling cabbages. Carrots and garlic His mothers organic fertiliser might be to blame as it’s pretty smelly and can’t be touched without the use of gloves

c Othman had a hard time selling cabbages, carrots and garlic His mother’s organic fertiliser might be to blame as it’s pretty smelly and can't be touched without the use of gloves.

d. Othman had a hard time selling cabbages؛ carrots؛ and garlic. His mother’s organic fertiliser might be to blame, as it’s pretty smelly and can’t be touched without the use of gloves.

**© Choose the correct answer from a , b , c or d**

1 What is the first sentence of a paragraph called?

1. The introduction sentence b. The topic sentence

c. The closing sentence d. The supporting sentence

2. What is a paragraph?

a. A series of sentences that talk about various subjects

b. Made up of only one sentence.

C. A series of sentences that talk about a specific subject.

d. A series of paragraphs about one main idea or point.

1. When do you use supporting details or supporting sentences?
   1. Never use these in paragraphs because they are for essays only
   2. Before the first sentence at the introduction.
   3. After the topic sentence and before the closing sentence.
   4. After the last sentence because it helps you summarize the paragraph
2. How many sentences does a paragraph nearly have?

a. 5-7 b 6-8 c 3 4 d. 9-10

1. How many topics should a paragraph cover?

a One b. Two c. Three d. Five

1. What is smooth and logical flow of sentences in a paragraph called?
   1. Unity b Emphasis c. Coherence d. Incoherence
2. Which of the following would be the best topic for an argument

paragraph?

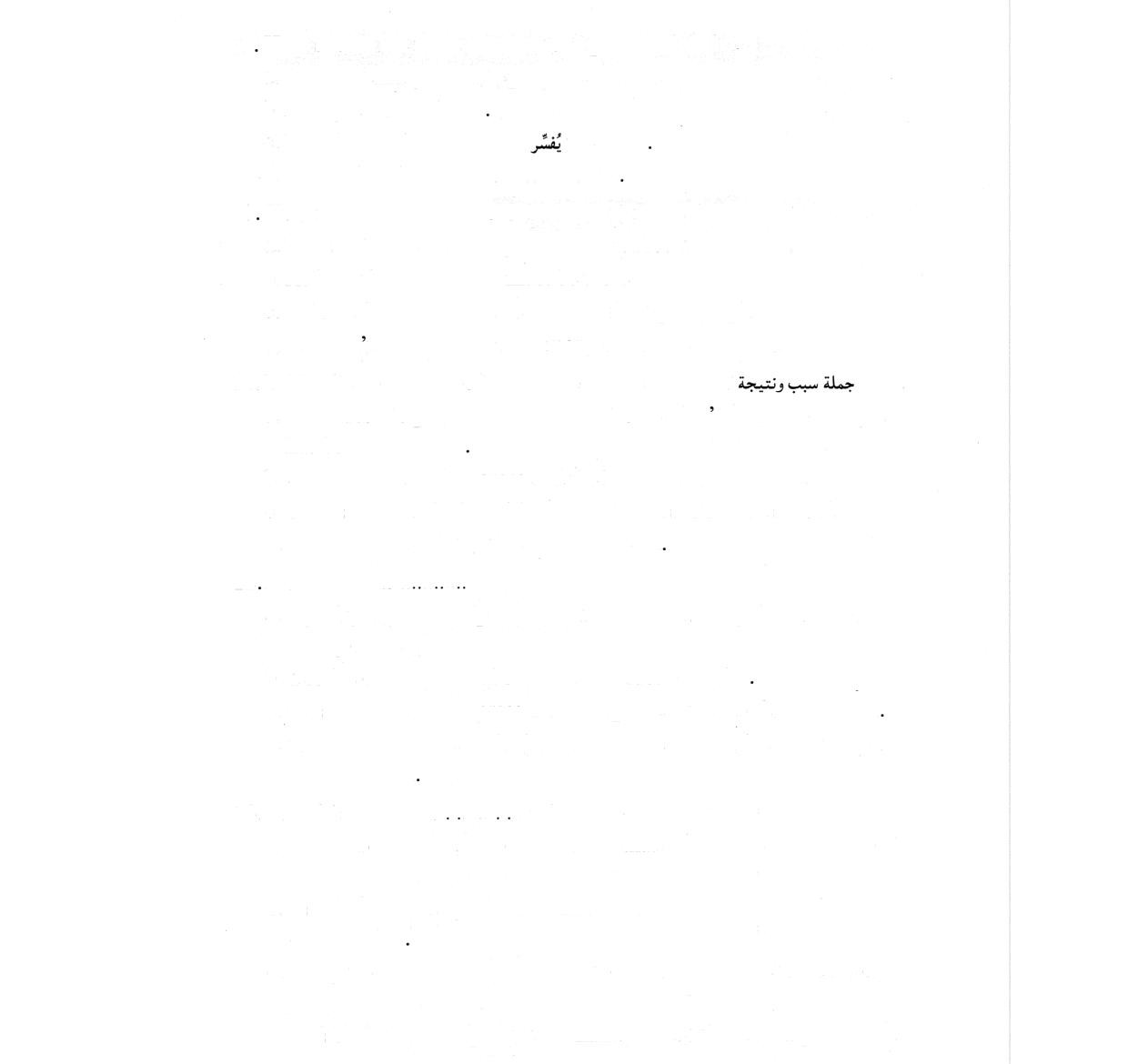
* 1. Green is my favorite color. b. War can lead to many deaths,

c The new law was a wise decision, d. Lions eat meat.

1. Which paragraph tells a story?

a Descriptive paragraph. b. Persuasive paragraph,

c. Expository paragraph. d. Narrative paragraph

1. How should the topic sentence of a paragraph be?
   1. As broad and general as possible.
   2. Always about science
   3. Broad enough to explicate the topic
   4. Something the writer is interested in
2. How many sentences should be there to form a paragraph?
   1. Two sentences are enough for being called a paragraph.
   2. At least three sentences must be there.
   3. At least five sentences are required for a paragraph.
   4. It doesn t really matter how many sentences are there.
3. Which is an example of cause-and-effect sentence?
   1. Sama used to play video games for hours, that s why her eyesight

has become weaker

* 1. Sama played video games and the Internet slowed down.
  2. Sama stopped playing video games when she started school.
  3. Sama bought a new game after Rody did

12 A transition is .. .. .. .

1. signal words that help organize a paragraph, using time order or

listing order.

