

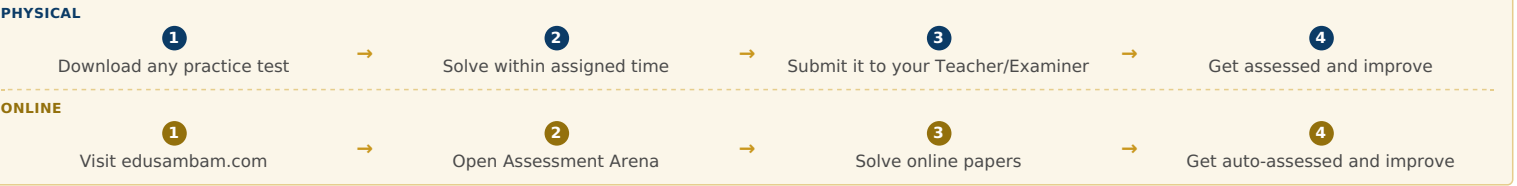
EDUSAMBAM ASSESSMENT SERIES

Practical Writing

PRINTABLE PRACTICE WORKSHEET

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YOUR PHYSICAL & ONLINE SELF-ASSESSMENT ROADMAP



Candidate Name:		Roll No.:	
Class / Grade:		Date:	
School / Institution:		Test Centre:	

Subject	English Language	Topic	Practical Writing	Total Marks	100
Total Questions	45	Time Allowed	1 Hour (60 minutes)	Version	A

GENERAL INSTRUCTIONS

1. Read each question carefully before answering.

2. For Section A and Section B, mark one answer only.

3. For Sections C and E, write your answer clearly in the space provided.

4. For Section D, write the correct letter from Column B against each item in Column A.

5. Do not use correction fluid. Keep all answers clear and legible.

6. This worksheet is prepared from the EDUSAMBAM practice assessment supplied for this paper.

PAPER PATTERN

Section	Questions	Marks Each	Total
Section A — Multiple Choice	15	2	30
Section B — True / False	10	2	20
Section C — Fill in the Blank	10	2	20
Section D — Column Matching	5 pairs	2	10
Section E — Short Answer	5	4	20
Total	45	—	100

Section A — Multiple Choice

30 marks

1. A formal letter is typically used for:

A. Chatting with a close friend

B. Professional or official communication

C. Writing a diary entry

D. Texting casually

Answer: ☐A ☐B ☐C ☐D

Basic • 2 pts

2. Which of these is appropriate in a formal letter's closing?

A. "Later!"

B. "Sincerely,"

C. "Bye for now!"

D. "Catch ya later"

Answer: ☐A ☐B ☐C ☐D

Basic • 2 pts

3. An informal letter is usually written to:

A. A government office

B. A close friend or family member

C. A potential employer

D. A formal committee

Answer: ☐A ☐B ☐C ☐D

Basic • 2 pts

4. Which of these is appropriate in an informal letter's greeting?

A. "Dear Sir/Madam,"

B. "To Whom It May Concern,"

C. "Hey Sam,"

D. "Dear Hiring Committee,"

Answer: ☐A ☐B ☐C ☐D

Basic • 2 pts

5. A cover letter accompanying a job application should:

A. Repeat the resume word for word

B. Introduce the applicant and explain their interest and suitability for the role

C. Be written informally with slang

D. Avoid mentioning any skills

Answer: ☐A ☐B ☐C ☐D

Intermediate • 2 pts

6. A resume typically summarizes:
A. A person's favorite hobbies only
C. A fictional story
Answer: ☐A ☐B ☐C ☐D

Intermediate • 2 pts

B. A person's education, skills, and work experience
D. A grocery list

7. Which subject line is most appropriate for a professional email?
A. "hey"
C. "!!!URGENT!!!"
Answer: ☐A ☐B ☐C ☐D

Intermediate • 2 pts

B. "Meeting Request: Project Timeline Review"
D. (leaving it blank)

8. Professional email etiquette generally includes:
A. Using clear, respectful language and a proper greeting/closing
C. Using excessive slang
Answer: ☐A ☐B ☐C ☐D

Intermediate • 2 pts

B. Writing in all capital letters
D. Skipping the subject line

9. A complaint letter is written to:
A. Praise a company with no issue mentioned
C. Apply for a job
Answer: ☐A ☐B ☐C ☐D

Intermediate • 2 pts

B. Formally express dissatisfaction about a product or service and request a resolution
D. Invite someone to an event

10. A request letter is written to:
A. Complain about a poor experience
C. Insult the recipient
Answer: ☐A ☐B ☐C ☐D

Intermediate • 2 pts

B. Formally ask for something, such as information, permission, or assistance
D. Share casual gossip

11. Which tone is most appropriate for a formal letter?
A. Casual and full of slang
C. Sarcastic and joking
Answer: ☐A ☐B ☐C ☐D

Intermediate • 2 pts

B. Polite, respectful, and professional
D. Overly emotional and personal

12. In a formal letter, the sender's address is typically placed:
A. Nowhere; it is never included
C. Only in the signature
Answer: ☐A ☐B ☐C ☐D

Advanced • 2 pts

B. At the top of the letter
D. In the middle of the body

13. Which of these is a key feature of a well-written complaint letter?
A. Vague, unclear details
C. Rude or aggressive language
Answer: ☐A ☐B ☐C ☐D

