Writing and Other Ways of Representing — Practice Test

Nova Scotia English/Communications 12 • 10 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 does plain language mean?**

- A A short summary of a person's skills and work history
- B Clear, simple wording that readers can follow
- C A letter that introduces an applicant for a job
- D A short professional message sent at work

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A Complaint Letter

Use this reading for questions 2 to 4.

When a delivered chair arrived broken, Maya wrote a complaint letter stating the order number, the damage, and the fix she wanted: a replacement. The company sent a new chair within a week because the letter was clear and specific.

2 **What is the main idea of A Complaint Letter?**

- **A** A specific complaint letter states the problem and the fix wanted
- **B** A clear, complete resume helps an applicant get called
- **C** A short, specific cover letter shows an applicant read the posting
- **D** A short, polite email with a clear subject gets a fast answer

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3 **What is the main purpose of A Complaint Letter?**

- A To show a resume that works
- B To show a complaint letter
- C To show a cover letter
- D To show a professional workplace email

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4 **What fix did Maya ask for?**

- A A refund only
- B An apology only
- C A replacement chair
- D A new order number

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Plain Language at Work

Use this reading for questions 5 to 7.

A workplace notice about new hours was rewritten in plain language: short sentences, common words, and one idea per sentence. Workers understood the change at once and asked no follow-up questions. The rewrite showed plain language saves time.

5 **What is the main idea of Plain Language at Work?**

- **A** A clear, complete resume helps an applicant get called
- **B** A short, specific cover letter shows an applicant read the posting
- **C** A short, polite email with a clear subject gets a fast answer
- **D** Plain language saves time by making notices clear at once

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6 **What is the main purpose of Plain Language at Work?**

- A To show plain language
- B To show a resume that works
- C To show a cover letter
- D To show a professional workplace email

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7 **Why did workers understand the new-hours notice at once?**

- A It used short sentences and common words
- B It used long legal phrases
- C It used tiny print
- D It had no sentences

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A Thank You Note

Use this reading for questions 8 to 10.

After a coworker covered her shift, Ana left a short thank you note naming the shift and the help given. The coworker said the note meant a lot because it was specific. A vague thanks, Ana learned, is less powerful than a specific one.

8 **What is the main idea of A Thank You Note?**

- **A** A clear, complete resume helps an applicant get called
- **B** A short, specific cover letter shows an applicant read the posting
- **C** A specific thank you note means more than a vague one
- **D** A short, polite email with a clear subject gets a fast answer

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9 **What is the main purpose of A Thank You Note?**

- A To show a resume that works
- B To show a cover letter
- C To show a professional workplace email
- D To show a thank you note

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10 **What did Ana name in the note?**

- A The shift and the help given
- B A holiday plan
- C A new uniform
- D A staff meeting

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ANSWER KEY

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

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