1. a series of sentences about one main idea, or point
2. the sentences that express the main point, or idea, of a paragraph
3. reasons, examples, and other details that support the main point of

the paragraph

13. A topic sentence is . ...... . .

1. reasons, examples, and other details that support the main point of

the paragraph.

1. a sentence with signal words that increase effectiveness of

organization

1. a way to conclude the paragraph so the reader knows what the entire

paragraph was about.

1. the sentence that expresses the main point, or idea, of a paragraph.
2. A supporting detail sentence is .. .......
   1. a series of paragraphs about one main idea, or point.

# signal words that help organize a paragraph, using time order or

listing order.

* 1. reasons, examples, and other details that support the main point of

the paragraph

* 1. a way to conclude the paragrap'h so the reader knows what the

paragraph was about.

1. Choose the best topic sentence

. . On the contrary of some species of dogs, they do not need

a lot of exercise every day. Crowds and loud noises do not make them nervous They do not mind being alone for hours. Above all this, they are known to be patient and loving with children. If you are a city dweller, I recommend this breed of dog

* 1. Bulldogs are a good choice of dog for people who live in cities
  2. Every family should have a dog.

c Not all dogs are happy living in the city

d. All species of dogs are pretty much alike- they re all the same.

1. Read the following paragraph, then choose the correct topic sentence

Malaysians spend more than $50 million a year to buy imported fruits Much of this money can be kept in the country if Malaysians consume more local fruits of which there are more than twenty varieties. Except for durians, mangoes and rambutans, Malaysians generally like imported fruits.

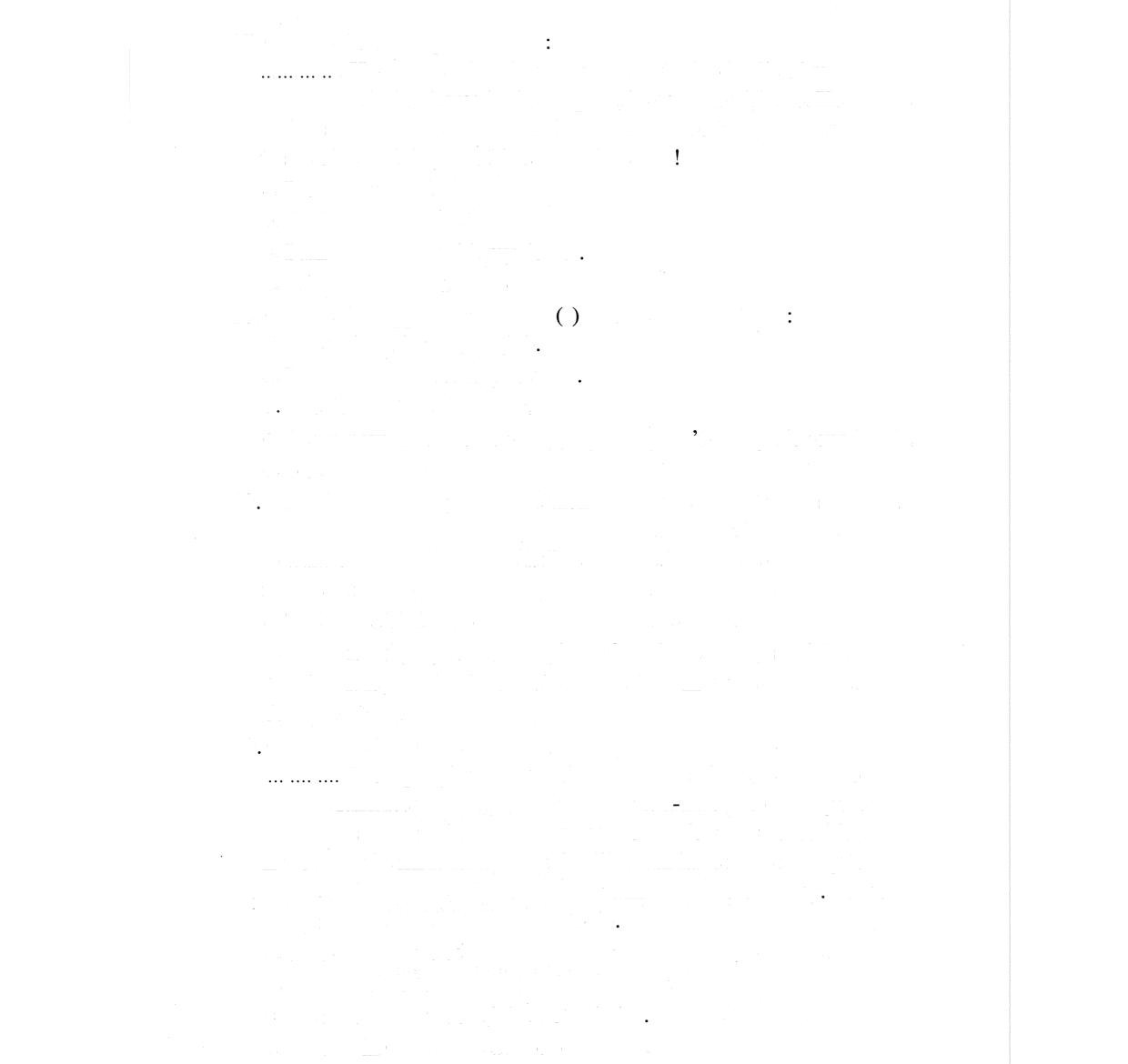
a Malaysians spend more than $50 million a year to buy imported

fruits.

b Much of this money can be kept in the country if Malaysians consume more local fruits of which there are more than twenty varieties

1. Except for durians, mangoes and rambutans, Malaysians generally

like imported fruits.

