

Mr. Jamal Mansour

ENGLISH

الإيميل والمقال

سؤال الإيميل (والمقال شرح واسئلة) طبقا لآخر التعديلات

2021

EDITION

W R I T I N G

أسئلة المقال والإمیل للصق الثالث الثانوي طبقا لآخر تعليمات الوزارة

بعض المفاهيم التي يجب عليك معرفتها فيما يتعلق بكتابة المقال والإمیل

What is an essay?

ماهو التعريف الأكاديمي للمقال.

- An essay is a **"short formal piece of writing dealing with a single subject"**
- In general, an academic essay has **three parts**
المقال هو عبارة عن موضوع قصير مكتوب في موضوع واحد وبصفة عامة يتكون المقال من ثلث اجزاء

Introduction المقدمة

- ❖ The first paragraph **of** your essay will introduce your topic and provide direction for the entire essay. **المقال كله** يزود
- ❖ The introduction should discuss your main idea, **الفكرة الرئيسية** or what the essay is about, then state your thesis and points or arguments that support your thesis. **الرسالة او الاطروحة** تدعم

The Body of the Essay الموضوع نفسه

- ❖ The body of the essay provide details **تفاصيل** for the points in your introductory paragraph that support your thesis.
- ❖ Write a topic sentence **جملة الموضوع** that summarizes **تلخص** your point **then** explain **أشرح** why you feel the topic sentence is true.
- ❖ Finally, support your argument **المناقشة** with **evidence** **دليل** such as **مثل** facts, quotes, examples and statistics. **احصائيات**

Conclusion الختام

- ❖ The conclusion **summarizes** **يلخص** the essay and gives the reader ending.
- ❖ In three or four concise sentences, you should reiterate your thesis and review the main points of the body of the essay.

What is Email?

- Email stands for electronic mail.
- It is the most preferred means of communication because it is cheaper and faster.
- It is used in formal, semi-formal as well as an informal way of expression or writing.
- There are two ways to write the email:

Formally

Informally

Tips for Writing Email Letter Format

- Stay up to date and do not use old letter writing formats. There is no need to mention a date when practicing electronic modes of communication. Put all your text left-aligned, rather than following older formats utilized for letters written on paper.
- Always declare your request as clearly as possible, and supply it with a valid reason to make your case more powerful.
- Formal emails frequently use indirect questions instead of direct ones
- Formal complaints should be well worded, but without losing the nature of professionalism. While placing down your complaints, make sure your email does not end up looking tense or undignified. It is necessary to state the issues or events producing offense as clearly as possible, but also in brief.
- Always hold your tone respectful and reassuring when dealing with complaints and grievances. At no point in your email, should you attack the sender with any counter-questions or lose the attitude of formality.
- Convey happiness or excitement informal emails only with words and appropriate amounts of punctuation, like the occasional exclamation point.

Format of Email Writing

- Subject Line
- Salutation
- Body of the mail
- Signature

Email Writing Format Samples

From: Sender's Mail id

To: Recipient's Mail id

Cc: Other concerned person's with visible email ids

Bcc: Other concerned person's with invisible email ids

Subject: Reason for writing the mail

Greeting/Salutation: Display your respect (Such as Sir, Respected Sir)

Main Body: Content of the email

- Introduction
- Discuss the matter in detail
- Conclusion

Closing line: Thank you for the consideration

Attachments: Attach reference files

Signature line: Name and contact details

PUNCTUATION

FULL STOPS .

- ✓ The purpose of a full stop (also known as a period in the United States) is to end a sentence. To remind the reader to take pause, as this sequence of the text is complete.
- ✓ Dogs are loyal animals who respect their owners.
- ✓ Finally, the game had come to an unceremonious end.

HYPHENS -

- ✓ The hyphen - (Not to be confused with the longer dash —) is used to link words or break words into smaller parts.

For example to link connected words

- 1 It was the thirty-fifth time the club had won a title.
- 2 "I just love choc-chip ice cream."

To link words at the end of a line

- 1 Emma was an African Croc-
odile. A big one.

- ✓ Using hyphens to explain pronunciation

- 1 croc-o-dile
- 2 fun-da-men-tal

QUOTATION MARKS & SPEECH MARKS



- ✓ Quotation marks, also known as speech marks demonstrate to the reader words or phrases that are spoken or quoted.
- ✓ It doesn't matter if you use double or single quotation marks so long as you are consistent.
- ✓ Let's look at an example of direct speech.

