Writing and Other Ways of Representing — Practice Test

Prince Edward Island English 11 (Bridging) • 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 **In everyday writing, which term names a short document that lists a persons skills, experience and education for a job**

- A resume
- B cover message
- C email greeting
- D proofreading

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2 **In everyday writing, which term names a short note that introduces an applicant and explains interest in a job**

- A cover message
- B email greeting
- C proofreading
- D draft

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3 **In everyday writing, which term names the polite opening line of an email, such as a name and a hello**

- A proofreading
- B draft
- C email greeting
- D clear instruction

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4 **In everyday writing, which term names checking a finished piece for spelling and punctuation errors**

A draft

B clear instruction

C thank you note

D proofreading

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5 **In everyday writing, which term names an early version of a piece of writing that will be improved**

A draft

B clear instruction

C thank you note

D report

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6 **In everyday writing, which term names a written step that a reader can follow without guessing**

A thank you note

B clear instruction

C report

D signature

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7 **In everyday writing, which term names a short message that thanks someone for help or an opportunity**

A report

B signature

C thank you note

D audience

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8 **In everyday writing, which term names a factual written account of what happened or what was found**

- A signature
- B audience
- C resume
- D report

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9 **In everyday writing, which term names the name a writer adds at the end of a letter or email**

- A signature
- B audience
- C resume
- D cover message

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10 **In everyday writing, which term names the readers a piece of writing is written for**

A resume

B audience

C cover message

D email greeting

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11 **A student applying for a weekend job writes a short note saying why the job suits her and attaches her resume, which is a good**

A diary entry

B poster

C application package

D summary

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12 **An email to a teacher that begins with a polite greeting, states the question clearly and ends with thanks is an example of**

A texting slang

B a formal report

C a poster

D professional email writing

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13 **A worker who writes an incident report should stick to what happened, in order, without adding**

A personal guesses

B dates

C names

D times

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14 **A student writing instructions for making a sandwich lists ingredients first and then steps in order, which helps readers by being**

- A brief and vague
- B sequenced and complete
- C funny only
- D decorative

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15 **Before sending a job application, a student reads it aloud to catch errors, which is a form of**

- A drafting only
- B research
- C proofreading
- D formatting only

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16 **A thank you note after an interview should mention the interview and the writers**

- A exam results
- B bus route
- C favourite food
- D appreciation and interest

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17 **A poster advertising a bake sale needs the date, place and purpose in large clear text so readers can**

- A act on it
- B judge the baking
- C meet the bakers
- D buy tickets online

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18 **A writer who changes a vague sentence into a sentence with a specific example is improving its**

- A length only
- B clarity
- C font
- D margin

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19 **A text message to a supervisor about running late should be sent early, be polite and give a new**

- A excuse in detail
- B joke
- C arrival time
- D photo

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20 **A short report on a class survey should present the results honestly, even when the results are**

A short

B popular

C colourful

D unexpected

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21 **When writing for a younger reader, a writer should use simpler words and shorter**

A sentences

B titles

C margins

D signatures

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22 **A letter requesting information should state clearly what is wanted and why, so the reader can**

- A guess the topic
- B respond helpfully
- C ignore it
- D file it

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23 **A short piece of 300 words is written in 3 equal paragraphs. Each paragraph averages how many words**

ANSWER _____

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24 **A short piece of 400 words is written in 4 equal paragraphs. Each paragraph averages how many words**

ANSWER _____

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25

A short piece of 240 words is written in 3 equal paragraphs. Each paragraph averages how many words

ANSWER

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ANSWER KEY

1.	A	**10.**	B	**19.**	C
2.	A	**11.**	C	**20.**	D
3.	C	**12.**	D	**21.**	A
4.	D	**13.**	A	**22.**	B
5.	A	**14.**	B	**23.**	100
6.	B	**15.**	C	**24.**	100
7.	C	**16.**	D	**25.**	80
8.	D	**17.**	A		
9.	A	**18.**	B		

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