1. None of the above.
2. Choose the best topic sentence

. . . . He always takes the time to listen to the details of my complaints. Wen I was in the hospital, he came to visit me. He always makes sure I get the medication I need. Several of my friends now go to see him, and they like him as much as I do

* 1. I love my father.
  2. Seeing a doctor has become very expensive.
  3. Iam very happy with my doctor
  4. It is hard to find a good doctor.

1. Choose the supporting sentence s for this topic sentence

I have to look for another job

a. I am lucky that I still have a job

b The commute is very long.

1. As we now have another child, my salary isn t enough for our family.
2. b & c
3. Read the following paragraph, then choose the correct topic sentence.

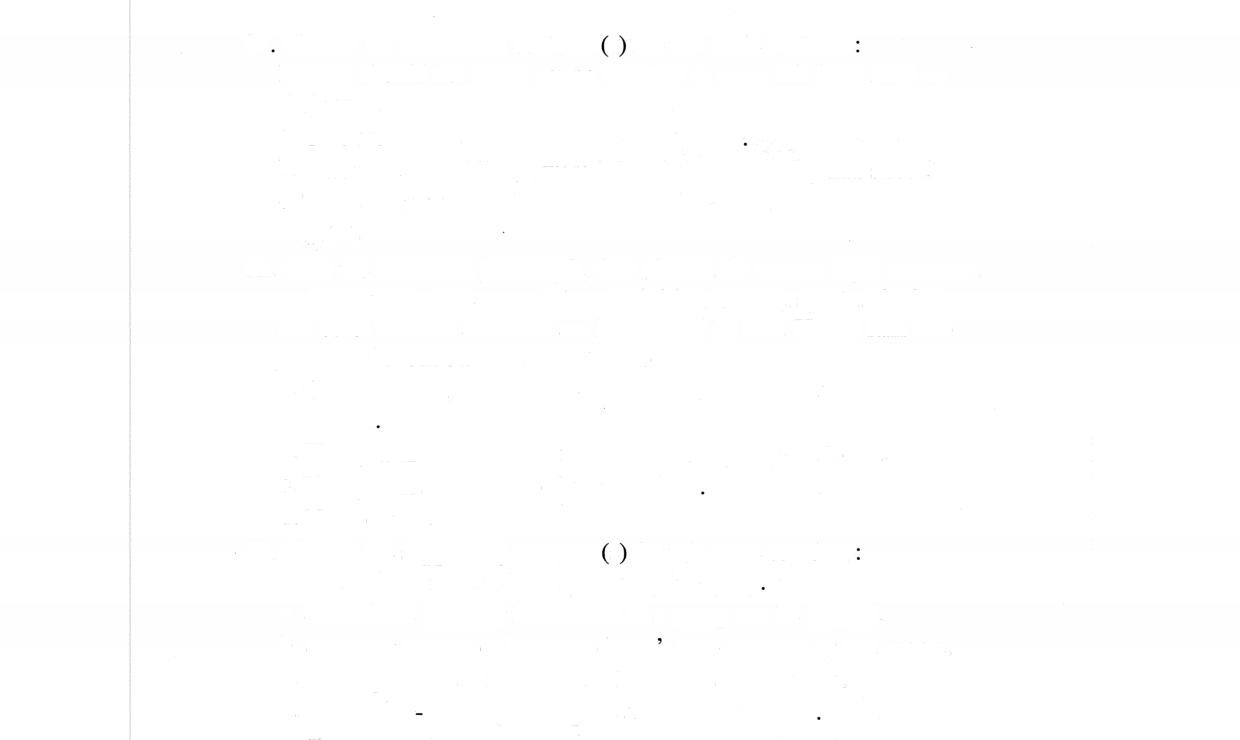
The way a bird flies often shows what it is doing. When it is flying to warmer places for winter, it flies straight. Wen it is catching insects, it moves about in many directions.

* 1. The way a bird flies often shows what it is doing.
  2. When it is flying to warmer places for winter, it flies straight.
  3. When it is catching insects, it moves about in many directions.
  4. None of the above.

1. Choose the best topic sentence:

. . Most people who -earn the minimum salary are trying to support families with it. No one working full time and earning the minimum salary makes enough money to pay for their necessities. If we raise the minimum salary, families will have more money to spend, and therefore other businesses will make more money For so many reasons, it is the best thing to do

* 1. This economy is especially hard for small business owners.
  2. It is due time to raise the minimum salary.
  3. We must worry about jobs, not salaries
  4. Parents in Cairo have a lot of expenses.

1. Choose the supporting sentence s for this topic sentence

Parents should not allow young children to cross this busy road on

their own.

* 1. Cars are always speeding down that avenue
  2. Last year, two children were injured while crossing that street.
  3. There are many good restaurants on that street.
  4. a & b

1. Read the following paragraph, then choose the correct topic sentence.

Heavy rain stops many of our activities. Games, sports, picnics and other outdoor activities are interrupted by rain. Heavy rain also prevents fishermen from going out to sea.