- 1 "No matter what you say, I have to go back for them" I explained to my commander.
- 2 'I'll take the big one thanks. I'm really hungry today' I told the waiter

- ✓ Quotation marks are also used to highlight slang, strange or technical words within a sentence.

For example

- 1 My boss reminded me that this was a “no-brainer” and that I shouldn’t hesitate any longer.
- 2 My little sister called me “captain stink-face” whatever that meant.

SEMICOLONS ;

- ✓ Semicolons break sentences apart for a more dramatic pause than a comma. The difference between the two is that a comma separates ideas whereas a semicolon connects ideas.

For example

- 1 We walked for hour, upon hour without seeing or hearing a single soul; then something appeared from nowhere which would change this day forever.
- 2 This day was shaping up to be the greatest day of my life; and I was conscious to enjoy it while it lasted.

APOSTROPHES ’

- ✓ To shorten and link connected words in what is known as a contraction.
- ✓ To show possession or ownership of something.

For example

“They’re coming our way,” screamed the general, and if we don’t move now you’ll be stuck here forever.

For Example

Have you seen Eva’s school bag? (The bag belongs to Eva)

BRACKETS () [] { } //

- ✓ Depending upon the text type you are writing brackets will serve different purposes. Let’s take a look at some examples to make sense of this.

ROUND BRACKETS - ALSO KNOWN AS PARENTHESES

- ✓ Using brackets to add extra information where required.

For Example

Neil Armstrong (The first person to walk on the Moon) was introduced last.

I got my first game console (A Super Nintendo) when I was ten.

- ✓ Using round brackets to indicate where information has come from when you are quoting, citing or using information directly taken from another source.

For example

"That's one small step for man, but one giant leap for mankind." (Neil Armstrong - 1969)

"A direct quote from a book" (AuthorLastName, AuthorFirstname. Title. Publisher, Year.)

Using round brackets / parentheses to organize a written list.

- ✓ Round brackets can be used with letters and numbers to organize lists.

For example

- **Items Required**
- **a) Fishing Line**
- **Follow these steps**
- **(1) Remove from packaging**
- **(2) Insert Batteries**

SQUARE BRACKETS []

- ✓ Square brackets are used to add information to the reader that was not explicitly stated.
- ✓ This is very similar to the () round brackets in purpose, however square brackets indicate this information was added by someone other than the original author.

For Example

- 1 She [Mrs. Jones] did not find it amusing**
- 2 "I would have been happy with any type of dog except that one" [A poodle] she told the judge.**

BRACES OR CURLY BRACKETS { }

- ✓ Braces or curly brackets are most commonly used in technical writing and mathematics.
- ✓ It is also used in written texts to branch items into sub-categories or indicate that more than one word is being referred to.

For Example

- 1 Types of Shark**
- 2 {Whae Shark, Bull Shark**
- 3 The range of numbers is {2, 4, 6, 8}**

SLASHES //

- ✓ Slashes are rarely seen in writing. They are used to separate dates

1 03/11/2021

EXCLAMATION MARKS !

- ✓ The purpose of an exclamation mark is to demonstrate strong emotions within a sentence. They help the reader to determine if a word is to be spoken with emphasis, anger or passion.

For example

- 1 "Go get em!" Yelled Coach
- 2 "Look out!" I screamed
- 3 "Because she loves you! You crazy fool!" her father exclaimed

- ✓ Exclamation marks also emphasize single words to be stressed within a phrase.
- ✓ I stuck my hand down the hole slowly and carefully. "Ouch!" i shrieked, as I withdrew it at lightning speed.

QUESTION MARKS ?

- ✓ Question marks remind the audience that a question is being asked as opposed to a statement being made. Question marks are only placed at the end of a sentence.

- 1 "Are you done yet?" shouted dad.
- 2 "So, what are you going to do?" asked the quiz master
- 3 Will he ever find true love?

BULLET POINTS

- ✓ Bullet points are also frequently referred to as dot points, and they are used to create lists

For example

- Milk
- Bread
- Cheese
- Tomato
- Butter

CAPITAL LETTERS A B C D E F

- ✓ Capital Letters serve a number of purposes.
- ✓ They are used to begin a sentence, to indicate names...etc.

