

अध्याय - 6 | Application Writing

QUIZ-01

1. To whom is a leave application usually addressed in a school?

- A. The Class Teacher B. The Librarian (C)
C. The Principal D. The Sports Instructor

व्याख्या: The Principal is the head of the institution and the authority for approving leave.

2. What is the correct salutation for an application to the Principal?

- A. Dear Friend, B. Respected Sir/Madam,
C. Hey Principal, D. To Principal, (B)

व्याख्या: This is the standard respectful salutation for an application to an authority figure.

3. Where should the subject line be placed in an application?

- A. After the salutation
B. Before the sender's address
C. After the date
D. At the very end (A)

व्याख्या: The subject line comes right after "Respected Sir/Madam" in an application.

4. What information should NOT be included in the body of a leave application?

- A. Reason for leave
B. Dates of leave
C. Detailed daily activities during leave
D. Your name and class (C)

व्याख्या: Only the essential information (reason, dates, your identity) is required for a formal application.

5. How should you generally conclude a formal application?

- A. Wishing you well, B. Yours obediently
C. See you later D. Best regards (B)

व्याख्या: "Yours obediently" is a traditional and appropriate closing when writing to a school authority.

6. What should immediately follow "Yours obediently" in a school application?

- A. Your friend's name
B. Your class
C. Your signature and full name
D. The date (C)

व्याख्या: This clearly identifies the applicant.

7. The language of an application should be:

- A. Casual and friendly
B. Informal and humorous
C. Formal and polite
D. Emotional and expressive (C)

व्याख्या: Applications are formal documents and require respectful and precise language.

8. Which of these phrases is a suitable opening for a leave application?

- A. Just wanted to tell you...
B. I am writing to request leave...
C. Hey, I need a day off...
D. Hope you're having a good day... (B)

व्याख्या: This is a clear, concise, and formal opening.

9. What is the purpose of an application letter?

- A. To entertain the reader
B. To inform about a personal event
C. To make a formal request
D. To share gossip (C)

व्याख्या: Applications are always about making a specific, formal request (e.g., for leave, admission, etc.).

10. What is typically written below your name at the end of a school application?

- A. Your phone number
B. Your roll number and class/section
C. Your hobbies
D. Your home address (B)

व्याख्या: This information helps the school identify you precisely.