# Games, sports, picnics and other outdoor activities are interrupted

by rain

# Heavy rain also prevents fishermen from going out to sea.

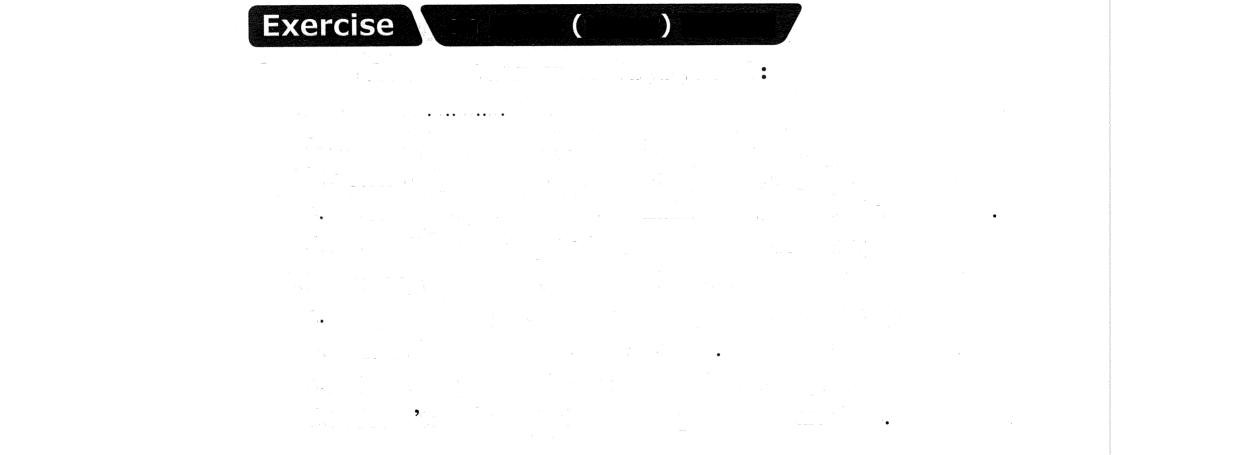
* 1. Heavy rain stops many of our activities
  2. None of the above.

1. Choose the supporting sentence s for this topic sentence

Most students need to learn good ways to study

# Sometimes cheating homework in a group can be helpful.

* 1. Studying instead of sleeping doesn t help learning or test scores.
  2. Making friends is important to happiness and success.
  3. Many high paying jobs require a university degree

**on Essay paper Writing**

**© Choose the correct answer from a , b , c o r d**

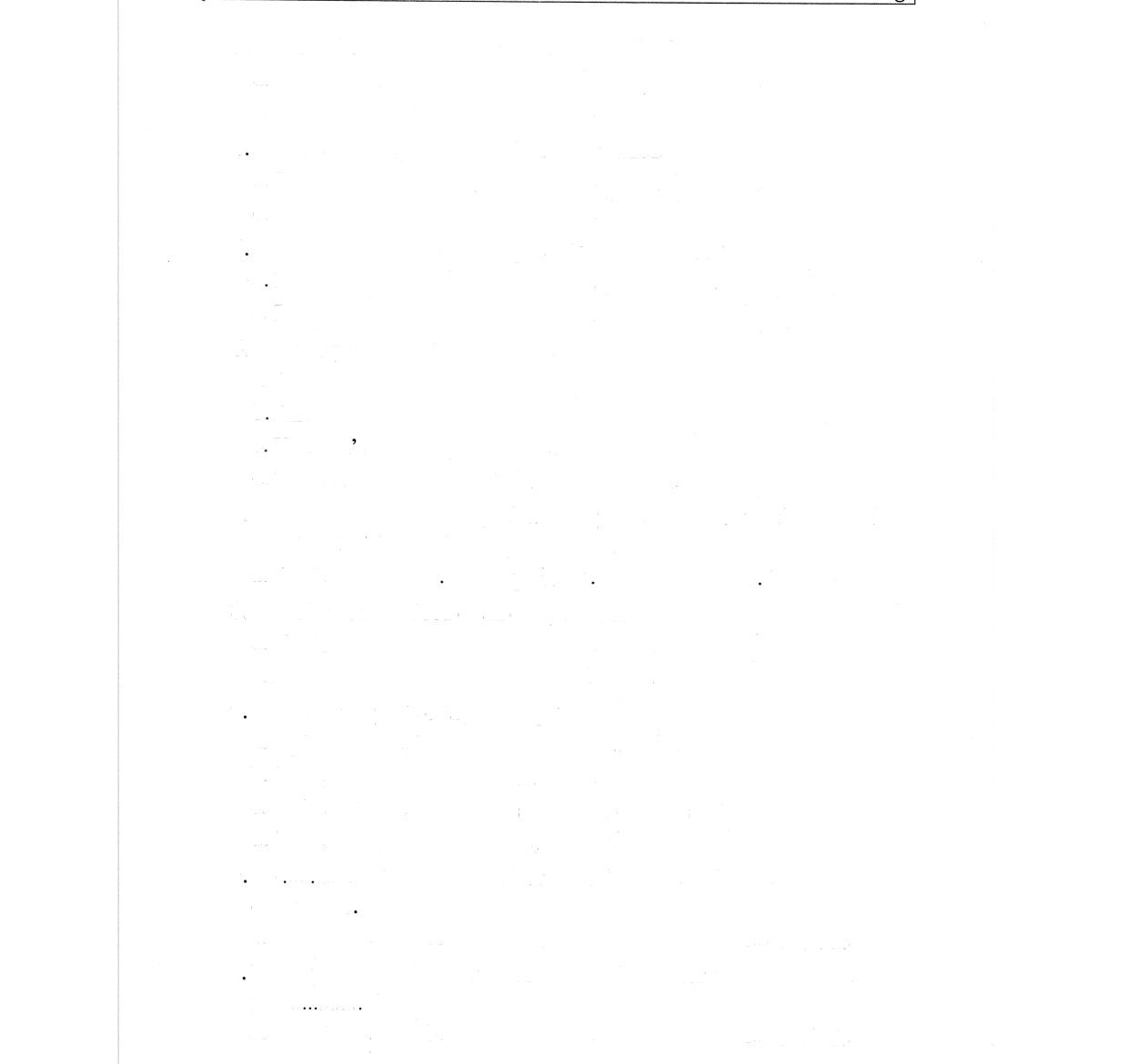
* + 1. An essay is .. ... ..
       1. a series of sentences about one main topic.
       2. a series of paragraphs about one main idea, or point.

c the sentence that expresses the main point, or idea, of a paragraph

d. an excellent way to get a lot of information down on paper.

* + 1. How many paragraphs should you have in your essay?

a Two paragraphs are enough for being called an essay.