For example

1 The rug was dark blue.

- ✓ They are used to identify a proper noun.

For example

1 I asked Simon to repeat the question.

2 The Siberian Tiger is an endangered animal.

COLONS (:)

- ✓ A colon is used to inform the reader that there is more detail to follow is already written. It separates two clauses and explains the first.

For example.

1 You will need the following items: Chalk, Paper, Scissors

2 She competed in four events: Archery, Athletics, Swimming and Gymnastics

COMMAS ,

- ✓ Commas are used to separate words and force the reader to pause.
- ✓ They are used to separate lists, phrases and clauses in sentences.

For example

1 At dinner we ate fish, carrots, potatoes, and rice.

2 Could you please bring a watch, phone, water, and a snack.

- ✓ They are also used to pace a sentence to emphasise when to pause and clarify meaning.

For example

1 My heart was racing, I could feel the adrenaline flowing through my body. Soon, I felt my body become calm and I was ready to compete.

DASHES —

- ✓ Dashes are used to emphasise a longer pause or break within a sentence, often for dramatic effect.
- ✓ Don't confuse the dash (—) with the hyphen. (-) . The dash is longer

For example

1 The final verdict was delivered. — “Not Guilty” The judge stated confidently.

ELLIPSES ...

- ✓ The ellipse is constructed by creating three consecutive full stops. They serve three distinct purposes.
- ✓ Using ellipses to demonstrate where speech has been interrupted.

For example

- 1 "Mum, I know you told me once ..."
- 2 "I must have told you a hundred times! She interrupted.

✓ Using ellipses to demonstrate where parts of a quote have been removed. This is done to shorten up a statement and get to the point.

For example

- 1 "Our team just didn't have what it takes to win tonight... We played with our heads down and barely communicated."

✓ Finally they are used to add dramatic effect when demonstrating a statement is incomplete. For example when someone is left speechless, or without a response.

For example

- 1 "So where did you leave your phone?" Asked dad.
- 2 "I..., I..., I just don't know..." I replied

S E L F - E v a l u a t i o n

1 E-mail is short for _____

- a) Everyday mail
- b) Exciting mail
- c) Electronic mail
- d) Electric mail

2 Good Morning Mr. Nicholls is an example of _____

- a) Salutation
- b) Closing statement
- c) Thesis
- d) proof

3 Two benefits of e-mail are:

- a) Can be accessed without an internet connection.
- b) Delivered instantly to anywhere in the world.
- c) Secure. No risk of hackers.
- d) Can send to multiple people in one go.

4 The person who sends the e-mail.

- a) Compose
- b) Inbox
- c) Attachment
- d) Sender

5 The person to whom the e-mail is sent.

- a) Theme
- b) Sender
- c) Recipient
- d) Inbox

6 Creating and writing a message.

- a) Label
- b) Forward
- c) Signature
- d) Compose

7 We should start our email with _____

- a) a title
- b) a greeting
- c) the purpose of writing
- d) a content point

8 Why is it encouraged for candidates to write a short introduction?

- a) to not waste examiner's time
- b) to save time
- c) to give more time for the candidate to think
- d) to have more words for the content

9 A common feature of narrative writing is to describe _____ at each stage of the event.

- a) yourself
- b) your feeling
- c) the situation
- d) the environment

10 How many types of e-mails are there?

- a) Formal and Funny.
- b) Argumentative and Narrative.
- c) Descriptive and Analytical
- d) Formal and Informal.

11 What are the parts of an e-mail?

- a) Greetings and Sign-off
- b) Greeting, First line, Body, Closing line and Sign-off
- c) Hi Jakub, I am writing you for...
- d) An e-mail does not have parts.

12 which is not a greeting?

- a) Hello Mark!
- b) Dear Juan,
- c) Cheers!
- d) HI!

13 Which are ways to sign-off?

- a) Kind regards
- b) I just wanted to...
- c) Yours sincerely,
- d) Love, Aldo.

14 How many types of e-mails are there?

- a) Formal and Funny.
- b) Argumentative and Narrative.
- c) Descriptive and Analytical
- d) Formal and Informal.

15 Which expressions are formal?

- a) I wondered if you had time to go out...
- b) I would like to discuss...