Advanced • 2 pts

B. Clear explanation of the issue with relevant facts and a requested resolution
D. No mention of what outcome is wanted

14. An effective cover letter should be:
A. Extremely long and unfocused
C. Copied exactly from a template with no changes
Answer: ☐A ☐B ☐C ☐D

Advanced • 2 pts

B. Concise, relevant, and tailored to the specific job
D. Written entirely in informal language

15. Proofreading a professional email before sending is important because it helps:
A. Waste time unnecessarily
C. Make the email longer
Answer: ☐A ☐B ☐C ☐D

Advanced • 2 pts

B. Catch errors and ensure the message is clear and professional
D. Remove the subject line

Section B — True / False

20 marks

16. A formal letter is generally used for professional or official communication.
A. True ☐ **B.** False ☐

Basic • 2 pts

17. Informal letters typically use a casual, friendly tone.
A. True ☐ **B.** False ☐

Basic • 2 pts

18. A cover letter should simply repeat the resume without adding any new information.
A. True ☐ **B.** False ☐

Basic • 2 pts

19. A resume summarizes a person's education, skills, and work experience.
A. True ☐ **B.** False ☐

Basic • 2 pts

20. Professional emails should generally avoid excessive slang and all-caps text.
A. True ☐ **B.** False ☐

Intermediate • 2 pts

21. A clear, specific subject line helps the recipient understand the email's purpose.
A. True ☐ **B.** False ☐

Intermediate • 2 pts

22. A complaint letter should clearly explain the issue and state the desired resolution.
A. True ☐ **B.** False ☐

23. A request letter is used to formally ask for something, such as information or assistance.
A. True ☐ **B.** False ☐

24. Formal letters typically use a polite, respectful, and professional tone.
A. True ☐ **B.** False ☐

25. Proofreading before sending a professional email is unnecessary and can be skipped.
A. True ☐ **B.** False ☐

Intermediate · 2 pts

Intermediate · 2 pts

Intermediate · 2 pts

Intermediate · 2 pts

Section C — Fill in the Blank

20 marks

26. A letter used for professional or official communication is called a ____ letter.
Answer: _____

27. A letter written to a close friend or family member in a casual tone is called an ____ letter.
Answer: _____

28. A document that summarizes a person's education, skills, and work experience is called a _____.
Answer: _____

29. A letter that introduces a job applicant and explains their interest in a role is called a ____ letter.
Answer: _____

30. A short line at the top of an email that summarizes its purpose is called the ____ line.
Answer: _____

31. A letter written to formally express dissatisfaction and request a resolution is called a ____ letter.
Answer: _____

32. A letter written to formally ask for something, such as information or assistance, is called a ____ letter.
Answer: _____

33. Formal letters typically use a polite, respectful, and ____ tone.
Answer: _____

34. Checking a message for errors before sending it is called _____.
Answer: _____

35. A well-written cover letter should be concise and ____ to the specific job.
Answer: _____

Basic · 2 pts

Basic · 2 pts

Basic · 2 pts

Basic · 2 pts

Intermediate · 2 pts

Intermediate · 2 pts

Intermediate · 2 pts

Intermediate · 2 pts

Intermediate · 2 pts

Intermediate · 2 pts

Section D — Column Matching

10 marks

36-40. Match each term to its correct definition.

Column A	Answer	Column B
Formal Letter	_____	A. Summarizes a person's education, skills, and work experience
Cover Letter	_____	B. Formally expresses dissatisfaction and requests a resolution
Resume	_____	C. Formally asks for something, such as information or assistance
Complaint Letter	_____	D. Used for professional or official communication
Request Letter	_____	E. Introduces a job applicant and explains their suitability for a role

Section E — Short Answer

20 marks

41. What is the main difference between a formal letter and an informal letter?

42. What should a good cover letter include?

Advanced · 4 pts

Advanced · 4 pts

43. Why is a clear subject line important in a professional email?

Advanced · 4 pts

44. What key elements should a complaint letter include?

Advanced · 4 pts

45. Why is proofreading important before sending a formal letter or email?

Advanced · 4 pts

Candidate Signature: _____ Invigilator Signature: _____

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Marks Obtained: _____ / 100

Checked By: _____

Result / Grade: _____

Date Checked: _____

EDUSAMBAM ASSESSMENT SERIES

Practical Writing — Answer Key

Teacher reference: equivalent grammatically correct wording is acceptable for open-ended items when the meaning is preserved.

Section A — Multiple Choice

1. B

2. B

3. B

4. C

5. B

6. B

7. B

8. A
9. B

10. B

11. B

12. B

13. B

14. B

15. B

Section B — True / False

16. True

17. True

18. False

19. True

20. True
21. True

22. True

23. True

24. True

25. False

Section C — Fill in the Blank

26. formal

27. informal

28. resume

29. cover

30. subject
31. complaint

32. request

33. professional

34. proofreading

35. tailored

Section D — Column Matching

36. Formal Letter — D

37. Cover Letter — E

38. Resume — A
39. Complaint Letter — B

40. Request Letter — C

Section E — Short Answer (Model Answers)

41. tone; professional; casual; friend; official

42. interest; skill; suitab; introduce; tailor; relevant

43. purpose; clear; understand; summar; priorit

44. issue; explain; fact; resolution; outcome; polite

45. error; clear; professional; mistake; clarity