1. At least four paragraphs must be there
2. At least five paragraphs are required for an essay.
3. It doesn t really matter how many paragraphs are there
   * 1. What is the first paragraph of an essay called?
        1. Conclusion b. Body Paragraphs

# c. Introduction d. Exposition

1. What is the last paragraph of an essay called?
   1. Introduction b. Thesis Statement

# c. Body Paragraphs d. Conclusion

1. What are the middle paragraphs of an essay called?

a Body Paragraphs b. Conclusions

c. Introductions d. Topic Sentences

1. How do you separate paragraphs?

# A space

b An indent

c You don t separate paragraphs.

d. There is only supposed to be one paragraph.

1. The introductory paragraph has three parts. Which of the following is

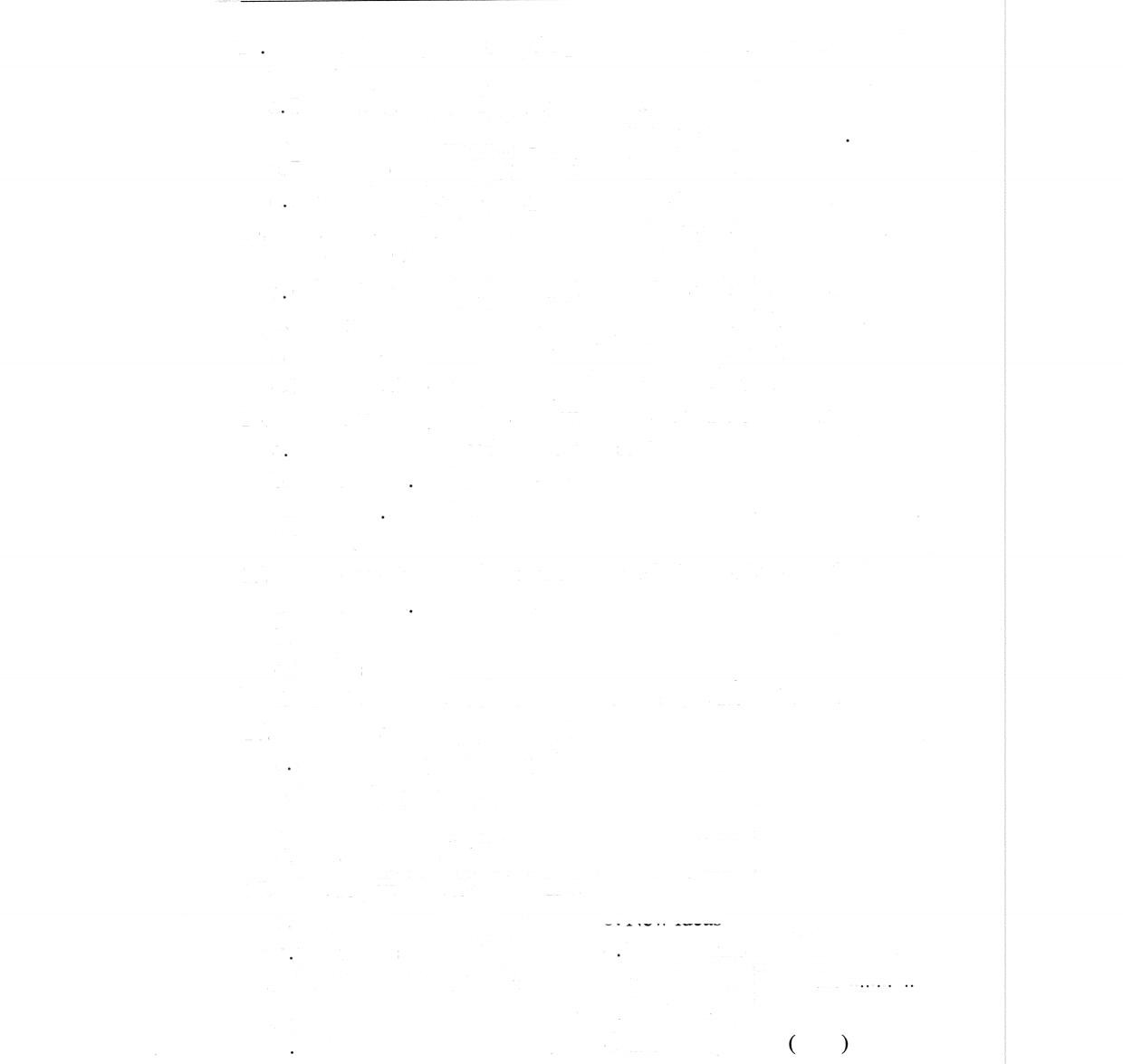
NOT part of the introductory paragraph?

* 1. thesis b direct quote c background d hook

1. What is the main idea of an essay called?
   1. citation b. topic sentence
2. introduction d. thesis
3. What are the parts of a paragraph?
   1. topic sentence, background sentences, thesis
   2. hook, background sentences, thesis
   3. topic sentence, supporting sentences, closing sentence
   4. hook, background sentences, closing sentence
4. To .... ....... is to rewrite another writer’s words and ideas into your

own words

* 1. paraphrase b. summarise c. include d. conclude

1. When you think that the words of the other writer are too difficult, you .. ....... them.
   1. paraphrase b. summarise c. include d. conclude
2. How would you plan to link the paragraphs to each other in an essay

writing?

a I write a lot of ideas in each paragraph.

* 1. By making sure that each paragraph links to the introduction
  2. By stating different key points in each paragraph

d By making sure that each paragraph links to the conclusion.

1. What is the most effective way of trying to use the linking words in

essay writing?

a overusing transition words and expressions that are simple.

1. Using transition words and expressions between each sentence.
2. Learning only a few linking words and phrases to use.
3. Learning a lot of transition words and phrases to use.
4. Which one of these points do you include in an introduction?

a Introduce topic areas in one or two sentences.