16 Which of these would be the best closing sentence for a paragraph?

- a) Finally, they love belly rubs.
- b) I love to give my dog peanut butter as a treat.
- c) In conclusion, I like cats almost as much as dogs.
- d) For these reasons, dogs make excellent pets.

17 A paragraph is a group of sentences that are about the same _____.

- a) topic
- b) word
- c) detail
- d) book

18 A paragraph can give _____ about the topic.

- a) only facts
- b) only opinions
- c) facts and opinions
- d) neither facts nor opinions

19 What does the topic sentence of a paragraph tell you?

- a) How many sentences the paragraph has
- b) A supporting detail about the topic
- c) The main idea of a paragraph
- d) A summary of the supporting details

20 What does it mean for a line to be indented?

- a) It gives an opinion that the writer has to support with details.
- b) It is set farther from the margin of the page than the rest of the text.
- c) It is the concluding sentence of the paragraph it is in.
- d) It is written in a larger font than the rest of the sentences in the text.

21 Which of these is a support detail?

- a) Strawberry ice cream is the best ice cream flavor.
- b) It has yummy pieces of real strawberries in it.
- c) I actually prefer chocolate ice cream.
- d) To sum up, I would choose strawberry ice cream for dessert every day.

22 Supporting details give _____ that backs up the main idea.

- a) conclusion
- b) topic
- c) imagination
- d) evidence

23 Which of these is the best word or phrase to start a closing sentence?

- a) First
- b) In conclusion
- c) In addition
- d) Next

24 A closing sentence can restate the main idea or be a ____ of all the ideas in the paragraph.

- a) fact
- b) fiction
- c) summary
- d) supporting detail

25 Which of these is in the correct order for writing a paragraph?

- a) topic sentence, closing sentence, detail sentences
- b) detail sentences, topic sentence, closing sentence
- c) closing sentence, detail sentences, topic sentence
- d) topic sentence, detail sentences, closing sentence

26 What is the first sentence of a paragraph called?

- a) The introduction sentence
- b) The topic sentence
- c) The first sentence

27 At the beginning of the paragraph, you should _____

- a) start with small letter
- b) use punctuation
- c) start with a capital letter
- d) not talk about the topic directly

28 The final sentence in a paragraph is called the _____.

- a) conclusion sentence
- b) topic sentence
- c) supporting details
- d) thesis statement

29 The sentences that tell more about the topic are called _____.

- a) conclusions
- b) topics
- c) supporting details
- d) Detail sentences

30 Group of letters =

- a) a sentence / phrase
- b) a word
- c) paragraph
- d) an essay

31 Group of paragraphs =?

- a) a sentence / phrase
- b) a word
- c) paragraph
- d) an essay

32 Group of sentences = _____

- a) a sentence / phrase
- b) a word
- c) paragraph
- d) an essay

33 Group of words = _____

- a) a sentence / phrase
- b) a word
- c) paragraph
- d) an essay

34 what is a paragraph?

- a) a group of sentences that tells the main idea of a text
- b) a group of sentences that explain the conclusion sentence
- c) a group of sentences about one idea

35 how many parts must a paragraph have?

- a) 4 parts
- b) 5 parts
- c) 3 parts
- d) 6 parts

36 What is the first component of an essay introduction?

- a) Background
- b) Thesis
- c) Hook
- d) Topic Sentence

37 What is the purpose of topic sentences (located in body paragraphs)?

- a) to tell what the essay is about
- b) to tell what the paragraph is about
- c) to ask important questions of the reader
- d) to make the author sound smart

38 Typically, what should you do in your conclusion after you restate the thesis?

- a) Summarize every detail of your whole essay
- b) Summarize your major points
- c) Demand the reader agree with you
- d) Leave your reader thinking

