

1. What is the main purpose of writing an e-mail?

- A. To tell jokes
- B. To communicate messages quickly and formally or informally
- C. To share pictures only
- D. To play games (B)

Explanation : E-mails are used to convey messages efficiently in both formal and informal contexts.

2. Which of the following is essential in a formal e-mail?

- A. Emojis
- B. Slang words
- C. A subject line
- D. GIFs (C)

Explanation : The subject line clearly states the purpose of the e-mail and is crucial in formal writing.

3. What should be included at the beginning of an e-mail?

- A. Signature
- B. Greeting/Salutation
- C. Image
- D. Closing line (B)

Explanation : An e-mail usually begins with a greeting like "Dear Sir/Madam" or "Hi John" depending on the formality.

4. How should a formal e-mail be ended?

- A. Love you
- B. Yours faithfully/Sincerely
- C. See ya
- D. Bye-bye (B)

Explanation : Formal e-mails end with polite closings such as "Yours sincerely" or "Regards."

5. What should the 'To' field in an e-mail contain?

- A. Your name
- B. The subject of the e-mail
- C. The recipient's e-mail address
- D. The date (C)

Explanation : The 'To' field is used to specify the e-mail address of the person you are writing to.

6. Which one is a correct feature of a formal e-mail?

- A. Long paragraphs without breaks
- B. Informal tone and personal questions
- C. Clear, concise, and professional language
- D. Use of all capital letters (C)

Explanation : A formal e-mail should be polite, clear, and to the point, using professional language.

7. What should be avoided in a formal e-mail?

- A. Proper punctuation
- B. Professional tone
- C. Informal expressions and emojis
- D. Addressing the recipient respectfully (C)

Explanation : Informal expressions and emojis are inappropriate in a formal e-mail setting.

8. Which of the following would be an appropriate subject for a formal e-mail?

- A. "Hi!"
- B. "What's up?"
- C. "Regarding the Science Project Submission"
- D. "Just Chill" (C)

Explanation : A formal subject line should clearly reflect the purpose of the e-mail.

9. What is the correct place for writing your name in an e-mail?

- A. In the subject line
- B. Before the greeting
- C. In the closing/signature
- D. In the 'To' field (C)

Explanation : The writer's name is mentioned at the end of the e-mail in the signature or closing section.

10. Which of the following is most appropriate for a formal e-mail salutation?

- A. Yo!
- B. What's up!
- C. Dear Sir/Madam
- D. Hey buddy (C)

Explanation : "Dear Sir/Madam" is a respectful and appropriate salutation for formal communication.