FLORIDA ENGLISH 12 · UNIT 3 · 5 QUESTIONS

Writing and Communication — Practice Test

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Source I - Draft Email to a Principal

Use this reading for questions 1 to 4.

hi principal i want a chess club at school lots of kids like chess can we have one thanks sam

The message has a real request, but its tone and form are too casual for a school leader, and it gives no reasons, plan, or offer to help.

1 **According to Source I, what is the main problem with Sam's email?**

- A it asks for a chess club
- B its tone is too casual and it gives no reasons, plan, or offer to help
- C it is too formal
- D it is too long

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2 **According to Source I, which revision would best improve the email?**

A use a polite greeting, state reasons, propose a plan, and offer to help organize

B add slang

C remove the request

D send it without a greeting

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3 **Sam writes an email on a laptop to propose a chess club. According to Source I, a polite opening for this email would be**



A hi principal

B yo

C Dear Principal Lee, I am writing to propose a chess club

D no greeting needed

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4 **According to Source I, which reason would best support a chess club?**

- A chess is fun for Sam only
- B chess needs no teacher
- C chess replaces all sports
- D chess builds planning skills and gives students a free after school activity

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5 **An expository essay mainly aims to**

- A persuade readers to vote
- B explain or inform about a topic
- C tell a fictional story only
- D write a poem

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ANSWER KEY

1. B
2. A
3. C
4. D
5. B

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