39 How many different types of paragraphs are in an essay?

- a) One
- b) Two
- c) Three
- d) Four

40 What do you call the first paragraph in a formal essay?

- a) Beginning
- b) Grabber
- c) Hook
- d) Introduction

- 41 What do you call the last paragraph in a formal essay?**
- a) Resolution
 - b) Conclusion
 - c) Ending
 - d) Finale
- 42 What do you call the paragraphs where key ideas are developed and explained?**
- a) Introductions
 - b) Body Paragraphs
 - c) Key Paragraphs
 - d) Conclusions
- 43 What is the first step in the writing process?**
- a) Plan the Essay
 - b) Proofread the Essay
 - c) Cite Evidence
 - d) Draft the Essay
- 44 Which transition signals a conclusion?**
- a) In addition,
 - b) Similarly,
 - c) For example,
 - d) In short,
- 45 Which transition signals a contrast (difference)?**
- a) Furthermore
 - b) For instance
 - c) As a result
 - d) However
- 46 Which of these should be avoided in a good essay?**
- a) Slang
 - b) Dignified words
 - c) Brevity
 - d) Unity
- 47 An essay...**
- a) always has the same length
 - b) never has more than four paragraphs
 - c) consists of one or multiple paragraphs
 - d) always has five paragraphs
- 48 The order of paragraphs in an essay is...**
- a) introduction, body paragraph(s), conclusion
 - b) body paragraph(s), introduction, conclusion
 - c) thesis, introduction, body paragraph(s), conclusion
 - d) introduction, conclusion, body paragraph(s)

- 49** An interesting thought, fact, or question at the beginning to catch your reader's interest is called
- a) thesis
 - b) topic sentence
 - c) claim
 - d) hook
- 50** The main idea of your essay is called
- a) hook
 - b) thesis
 - c) topic sentence
 - d) conclusion
- 51** Another name for thesis is _____
- a) main point
 - b) argument
 - c) claim
 - d) all of the above
- 52** Your conclusion should contain
- a) a restating of your thesis
 - b) a brief summary of your main ideas
 - c) a thought-provoking questions or a call to action
 - d) all of the above
- 53** Did you know that you're not born a good writer but that you can learn to be one? - is an example of _____
- a) a thesis
 - b) a topic sentence
 - c) an argument
 - d) a hook
- 54** An opening statement of an essay used to grab the reader's attention
- a) Thesis
 - b) Conclusion
 - c) Hook
 - d) Topic Sentence
- 55** Summarizes the points made in an essay and often includes a call to action.
- a) Thesis
 - b) Conclusion
 - c) Hook
 - d) Topic Sentence
- 56** A sentence that expresses the main idea of a paragraph.
- a) Thesis
 - b) Conclusion
 - c) Hook
 - d) Topic Sentence

- 57 Where are you from_____
- a) .
 - b) !
 - c) ?
 - d) "
- 58 Which sentence is correctly punctuated?
- a) This is my car
 - b) this is my car
 - c) this is my car
 - d) This is my car.
- 59 I don_____t like wasting my time for nothing.
- a) ,
 - b) '
 - c) ?
 - d) "
- 60 This is a great party_ she said.
- a) "
 - b) '
 - c) ?
 - d) !
- 61 The king shouted, " let the game begin_____ "
- a) ?
 - b) !
 - c) ,
 - d) "
- 62 Which sentence is correctly punctuated?
- a) is there a quiz game for today? Ahmed asked.
 - b) "is there a quiz game for today"? ahmed asked.
 - c) "is there a quiz game for today?" Ahmed asked.
 - d) "Is there a quiz game for today?" Ahmed asked.
- 63 Q. This is Moosa_____s house.
- a) ?
 - b) "
 - c) '
 - d) !
- 64 I like English_____math and science.
- a) ,
 - b) "
 - c) ?
 - d) !

- 65 **Our class is the best class in the school_**
a) ?
b) .
c) "
d) ,
- 66 **which sentence is correctly punctuated?**
a) Ali was born in Sohar in 2012
b) ali was born in Sohar in 2012.
c) Ali was born in sohar in 2012.
d) Ali was born in Sohar in 2012.
- 67 **Did you enjoy unit 2_**
a) !
b) ?
c) .
d) "
- 68 **An essay starts with**
a) an introduction
b) giving examples
c) stating your name
d) a conclusion
- 69 **Each paragraph must have a**
a) sentence
b) reason
c) conclusion
d) topic sentence
- 70 **Choose the best topic sentence for an essay about My favorite restaurant**
a) Hallo, my name is Fatima
b) People like to eat go to restaurants..
c) There are many restaurants to dine at in Dubai Mall.
d) The best restaurant to go for a meal is Fine Eating.
- 71 **Which transition shows contrast?**
a) in addition
b) however
c) furthermore
d) for example
- 72 **Which transition shows examples to follow?**
a) however
b) in addition
c) furthermore
d) for example

73 Which transition shows cause?

- a) In addition
- b) Furthermore
- c) As a result
- d) On the other hand

74 Choose the correct sentence.

- a) there are many reasons why people go to the beach
- b) their are many reasons why people go to the Beach
- c) Their are many reason why people go to the beach.
- d) There are many reasons why people go to the beach.