1. Final results

# Evidence

1. Moral.
2. Which one of these points is included in the body of an essay?
   1. Final results
   2. Summary of the topic

# Thesis statement

* 1. A topic sentence in each paragraph that states the main idea

1. What does a conclusion include?

a Summarizing your major points

1. Describing the topic

# The positive and the negative points

1. The descriptive points
2. What do you need to include in a conclusion?
   1. Introduce new details h. New ideas

c The thesis statement d Restating the thesis statement

1. The first sentence of your introductory paragraph is called the .. . . ..

a. concrete detail b. thesis

c conclusion d. attention grabber hook

1. You should include ..... . .. throughout your essay.

a transition words b. paragraphs c. theses d. closings

1. The first sentence of the conclusion paragraph should ... ........

# include a quote

* 1. grab your readers attention

c. restate your thesis

d. summarize your body paragraphs

1. Your attention grabber **اﻻﻓﺘﺘﺎﺣﯿﺔ** hook should . .. ... . .

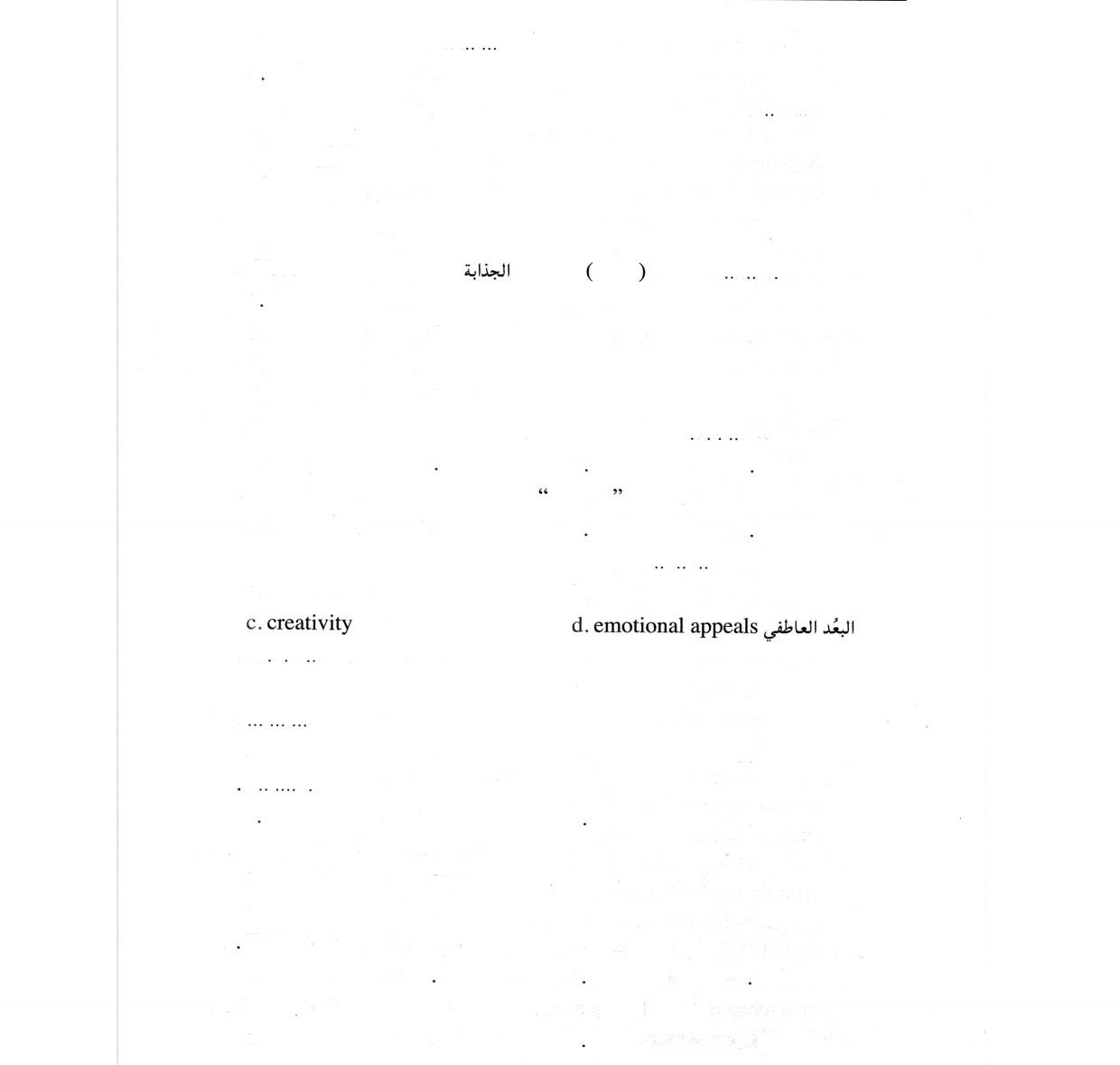
a state your thesis

1. make your reader become involved in the essay
2. summarize what you will be writing about
3. warn your reader from the essay
4. Thesis statements represent the main idea of the .. . . .....
   1. first paragraph b body c conclusion d essay
5. What term is used to describe a how-to essay?
   1. Persuasive 'b. Descriptive c Expository d Narrative

24. A usefill technique for persuasive writing is . .. .. ..

a. element of sunrise

# poor writing



25. A .. ... ... is some sort of a story.

a. descriptive b.expository c. narrative d. persuasive

1. . . . writing explains things.
   1. Descriptive b. Expository c. Narrative d.Persuasive

27 .. . .. writing is intended to influence ,others.

