NOVA SCOTIA ENGLISH/COMMUNICATIONS 11 · UNIT C

Writing and Other Ways of Representing — Practice Test

Nova Scotia English/Communications 11 • 25 questions

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 workplace memo?**

- A A short written message at work about a task, change, or meeting
- B A long novel
- C A personal diary
- D A poem

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2 **A supervisor writes a short note about a new meeting time to all staff. What is written?**

- A A novel
- B A workplace memo
- C A diary
- D A poem

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3 **What is meant by work email?**

- A A poster
- B A casual chat message with no subject
- C A clear, polite email with subject, purpose, and closing for work
- D A novel

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4 **A worker emails a manager with a clear subject and a polite request. What is written?**

- A A work email
- B A poster
- C A story
- D A diary

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5 **What is meant by resume?**

- A A document that lists skills, experience, and education for a job application
- B A diary
- C A letter to a friend
- D A school timetable

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6 **An applicant lists jobs, skills, and schooling on one document. What is this?**

- A A timetable
- B A resume
- C A memo
- D A story

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7 **What is meant by cover letter?**

- A A receipt
- B A timetable
- C A short letter that introduces an applicant and explains interest in a job
- D A long essay

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8 **An applicant writes briefly about why she wants a job and what she offers. What is this?**

- A A resume
- B A memo
- C A story
- D A cover letter

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9 **What is meant by application form?**

- A A form completed with personal, education, and work details when applying
- B A novel
- C A poster
- D A diary

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10 **An applicant fills in education and work history on a job form. What is completed?**

- **A** A story
- **B** An application form
- **C** A memo
- **D** A poem

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11 **What is meant by plain language writing?**

- **A** Writing in code
- **B** Writing with complex jargon only
- **C** Writing in clear, simple words so readers can understand quickly
- **D** Writing with long unclear sentences

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12 **A notice explains a new rule in short, clear sentences for all staff. What style is used?**

- A Legal wording
- B Technical jargon
- C Poetry
- D Plain language

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13 **What is meant by writing instructions?**

- A Writing steps in order so a reader can complete a task
- B Writing a story
- C Writing steps out of order
- D Writing with no steps

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14 **A worker writes numbered steps for cleaning a machine safely. What is written?**

- A A memo about a party
- B Instructions
- C A story
- D A poem

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15 **What is meant by filling in a form?**

- A Guessing information
- B Signing without reading
- C Entering correct information in each section of a form
- D Leaving all sections blank

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16 **An applicant enters name, address, and schooling in the right sections. What is done?**

A Writing a story

B Debating

C Drawing

D Filling in a form

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17 **What is meant by note taking at work?**

A Writing down key points, tasks, and decisions during a meeting or call

B Writing everything word for word

C Writing nothing

D Drawing pictures only

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18 **A worker notes tasks, owners, and deadlines during a meeting. What is done?**

A Storytelling

B Note taking

C Debating

D Copying a novel

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19 **What is meant by thank you note?**

A A timetable

B A complaint letter

C A short polite note that thanks someone for help, time, or a gift

D A job application

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20 **After an interview, an applicant writes a short note thanking the interviewer. What is written?**

- A A memo
- B A complaint
- C A resume
- D A thank you note

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21 **What is meant by complaint letter?**

- A A polite letter that describes a problem and asks for a fair solution
- B A story
- C An angry note with insults
- D A thank you note

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22 **A customer writes politely about a faulty item and asks for a repair. What is written?**

- A A diary
- B A complaint letter
- C A thank you note
- D A resume

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23 **What is meant by personal letter?**

- A A memo to all staff
- B A job application
- C A letter to someone known personally, in friendly language
- D A formal report

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24 **A student writes warmly to a relative about school news. What kind is this?**

- A A formal report
- B A memo
- C A resume
- D A personal letter

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25 **What is meant by signs and notices?**

- A Short written messages that give information or warnings to readers
- B Long essays
- C Novels
- D Diaries

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ANSWER KEY

1.	A	**10.**	B	**19.**	C
2.	B	**11.**	C	**20.**	D
3.	C	**12.**	D	**21.**	A
4.	A	**13.**	A	**22.**	B
5.	A	**14.**	B	**23.**	C
6.	B	**15.**	C	**24.**	D
7.	C	**16.**	D	**25.**	A
8.	D	**17.**	A		
9.	A	**18.**	B		

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