75 Choose the correct sentence

- a) however , I and my sister did not like going there.
- b) However, my sister and I did not like going there.
- c) However, I and my sister did not like going there.
- d) However, i and my sister did not like going their.

76 Choose the correct sentence.

- a) In summer i like visiting my grandparents' house.
- b) In Summer I like visit my grandparent's house
- c) In Summer, I like visiting my grandparents's house.
- d) In summer, I like visiting my grandparents' house.

77 Choose the correct sentence.

- a) It was wonderful to see the Burj Khalifa for the first time it is an amazed place.
- b) it was wonderful to see the burj khalifa for the first time It is an amazing place
- c) It was wonderfull to see the Burj Khalifa for the first time as it is an amazed place.
- d) It was wonderful to see the Burj Khalifa for the first time as it is an amazing place.

78 Choose the best conclusion.

- a) The Big Eat restaurant is worthwhile visiting because of all the reasons given.
- b) The Big Eat restutrant is worthwhile visiting because of all the reasons given
- c) The Big Eat restaurant is worthwhile visiting because of all the reason given.
- d) the big eat restaurant is worthwhile visiting because of all the reasons given.

79 Choose the correct sentence.

- a) I like eating pizza made of meat and chicken.
- b) I like eating pizza made from meat and chicken.
- c) I like eating pizza made with meat and chicken.
- d) i like eating pizza made by meat and chicken.

80 Choose the correct sentence.

- a) A chocolate cake made with Nutella and flour is the best.
- b) A chocolate cake made of Nutella and flour is the best.
- c) A chocolate cake made from Nutella and flour is the best.
- d) A chocolate cake made in Nutella and flour is the best.

- 81 **Choose the correct sentence.**
- a) The book was written by the author.
 - b) The book was written by the other
 - c) The book was wrote by the auther.
 - d) The book are written by the author.
- 82 **On the other hand the viper is a venomous snake.**
- a) hand,
 - b) venomous,
 - c) other,
 - d) no comma
- 83 **We tried to pull to break and to paint the nail.**
- a) pull,
 - b) break,
 - c) paint,
 - d) no comma
- 84 **For you Rashid I would show up for the party.**
- a) Rashid,
 - b) you,
 - c) show up,
 - d) no comma
- 85 **Stalin who was a notorious dictator had a significant role in WW2.**
- a) Stalin,
 - b) role,
 - c) notorious,
 - d) dictator,
- 86 **I lived many years in Al-Khawanij Dubai UAE.**
- a) Dubai,
 - b) Al-Khawanij,
 - c) years,
 - d) lived,
- 87 **The prime minister of UK visited us on March 23rd 2015.**
- a) UK,
 - b) March 23rd,
 - c) us,
 - d) minister,
- 88 **I met Dr Jaden W Smith and he advised me to have further checking.**
- a) W.
 - b) Dr.
 - c) Jaden,
 - d) Smith,

- 89 Lizards of course can take the heat of the blazing desert.
a) blazing,
b) course,
c) Lizards,
d) heart,
- 90 The FBI declared that 20 lbs of dangerous nasty drugs were confiscated.
a) nasty,
b) F.B.I.
c) dangerous,
d) lbs.
- 91 The cars that had accidents at Ambley St turn were reported instantly.
a) reported,
b) St.
c) cars,
d) turn,
- 92 I need you to pick up the following things at Kroger ____ bananas, strawberries, and cookies.
a) semicolon
b) colon
c) comma
d) hyphen
- 93 If I don't study for this test, I'm not going to do well ____ if I don't do well, I will cry.
a) Semicolon
b) Colon
c) Comma
d) Full stop
- 94 It was really cold last week ____ however, it's been in the 60s the last few days.
a) Semicolon
b) Colon
c) Comma
d) Full stop
- 95 There's only one reason that you should be talking ____ to ask me a question.
a) Semicolon
b) Colon
c) Comma
d) Exclamation mark
- 96 Q. I am going home I intend to stay there.
a) NO CHANGE
b) home; I intend
c) home, I intend
d) home I intend.