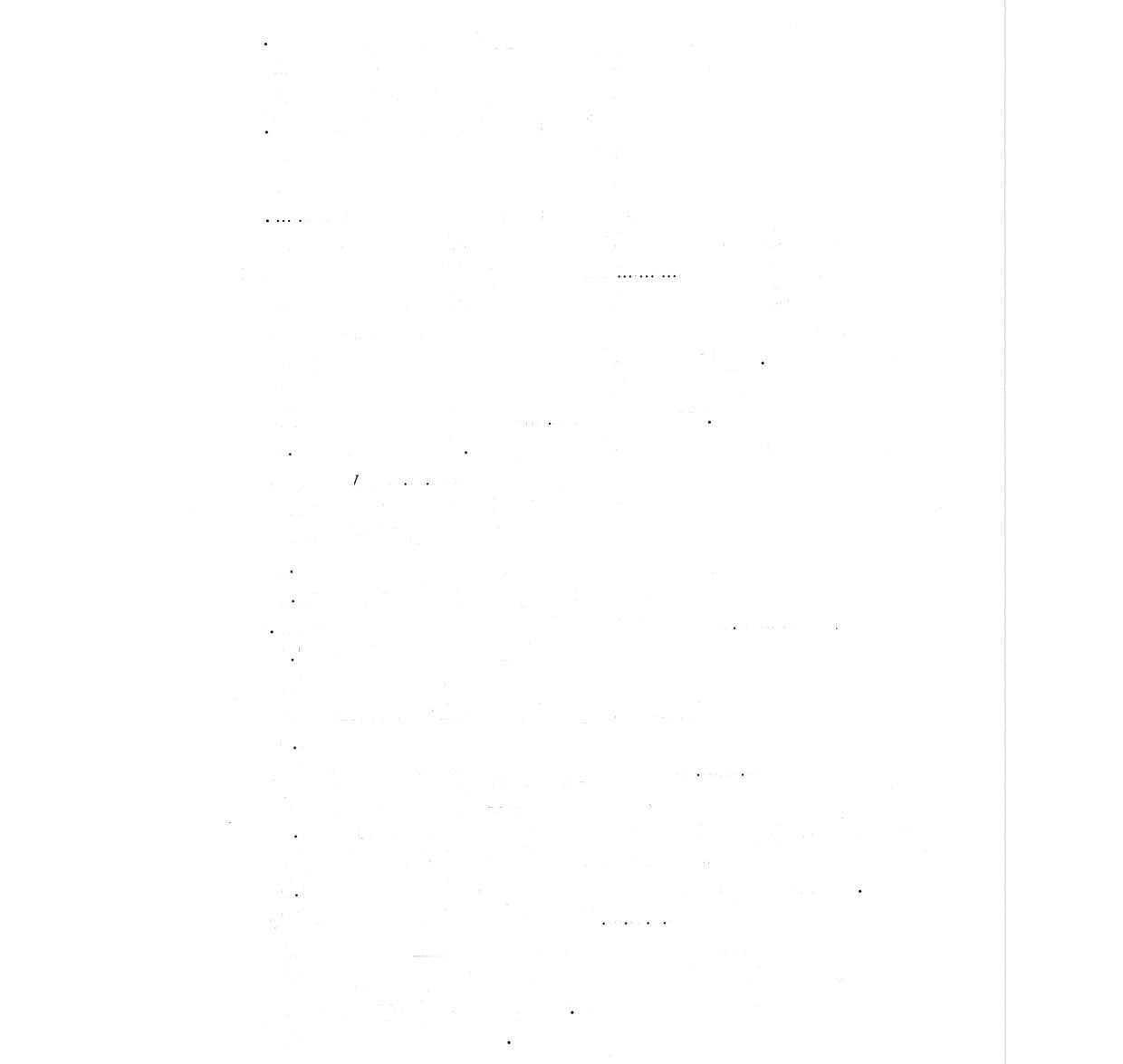
a Descriptive b.Expository c Narrative d. Persuasive

1. The purpose of a ............ essay is to use vivid details to give the reader

a mental image of a person, place, thing, event, or idea.

* 1. descriptive b. expository c. narrative d. persuasive

29 Which of these is not a characteristic of a good essay?

1. Formal style b Brevity c Personal touch d Fakeness
2. Which of these should be avoided in a good essay?
   1. Formal words b. Slang c Unity d. Brevity
3. Which of these is not a type of essay?
   1. Personal essay b. Narrative essay

c. Descriptive essay d. Argumentative essay

1. Which of these essays tells a story?
   1. Argumentative essays b. Descriptive essays

# c.Reflective essays d. Narrative essays

1. . ....... must be avoided in a summary.
   1. Facts b. Ideas c. Repetitions d. Verbs
2. It is recommended that you write the . . . paragraph last.
   1. introduction b. thesis c. body d. conclusion
3. What is the first thing you should do when needing to write an essay?

a. A promise. b. Choose a topic

c. A decision. d. No mistakes.

1. You should first write the ...... ..... of your essay

a moral b sentence c. body d. conclusion

37. An essaj is ... ... ..... .

* 1. a type of writing that has too many paragraphs
  2. a song with a story

c a poem that has many stanzas

# d a type of writing that requires research

38 The introductory paragraph of an essay requires .. ..........

a The topic, thesis, and main idea

# The supporting details

1. The reason for the essay, the topic, and thesis

d aandb

1. After you write the main idea of paragraphs, . ....... ..
   1. include the thesis to remind the reader.

# b make sure the supporting details are shown through the main idea.

c. use opinion to show why your thesis is right.

d include supporting details with examples and specific details

1. The conclusion of an essay should ... ... .. .
   1. include last minute ideas and thoughts for the future.
   2. have a restatement of the thesis and thoughts for the filture.
   3. be a recap of the whole essay

d. be only two sentences

**© Choose the correct answer from a , b , c o r d**

1. The word email stand for. .......... mail.

a black b. Electric c. Electronic d. everywhere

1. Which could be a valid E-mail address?
   1. http //[www.education.gov](http://www.education.gov/) b. letter //[www.education.gov](http://www.education.gov/)

c. mail //www education.gov d. [moasser@exams.com](mailto:moasser@exams.com)

1. What is a ‘ com in a web address mean?
   1. Comedy b Communication

c. Command d. Commercial

1. What is used to separate the two parts of an email address?

a. @ b. \* c. // d. #

1. The. .. .... is the part of an e mail message that contains the address

of the sender and recipient.

