

实用英语写作-西北工业大学-中国大学MOOC慕课答案

Quiz 1

1、单选题： Which of the following statement about resume is proper? _____.

选项：

- A、 People can simply get a job with it
- B、 It is an important ticket to an interview
- C、 It will not influence the impression given by the applicant on the employer
- D、 It should be as complicated as possible

参考：【It is an important ticket to an interview】

2、单选题： Which of the following is NOT a possible component of a resume? _____.

选项：

- A、 Educational background
- B、 Skills and accomplishments
- C、 Family information
- D、 Experiences

参考：【Family information】

3、单选题： In the education background or work experience part of a resume, in what order should the items be listed? _____.

选项：

- A、 Chronological order
- B、 Random order
- C、 Causal order
- D、 Reverse chronological order

参考：【Reverse chronological order】

4、多选题： What are the features of a well-written resume? _____.

选项：

- A、 Clear
- B、 Long
- C、 Concise
- D、 Attractive
- E、 Informative

参考：【Clear#Concise# Attractive#Informative】

5、多选题： What can work experience refer to in a resume of an undergraduate student? _____.

选项：

- A、 Internships
- B、 Part-time jobs
- C、 Volunteer work
- D、 In-class discussions
- E、 On-campus club activities

参考：【Internships#Part-time jobs#Volunteer work#On-campus club activities】

6、判断题：For new graduates who don't have much work experience, they should list the educational information first.

选项：

A、正确

B、错误

参考：【正确】

7、判断题：The applicant should always list all his/her skills and abilities in a resume.

选项：

A、正确

B、错误

参考：【错误】

8、判断题：When writing a resume, the applicant should try to use big and complicated words and expressions to impress the reader.

选项：

A、正确

B、错误

参考：【错误】

9、判断题：Usually the applicant can include detailed reference information in a resume.

选项：

A、正确

B、错误

参考：【错误】

10、判断题：Hobbies that can make the applicant special or are helpful for doing the job can also be listed in a resume.

选项：

A、正确

B、错误

参考：【正确】

Quiz 2

1、单选题：Which of the following is NOT an essential part of a formal letter? _____.

选项：

A、The heading

B、The salutation

C、The body

D、The post script

参考：【The post script】

2、单选题：In the complimentary close, which word should be capitalized? _____.

选项：

A、Both

B、Neither

C、The former

D、The latter

参考：【The former】

3、单选题：If the applicant is an undergraduate, which part should usually be stressed in his/her application letter for admission besides the major? _____.

选项：

A、Main courses

B、Age

C、Work experience

D、Family members

参考：【Main courses】

4、多选题：What are the objectives of an application letter for admission? _____.

选项：

A、To explain why the applicant is sending a resume

B、To state what the applicant is applying for

C、To show the applicant's ambition

D、To draw the addressee's attention to the applicant's strengths and advantages

E、To express what the applicant will do to follow-up or his/her determination

参考：【To explain why the applicant is sending a resume#To state what the applicant is applying for#To draw the addressee's attention to the applicant's strengths and advantages#To express what the applicant will do to follow-up or his/her determination】

5、多选题：When the applicant is introducing his/her future study plan, what information should be included? _____.

选项：

A、Accommodations

B、Intentional research field

C、Degree being pursued

D、Possible scholarships

E、Major

参考：【Intentional research field#Degree being pursued#Possible scholarships#Major】

6、判断题：When writing a formal business letter, it is not necessary to include the inside address.

选项：

A、正确

B、错误

参考：【错误】

7、判断题：In a letter in the block style, all lines are single-spaced.

选项：

A、正确

B、错误

参考：【错误】

8、判断题：It is not necessary to include a handwritten signature in a typed business letter.

选项：

A、正确

B、错误

参考：【错误】

9、判断题：An application letter should be as long and rich as possible.

选项：

A、正确

B、错误

参考：【错误】

10、判断题：Besides expressing the gratitude in the last part of the letter, the applicant may also mention the required application package that is enclosed as well.

选项：

A、正确

B、错误

参考：【正确】

Quiz 3

1、单选题：When the applicant introduces the qualifications and potential contribution in an application letter for employment, it is crucial that they _____.

选项：

A、are as many as possible

B、are connected with the job requirements

C、are stated briefly

D、can be overstated a little bit

参考：【are connected with the job requirements】

2、单选题：Unity is especially important for an application letter because _____.

选项：

A、it shows the applicant's writing ability

B、it makes sure each sentence supports the applicant's statement that he/she is qualified for the job

C、it makes the application letter easy to read

D、it can grab the interest of the recruiter

参考：【it makes sure each sentence supports the applicant's statement that he/she is qualified for the job】

3、单选题：The most important purpose of the last paragraph is to _____.

选项：

A、ask for an interview

B、express gratitude

C、signal the end of the letter

D、leave a deep impression

参考：【ask for an interview】

4、多选题：What does an application letter for admission and that for employment share in common? _____.

选项：

A、The basic purpose

B、The format

C、The structure

- D、The tone
- E、The emphasis

参考：【The basic purpose#The format#The structure#The tone】

5、多选题：What characteristics should a well-written application letter for employment have? _____.

选项：

- A、Stating clearly the job or position
- B、Telling what the applicant is qualified for or capable of
- C、Being long, detailed, and serious
- D、Being carefully checked and neatly typed
- E、Being specific, passionate, and interesting

参考：【Stating clearly the job or position#Telling what the applicant is qualified for or capable of#Being carefully checked and neatly typed#Being specific, passionate, and interesting】

6、判断题：In an application letter, it is not polite to address the recruiter directly even if his/her name and title are given.

选项：

- A、正确
- B、错误

参考：【错误】

7、判断题：It is okay to mention some detailed information about the company or organization at the beginning of an application letter for employment in order to capture the interest of the addressee.

选项：

- A、正确
- B、错误

参考：【正确】

8、判断题：There are usually three parts in an application letter for employment as in a classic five-paragraph essay.

选项：

- A、正确
- B、错误

参考：【正确】

9、判断题：The applicant should state clearly the job position he/she is applying for in the beginning of the letter.

选项：

- A、正确
- B、错误

参考：【正确】

10、判断题：It is quite important to build a connection between the applicant's qualifications and the job requirements.

选项：

- A、正确
- B、错误

参考：【正确】

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