97 Choose the correct sentence.

- a) Dracula knocked several times no one came to the door.
- b) Dracula knocked several times no one came; to the door.
- c) Dracula knocked several times; no one came to the door.
- d) Dracula knocked several times, no one came to the door.

98 Choose the correct sentence or sentences.

- a) Even though my brother hates ping pong; I can't get enough of it.
- b) Even though my brother hates ping pong, I can't get enough of it.
- c) Even though my brother hates ping pong. I can't get enough of it.
- d) I can't get enough of ping pong but my brother hates it.

99 Choose the correct sentence.

- a) My sandwich must have the following toppings; lettuce, onions, and pickles.
- b) My sandwich must have the following toppings: lettuce, onions, and pickles.
- c) My sandwich must have the following toppings- lettuce, onions, and pickles!
- d) My sandwich must have the following toppings/ lettuce, onions, and pickles.

100 She didn't see the other car coming so her car has a dent now.

- a) NO CHANGE
- b) She didn't see the other car coming so, her car has a dent now.
- c) She didn't see the other car coming; her car has a dent now.
- d) She didn't see the other car coming, her car has a dent now.

101 Just consider some of the misconceptions about pigs, that they are dirty, that they carry diseases, and that they are unintelligent.

- a) NO CHANGE
- b) pigs:
- c) pigs
- d) pigs;

102 What are we eating for lunch

- a) Period .
- b) Exclamation !
- c) Question mark ?
- d) Comma ,

103 Which sentence is punctuated correctly?

- a) The king rang the bell,
- b) The king rang the bell?
- c) The king rang the bell
- d) The king rang the bell.

104 What type of punctuation does this sentence need?

Math is my favorite subject ____

- a) !
- b) ?
- c) .
- d) ,

105 What goes at the end of this sentence?

WOW! Did you see that ____

- a) !
- b) .
- c) ?
- d) ,

106 Did you brush your teeth

- a) .
- b) ,
- c) ?
- d) !

107 Pick that up now

- a) !
- b) ?
- c) ;
- d) .

108 Where is my pencil

- a) .
- b) !
- c) "
- d) ?

109 Q. That is amazing

- a) ?
- b) #
- c) !
- d) .

110 Q. She went for a walk in the woods

- a) .
- b) ?
- c) !
- d) "

111 Q. I had fish for dinner last night

- a) ?
- b) .
- c) !
- d) :

112 Q. May I borrow your pencil

- a) .
- b) !
- c) \$
- d) ?

- 113 That is disgusting**
a) .
b) ?
c) @
d) !
- 114 What is the point of an exclamation mark?**
a) it shows that you've asked a question forcefully
b) to make it clear you've said something funny
c) to show that something is surprising or forceful
- 115 This mark is used at the end of a question.**
a) exclamation point
b) question mark
c) period
d) colon
- 116 Q. This mark is used to show excitement or emphasis.**
a) ellipsis
b) hyphen
c) parentheses
d) exclamation point
- 117 Q. This mark is used to note the end of a declarative sentence.**
a) period
b) quotation mark
c) parenthesis
d) apostrophe
- 118 How old are you**
a) .
b) ?
c) !
d) :
- 119 Q. Are we there yet**
a) .
b) ?
c) !
d) :
- 120 Q. OUCH that hurt**
a) .
b) ?
c) !
d) “
- 121 Q. The sky is blue**
a) .
b) ?

- c) !
- d) }

122 Punctuation is a system of symbols that we use when _____ a language.

- a) speaking
- b) writing
- c) hearing
- d) listenning

123 What are the symbols used in this system called?

- a) punctuals
- b) punctuations
- c) punctuation marks
- d) speech marks

124 Which are examples of punctuation marks?

- a) commas and full stops
- b) dollar and pound signs
- c) plus and minus signs
- d) slashes and hyphens

125 "Full stops" are also called

- a) periods
- b) endings
- c) points
- d) dots

126 Which CANNOT come at the end of a sentence?

- a) a period
- b) a colon
- c) an exclamation mark
- d) a question mark

127 You must put a space _____ every comma in a sentence.

- a) before
- b) around
- c) after
- d) approximately

128 What's the punctuation mark indicating a question called?

- a) a question tag
- b) a question mark
- c) a question sign
- d) a question word

