NOVA SCOTIA ENGLISH/COMMUNICATIONS 12 · UNIT C · 5 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 does workplace notice mean?**

- A A written announcement posted at work
- B A record of hours worked
- C A form used to request goods or services
- D A letter that states a problem and asks for a fix

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2 What does timesheet mean?

- A A form used to request goods or services
- B A record of hours worked
- C A letter that states a problem and asks for a fix
- D A person's name written by hand at the end of a letter

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3 What does order form mean?

- A A letter that states a problem and asks for a fix
- B A person's name written by hand at the end of a letter
- C A form used to request goods or services
- D Clear, simple wording that readers can follow

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4 **Top-down close-up of a small section of a black laptop keyboard, Q W E keys on the top row and A S D on the bottom row, each letter appearing exactly once, sharp macro detail, no people. What does complaint letter mean?**



A A person name written by hand at the end of a letter

B Clear, simple wording that readers can follow

C A short summary of a person skills and work history

D A letter that states a problem and asks for a fix

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5

What does signature mean?

A A person name written by hand at the end of a letter

B Clear, simple wording that readers can follow

C A short summary of a person skills and work history

D A letter that introduces an applicant for a job

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ANSWER KEY

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

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