Writing and Other Ways of Representing — Practice Test

Nova Scotia English/Communications 12 • 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 does resume mean?**

- A. A short summary of a person's skills and work history
- B. A letter that introduces an applicant for a job
- C. A short professional message sent at work
- D. A short written note shared inside a workplace

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2 What does cover letter mean?

- A A short professional message sent at work
- B A letter that introduces an applicant for a job
- C A short written note shared inside a workplace
- D A written record of an accident or problem at work

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3 What does workplace email mean?

- A A short written note shared inside a workplace
- B A written record of an accident or problem at work
- C A short professional message sent at work
- D A letter that asks for a job or a place

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4 **What does memo mean?**

A A written record of an accident or problem at work

B A letter that asks for a job or a place

C Names of people who can speak about a worker

D A short written note shared inside a workplace

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5 **What does incident report mean?**

A A written record of an accident or problem at work

B A letter that asks for a job or a place

C Names of people who can speak about a worker

D A printed form that records work information

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6 **What does application letter mean?**

A Names of people who can speak about a worker

B A letter that asks for a job or a place

C A printed form that records work information

D A short note that thanks someone for help

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7 **What does reference list mean?**

A A printed form that records work information

B A short note that thanks someone for help

C Names of people who can speak about a worker

D A letter that asks for something clearly

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8 **What does workplace form mean?**

- A A short note that thanks someone for help
- B A letter that asks for something clearly
- C A written announcement posted at work
- D A printed form that records work information

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9 **What does thank you note mean?**

- A A short note that thanks someone for help
- B A letter that asks for something clearly
- C A written announcement posted at work
- D A record of hours worked

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10 **What does request letter mean?**

A A written announcement posted at work

B A letter that asks for something clearly

C A record of hours worked

D A form used to request goods or services

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The Resume That Worked

Use this reading for questions 11 to 13.

For a part-time job, Ali wrote a one-page resume listing his skills, two past jobs, and school activities. He kept each entry short and checked his phone number twice. The employer called him because the resume was clear and complete.

11 **What is the main idea of The Resume That Worked?**

- **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** A prompt incident report helps fix a hazard

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12 **What is the main purpose of The Resume That Worked?**

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

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13 **Why did the employer call Ali?**

- A It was five pages
- B It was ten pages
- C The resume was clear and complete
- D It had no phone number

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A Cover Letter That Fits

Use this reading for questions 14 to 16.

With her resume, Sara sent a cover letter naming the job, one skill that fit it, and why she wanted the role. The letter was three short paragraphs and used the employer's name correctly. The employer said the letter showed Sara had read the posting.

14 **What is the main idea of A Cover Letter That Fits?**

- **A** A clear, complete resume helps an applicant get called
- **B** A short, polite email with a clear subject gets a fast answer
- **C** A prompt incident report helps fix a hazard
- **D** A short, specific cover letter shows an applicant read the posting

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15 **What is the main purpose of A Cover Letter That Fits?**

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

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16 **What showed the employer that Sara had read the posting?**

- A The letter was ten paragraphs
- B The letter named the job and one fitting skill
- C The letter used the wrong employer name
- D The letter had no paragraphs

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A Professional Email

Use this reading for questions 17 to 19.

To ask for a day off, Tom wrote a short email with a clear subject line, a polite greeting, and one reason for the request. He thanked his manager and signed his full name. The manager approved the request the same day.

17 **What is the main idea of A Professional Email?**

- **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** A prompt incident report helps fix a hazard

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18 **What is the main purpose of A Professional Email?**

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

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19 **What did Tom include besides a greeting?**

- A A clear subject line and one reason
- B A joke and a photo
- C A long life story
- D No signature

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Reporting an Incident

Use this reading for questions 20 to 22.

After a spill in the kitchen, Dana wrote an incident report the same day. She gave the time, place, what happened, and what was cleaned up. The report helped the manager fix a leaking pipe before anyone was hurt.

20 **What is the main idea of Reporting an Incident?**

- **A** A clear, complete resume helps an applicant get called
- **B** A prompt incident report helps fix a hazard
- **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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21 **What is the main purpose of Reporting an Incident?**

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

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22 **What did Dana report besides time and place?**

- A Her weekend plans
- B A recipe
- C A staff party
- D What happened and what was cleaned up

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A Timesheet Done Right

Use this reading for questions 23 to 25.

Each Friday, Kai filled in his timesheet with start times, end times, and breaks for the week. He checked the total hours before signing it. Payroll paid him correctly because the timesheet was complete and signed.

23 **What is the main idea of A Timesheet Done Right?**

- **A** A complete, signed timesheet leads to correct pay
- **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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24 **What is the main purpose of A Timesheet Done Right?**

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

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25 **Why was Kai paid correctly?**

- A He filled it in each month
- B He filled it in once a year
- C He filled in his timesheet each Friday
- D He never filled it in

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ANSWER KEY

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

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