129 Which can be used to express strong feelings in written English?

- a) an exclamation mark
- b) a quotation mark
- c) a backslash
- d) a curvy bracket

- 130 Quotation marks are put _____ the words being quoted.
- a) before
 - b) after
 - c) before and after
 - d) back to back
- 131 In British English, () are called "round brackets", but in American English they're often called
- a) round braces
 - b) square brackets
 - c) parentheses
 - d) curvy brackets
- 132 The rich man was a self...made man.
- a) no punctuation mark
 - b) a dash
 - c) a hyphen
 - d) exclamation mark
- 133 Jack...the carpenter...made a cupboard.
- a) , comma
 - b) ; semi-colon
 - c) () brackets
 - d) . full stop
- 134 When will you return to our city....
- a) ? question mark
 - b) ! exclamation mark
 - c) . full stop
 - d) , comma
- 135 Wow....You really obtained a gold medal in the Olympics.
- a) ? question mark
 - b) ! exclamation
 - c) . full stop
 - d) , comma
- 136 They offered the children bananas....apples...pears and plums.
- a) , a comma
 - b) ; semi-colon
 - c) - a hyphen
 - d) . full stop
- 137 ...I haven't seen Carol today,...said Tom
- a) () brackets
 - b) " " speech marks
 - c) , commas
 - d) . full stop

138 The children were told to bring the following items... a pen, a pencil, a ruler and an exercise book.

- a) , a comma
- b) ; a semi colon
- c) : a colon
- d) ... ellipses

139 Jack...the carpenter...made a cupboard.

- a) , comma
- b) ; semi-colon
- c) () brackets
- d) ... ellipses

140 Jim lives in Australia...his brother lives in England.

- a) - a hyphen
- b) ; semi-colon
- c) : colon
- d) ... ellipses

141 I found Claire..s jacket on the chair.

- a) - a hyphen
- b) , a comma
- c) ' an apostrophe
- d) ... ellipses

142 Why did you do that!, screamed Mr Norris.

- a) The sentence needs quotation marks (" ")
- b) Needs a capital s for screamed.
- c) The sentence needs a full stop.
- d) Mr Norris is missing an r.

143 "That doesnt give you the right to do that". said Mr Norris

- a) Doesnt needs a apostrophe between n and t.
- b) Norris is spelt incorrectly.
- c) That needs a comma after it.
- d) It's utterly correct

144 "That ten minutes detention at first lunch and you clean up your mess". yelled Mr Norris

- a) The full stop after mess needs to be an exclamation mark.
- b) Lunch is spelt incorrectly
- c) Mess is missing an s at the end
- d) Something else

145 But I don't want the clean up. whined William.

- a) The sentence needs quotation marks
- b) Whined is spelt wrong.
- c) The sentence is completely correct
- d) The sentence needs ... ellipses

- 146 I hate having to clean these toilets". sobbed William.**
- a) The sentence is missing a quotation mark at the start
 - b) The sentence is missing a quotation mark at the end
 - c) The sentence is missing a full stop
 - d) The sentence isn't missing anything
- 147 "My friend Sam and i agree that our favorite novel so far has been the giver by lois lowry." Which parts of speech must be capitalized?**
- a) The subject pronoun (I) & the author's name
 - b) Only the subject pronoun (I)
 - c) The subject pronoun (I), Novel, the Novel Title & the Author's Name
 - d) The subject pronoun (I), the novel title & the author's name
- 148 "I live on walk on the moon street, in sydney, australia." Which words must be capitalized?**
- a) Walk On The Moon Street, Sydney, Australia
 - b) Walk On The Moon street, Sydney, Australia
 - c) Walk on the Moon street, Sydney, Australia
 - d) Walk on the moon street, Sydney, Australia
- 149 "The red team won 3 to 1 in this match." Which punctuation sign could be used to replace "to" in the previous sentence?**
- a) A comma
 - b) An em dash
 - c) An en dash
 - d) An ellipsis
- 150 "My teacher's last name is Martin-Leyes." What is the name of the punctuation sign used for the proper noun?**
- a) An ellipsis
 - b) A hyphen
 - c) An en dash
 - d) An em dash
- 151 How many punctuation signs are missing in the following sentence? "For most the year is already finished"**
- a) 0
 - b) 3
 - c) 1
 - d) 2

Good luck