NOVA SCOTIA ENGLISH/COMMUNICATIONS 11 · UNIT C · 10 QUESTIONS

Writing and Other Ways of Representing — Practice Test

This practice test was made by AI and there may be mistakes. If a question or answer looks wrong, use the Flag a mistake button to let Brett know so he can fix it.

1 **What is meant by punctuation in workplace writing?**

- A Writing in capitals only
- B Using stops, commas, and capitals correctly to make meaning clear
- C Writing with no punctuation
- D Using only exclamation marks

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2 **A letter uses full stops and capitals correctly, so sentences are clear. What skill is shown?**



A Debating

B Storytelling

C Punctuation

D Drawing

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3 **What is meant by representing at work?**

A Writing essays only

B Speaking only

C Reading silently

D Showing information through posters, signs, charts, or displays

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4 **A team makes a poster showing safety steps with pictures and short text. What is done?**



A Representing

B Spelling only

C Debating

D Proofreading

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5 **What is meant by addressing an envelope?**

A Writing only a first name

B Writing name, street, town, and postal code correctly on an envelope

C Leaving an envelope blank

D Writing on the back only

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6 **A letter envelope shows full name, street, town, and postal code. What is done well?**

A Writing a story

B Debating

C Addressing an envelope

D Drawing

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7 **What is meant by keeping a work log?**

A Writing a story

B Recording nothing

C Guessing times later

D Recording tasks, times, and results regularly in a log

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8 **A worker records each task and time daily in a log book. What is kept?**

A A work log

B A diary story

C A memo

D A poster

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9 **What is meant by editing workplace writing?**

- A Adding decoration only
- B Checking a draft for clarity, spelling, and missing details before sending
- C Sending a first draft at once
- D Ignoring errors

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10 **A worker checks a memo for errors and missing times before sending it. What is done?**

- A Storytelling
- B Debating
- C Editing
- D Brainstorming

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ANSWER KEY

1. B
2. C
3. D
4. A
5. B
6. C
7. D
8. A
9. B
10. C

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