* 1. body b. header c. footer d closing

1. You can send a / an ... ...... with an e mail.

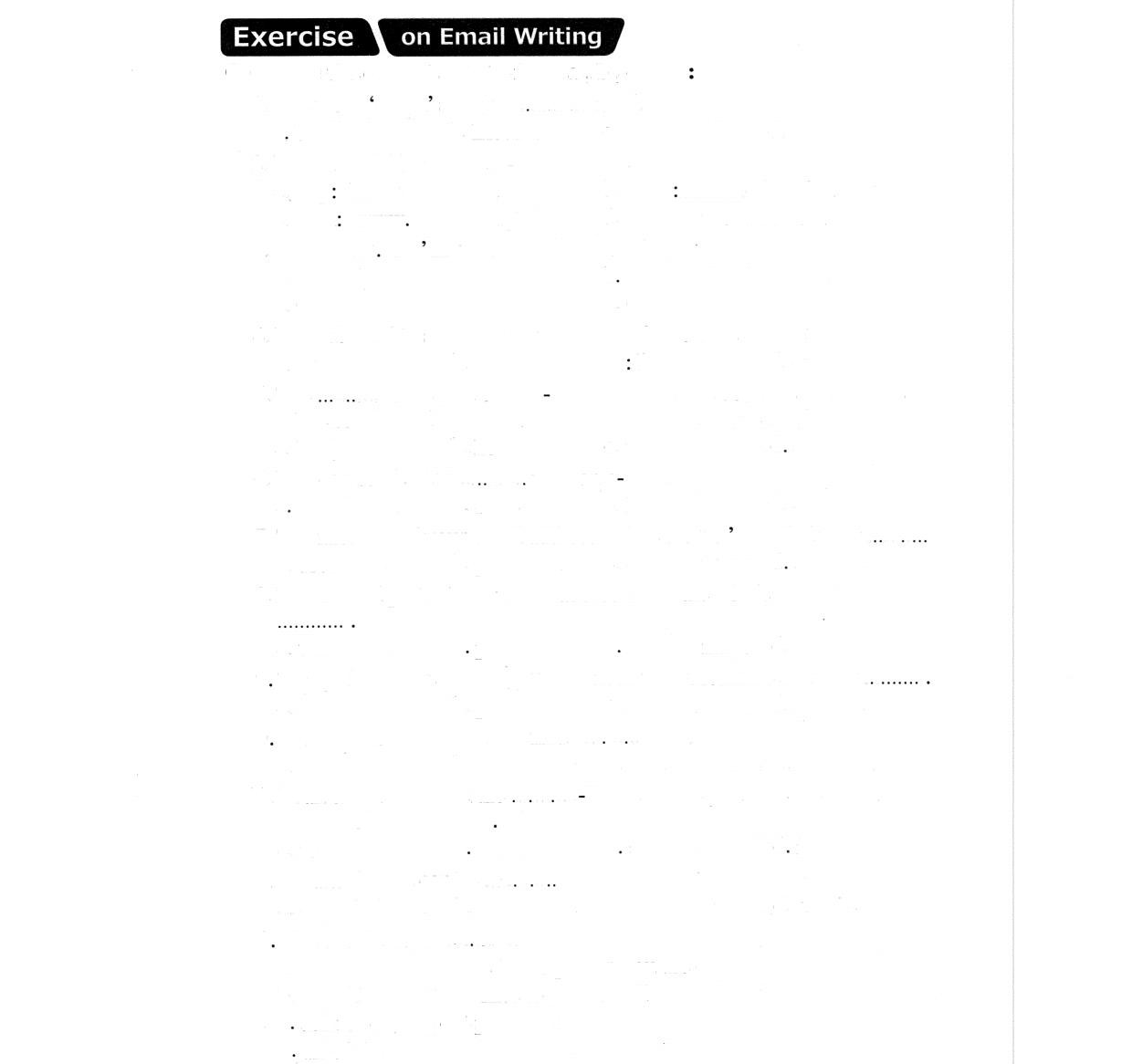
a attachment b. SMS c. letter d. envelope

1. The first part of your email address before the ‘@ is called your . ... .

# username b. password c. domain name d address

1. The second part of your email address after t!he

is called your



* 1. username b password c domain name d. address

1. To sign into your account, you will need your username and your . .
   1. title b. password c. domain name d. address
2. An inbox is where you can find ..... ... .. mail.
   1. trash b. deleted c. sent d. received
3. In an email message, the .. ... .... line is where you type the email

address of the recipient

* 1. to b from c subject d into

1. An attachment can be ..... .. ..
   1. digital photos b. documents c. jewellery d. a & b

13 You should never .... ........

# write impolite things to the person you are emailing

1. attach unnecessary files to your email message
2. ask for or give out personal information
3. all of the above
4. A good rule to follow is to . ...... ..
   1. reread your message before you send it
   2. write things that make sense

# c use a spellcheck

d. all of the above

15 You should check your inbox ... ......

1. every single minute of the day

c. often

1. Before you send an email, .. ... ...
2. when you are told to
3. when the mailbox is full
   1. make sure you have the correct email address
   2. reread the email and correct any errors

c make sure your message will not make anyone feel bad

d all of the above

1. Your closing of an email when you open with Dear Sirs / Dear Sir or

Madam /To whom it may concern should be. ...?

* 1. Take care, b. Bye, c Yours faithfully, d. Hi

1. In an informal email you could write .. .. . ....

a Yes, I ve got your message.

b I have received your email about. .

# No abbreviations

* 1. all the above

1. If you don t know the person’s name in a formal email, you could write ............
   1. Yo b. Dear Sir,

c. Dear Madam, d Dear Sir / Madam,

1. If you close your email with Yours sincerely’ , you could have opened

with . . . . ?

* 1. Dear Mr, b. Dear Mum, c. DearRania, d Hi Guys,

1. To give options, which linking word should you use in this sentence

I like watching TV . . listening to music in my spare time.

a. and b. or else c. besides that d. as well

1. When you know the person well and have an informal business

relationship use ... .. . to close an email.

* 1. Yours sincerely, b. Yours faithfully,

c.' Best wishes, d. Bye,