

أسئلة الأسبوع التاسع مع الأجوبة

1-Fill each of the following blanks with the right words :

a-The letter that is used to place an order for products or services is an-----letter. (complaint, sales, order)

b- The letter is used to promote a product or service is a -----letter.(sales, follow-up, order)

c-The letter that is used to express gratitude for a gift, favor, or other kind of act is a-----letter.(complaint, thank-you, inquiry)

d-The letter that is used to recommend someone for a job , scholarship or other opportunity is a-----letter.(sales , follow-up, recommendation)

e-The letter that is used to express dissatisfaction with the product or service is an-----letter.(complaint , cover , order)

f-The letter that is used to follow up on a previous communication , such as ; interview , meeting is a-----letter (cover, recommendation, inquiry)

g-The letter that is used as a job application is a -----letter.(thank-you, complaint, cover)

h-The letter that is used to ask information about products, services , or a company is an-----letter. (complaint, inquiry , order)

Answers

a-order

e-complaint

b-sales

f-follow-up

c-thank-you

g-cover

d-recommendation

h-inquiry

2- Put (t) in front of the true sentence or (f) in front of the false one of the following:

a -The letter that is used to express dissatisfaction with the product or service is an inquiry letter.

b- The letter that is used to express gratitude for a gift, favor, or other kind of act is a thank-you letter.

c- The letter that is used to ask information about products, services , or a company is an inquiry letter.

d- The letter that is used to recommend someone for a job , scholarship or other opportunity is a complaint letter.

e- The letter is used to promote a product or service is a thank-you letter.

f- The letter that is used to place an order for products or services is an order letter.

g- The letter that is used to follow up on a previous communication , such as ; interview , meeting is a recommendation letter.

h- The letter that is used as a job application is a cover letter.

Answers

a-f

e-f

b-t

f-t

c-t

g-f

d-f

h-t

3-Translate the following terms into Arabic:

a-order letter

e-inquiry letter

b-follow-up letter

f-recommendation letter

c-sales letter

g-thank-you letter

d-cover letter

h-compliant letter

Answers

هـ- رسالة استفسار

أ- رسالة طلب

و- رسالة توصية

ب- رسالة متابعة

ز- رسالة شكر

ج- رسالة بيع

ح- رسالة شكوى

د- رسالة تغطية