Instructions! All the next questions (selected) are taken from Grade 12 Entrance Exam! Choose the best answer based on the nature of each question!

Challenge-1

1. Which of the following is an appropriate closing for a very formal letter? (G-12: 1995)
   A. Regards B. Bye for now C. Yours sincerely D. Till next time
2. If you write a letter to a close friend who is a manager of a company and want to tell him about your last weekend at Sodere, Which of the ff. salutation (beginning) do you use? (G-12: 1995)
   A. Dear Belay, B. Dear Ato Belay, C. Dear Manager, D. Dear Sir,
3. Which one of the following is a phrase that is likely to appear in a formal letter? (G-12: 1998)
   A. Hope you remember B. You may recall that
   C. You can't forget, can you? D. I can't believe you forget
4. Which one of the following is an appropriate beginning of a letter to a close friend? (G-12: 1998)
   A. Dear W/o Atsede, B. Let me begin my letter with
   C. Hi there D. I regret to inform you
5. Which of the following may NOT be included in the message section of a job application letter? (G-12: Entrance: 2000)
   A. Personal and professional qualities of application B. Courses or trainings undertaken
   C. Appeal to employer for assistance D. Work experience and reference
6. What would be an appropriate ending for Tesfaye, a graduate, who is writing an application letter for a job? (G-12: Entrance: 2000)
   A. Hopefully, B. Sincerely yours, C. Regards, D. Yours forever,
7. Which one of the following would you use as an ending to a letter you send to an intimate friend? (G-12: Entrance: 2000)
   A. Good bye, B. Faithfully yours, C. Love, D. With regards,
8. How would you begin a letter to an applicant who has not been chosen for employment? (G-12: Entrance: 2001)
   A. We regret to inform you... B. We are sad to inform you ...
   C. We would like to inform you ... D. We are pleased to inform you ...
9. What would be an appropriate opening to an application letter for a job? (G-12: Entrance: 2001)
   A. Sirs, B. Dear Sir, C. Dears, D. My Dear Sir,
10. The following items (a-e) are components of an application letter arranged in a wrong order. Which alternative shows the correct order? (G-12: Entrance: 2002)
    a. New Thoughts University b. P. O. Box
    c. Ato Bekele Leta d. Head, Purchasing Department e. Addis Ababa
    A. a c d e b B. c d a b e C. a c b e d D. c d a e b

Challenge-2

11. "I regret to inform you about the late delivery of your order." This is most likely taken from a letter of _____. (G-12: Entrance: 2002)
    A. apology B. complaint C. enquiry D. rejection
12. "I am writing this letter in response to your advertisement of 12 September 2009 regarding..." Which part of a formal letter does the line go in? (G-12: Entrance: 2002)
    A. salutation B. introduction C. body D. closing
13. "Dear everyone, we are having a fantastic time here!" This is likely taken from the beginning of a _____. (G-12: Entrance: 2002)
    A. letter of acceptance B. letter to close friends C. business letter D. formal letter
14. "I look forward to hearing from you soon." This is most likely taken from: (G-12: 2003)
    A. the body of a business letter
    B. the introduction of a letter to a close friend.
    C. the closing section of a letter of application for a job.
    D. the salutation section of a letter of application for a jo
15. "Let's keep in touch!" Which part of a letter does this line go in? (G-12: Entrance: 2003)
    A. Body B. Closing C. Salutation D. Introduction
16. Which one of the following may NOT be among issues to be explained in a letter of apologies to a customer? (G-12: Entrance: 2003)
    A. What the mistake was B. How the mistake occurred
    C. When the mistake occurred D. Who committed the mistake
17. To close a letter to a boyfriend, the most appropriate word is: (G-12: Entrance: 2003)
    A. Love, B. Yours faithfully, B. Sincerely, D. Goodbye,
18. "Please find enclosed a photocopy of my credentials." This is most likely taken from a ____. (G-12: Entrance: 2003)
    A. letter of request B. letter to close friends
    C. letter of acceptance D. job application letter
19. "It was great to hear from you," This is likely taken from the beginning of a _____. (G-12: Entrance: 2003)
    A. formal letter B. business letter C. letter to a boss D. letter to a friend
20. “Please see my resume for additional information on my experience.” This piece of writing is likely taken from.... (G-12: Entrance: 2004)
    A. business letter C. letter of inquiry B. personal letter D. job application letter
21. To write a memo to your close friend, the most appropriate opening is: (G-12: Entrance: 2004)
    A. Hi, B. Hello, C. Dear friend, D. My dear friend,

22. "Previous experience as a security guard would be an advantage." This statement is likely taken from a _____ . (G-12: Entrance: 2004)
    A. social letter C. job advertisement
    B. letter of application D. business advertisement
23. Which of the following could be a typical ending to your letter of complaint to a company? (G-12: Entrance)
    A. Yours truly, B. Many thanks, C. Kind regards, D. Yours faithfully,
24. Which of the following is an appropriate salutation in of an informal letter? (Entrance)
    A. Dear Dr. Jemal, B. Dear Mr. Samuel, C. Dear Mrs. Tsehay, D. Dear Sarah,
25. The sentence, "I'm extremely delighted to hear that you are going to join the University next year" is possibly taken from: (Entrance)
    A. the beginning of an informal letter B. the end of a formal letter
    C. the body of a formal letter D. the closing remarks of an informal letter
26. The sender's address in an informal letter appears: (Entrance)
    A. below the closing salutation B. near the left margin
    C. near the right margin D. below the date
27. Where is the correct place to write the date in a formal letter? (Entrance)
    A. just before the recipient's address B. immediately after sender's address
    C. on the same line as the sender's address
    D. immediately before the sender's address

Note: On some questions, the years are removed purposely; such questions are recent questions! Do you know why the years are removed?

28. When you write a formal letter, where would you write your address and contact details? (G-12: Entrance)
    A. In the receiver's address B. In the salutation
    C. In the sender's address D. In the complementary closure
29. Where would you write 'a request for an action' in the format of a formal letter? (G-12: Entrance)
    A. in the body of the letter B. in the subject line
    C. in the complementary closure D. in the salutation
30. In a formal letter which of the following could be optional? (G-12: Entrance)
    A. The date line B. The subject heading C. The recipient's address D. The salutation
31. In a formal letter, the recipient's address will be: (G-12: Entrance)
    A. at the bottom of the letter B. below his/her name
    C. below the sender's address D. in the top right hand corner
32. If you happen to read a formal letter having a salutation which reads as "Dear. Mrs. Fetiya," which one of the following could be the most appropriate closing? (G-12: Entrance)
    A. Yours faithfully, B. Yours obediently, C. Yours sincerely, D. Yours truly,

Answers for Entrance Letter class
2016

1. C
2. A
3. B
4. C
5. C
6. B
7. C
8. A
9. B
10. D
11. A
12. B
13. B
14. C
15. B
16. D
17. A
18. D
19. D
20. D
21. A
22. C
23. D/C
24. D
25. A
26. C
27. B
28. C (?)
29. C
30. D (?)

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