



**Writing em@ils
in English**

Konkurs polega na wybraniu jednej
prawidłowej odpowiedzi w każdym
pytaniu.

Wypełnione karty odpowiedzi prosimy
wysłać na adres:
karolina.kaluzna@put.poznan.pl

Data zakończenia konkursu:
29.05.2024r.

Wśród autorów poprawnych
odpowiedzi zostaną rozlosowane
atrakcyjne nagrody.

**KONKURS PRZEZNACZONY JEST
DLA STUDENTÓW PP
ŻYCZYMY POWODZENIA !**



Choose the correct answer.

Send the answer sheet to:

karolina.kaluzna@put.poznan.pl

The deadline is: **May 29, 2024**

The contest winner will receive an attractive
prize.

THE QUIZ IS AIMED AT PUT STUDENTS

GOOD LUCK!




1.

In an email address, what is the '@' sign called?

- a) monkey
- b) sent
- c) at

2.

When submitting a job application via email, how would you start if you didn't know who the recipient is?

- a) Dear Sir
 - b) To whom it may concern
 - c) Dear John or Jane
- 




3.

Which formal email topic introduction is grammatically correct?

- a) I'm writing regarding to our contract renewal.
- b) I'm writing with regard to our contract renewal.
- c) I'm writing concerned our contract renewal.

4.

Which request is grammatically correct?

- a) Would you mind to extend the deadline?
 - b) I would appreciate it you extended the deadline.
 - c) Would it be possible to extend the deadline?
- 

5.

Which sentence informing about an attached document is NOT correct?

- a) Please find attached my assignment.
- b) In the attached, you'll find my assignment.
- c) I've attached my assignment.

6.

Complete the sentence:

***I'm ... you in on any correspondence
regarding
the matter.***

- a) *forwarding*
- b) *copying*
- c) *passing*



7.

Which sentence does NOT mean


Please keep me updated?

- a) Please keep me in the loop.
- b) I'd appreciate regular updates on this matter.
- c) Please keep my post.

8.

Which pair of email acronyms

BOTH refer to time?

- a) ASAP/ FAO
 - b) EOD/ EOW
 - c) BCC/ IAM
- 



9.

Which sentence is NOT an email closing line?

- a) I look forward to hearing from you.
- b) I hope this email finds you well.
- c) If you require any further information, please do not hesitate to contact me.

10.

How do you sign off an email if you want to be respectful, but not too personal or too formal?

- a) Take care
 - b) Regards
 - c) Sincerely
- 