



نمره	نمره تجدید نظر
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سوالات امتحانی در س نامه نگاری استاد: دکتر سلمانی نُدوشن نیمسال دوم ۸۴-۸۳ مدت پاسخگوئی ۶۰ دقیقه
تاریخ امتحان: ۱۳۸۴/۰۴/۰۵ استفاده از ماشین حساب مجاز غیر مجاز بارم واحد عملی/تحقیق یا پروژه (۰۰) بارم واحد نظری (۲۰)
نام و نام خانوادگی: شماره دانشجویی: رشته تحصیلی: مترجمی زبان انگلیسی

PART ONE: TRUE FALSE ITEMS

Read the following sample telegrams/telexes. Mark (T) for true statements, (F) for false statements, and (I) for statements which cannot be judged on the basis of the information contained within the telegrams. Mark your answers on your answer sheets.

SAMPLE TELEGRAM 1

(T)

Telegram / T l gramme

ZCZC CDA TG – 22946654 B – 10006151 CA
8/12/2004 2:13:29 PM YYZ

Dr. Ken R. Ishimori
29 Faraday Road
Coquitlam, BC V3K 6A1
TEL: 604-555-1986

MAY WE BE AMONG THE FIRST TO CONGRATULATE YOU **STOP** WE KNOW HOW HARD YOU HAVE WORKED FOR THIS **STOP** WE ARE HAPPY TO KNOW YOU NOW AS DOCTOR ISHIMORI **STOP** ALL THE BEST **STOP** YOUR FRIENDS AT CKR INSTITUTE

Jane Oulette

CKR Institute of Ontario

120 King Street W Suite 200
Toronto ON M5X 3E1
416-555-7202
CA

<Telegram End>

THIS IS AN OFFICIAL TRANSMISSION OF TELEGRAMS CANADA
REPLY 'VIA TELEGRAM' CALL 1-866-TEL-GRAM OR VISIT WWW. TELEGRAMS.CA



Now, answer questions 1 to 25.

- Ⓙ Ⓣ ⓕ Ⓢ 1) It is possible to send telegrams through the internet.
- Ⓙ Ⓣ ⓕ Ⓢ 2) Telegrams are possible to send in either English or French in Canada.
- Ⓙ Ⓣ ⓕ Ⓢ 3) This telegram was sent in December 2004.
- Ⓙ Ⓣ ⓕ Ⓢ 4) This telegram was sent at 2:13:29 PM GMT on the 8TH of December.
- Ⓙ Ⓣ ⓕ Ⓢ 5) The receiver of the telegram was a PhD student before receiving the telegram.
- Ⓙ Ⓣ ⓕ Ⓢ 6) There is a road named Faraday in Canada.
- Ⓙ Ⓣ ⓕ Ⓢ 7) The first name of the receiver of the telegram is Ken.
- Ⓙ Ⓣ ⓕ Ⓢ 8) The receiver of the telegram is Japanese.
- Ⓙ Ⓣ ⓕ Ⓢ 9) The phone number of the receiver of the telegram is 604-555-1986.
- Ⓙ Ⓣ ⓕ Ⓢ 10) This telegram was sent on a very good occasion.
- Ⓙ Ⓣ ⓕ Ⓢ 11) The telegram consists of four sentences.
- Ⓙ Ⓣ ⓕ Ⓢ 12) Nothing has been emphasized in the telegram.
- Ⓙ Ⓣ ⓕ Ⓢ 13) The receiver of the telegram works in Ontario Province, Canada.
- Ⓙ Ⓣ ⓕ Ⓢ 14) The sender of the telegram has sent it on behalf of a group of people.
- Ⓙ Ⓣ ⓕ Ⓢ 15) CKR is a medical institute.
- Ⓙ Ⓣ ⓕ Ⓢ 16) There is a street named King in Ontario Province in Canada.
- Ⓙ Ⓣ ⓕ Ⓢ 17) Toronto is a city located in Ontario Province.
- Ⓙ Ⓣ ⓕ Ⓢ 18) The sender of the telegram is a she.
- Ⓙ Ⓣ ⓕ Ⓢ 19) Oulette is the person who has sent the telegram.
- Ⓙ Ⓣ ⓕ Ⓢ 20) The phone number of the CKR institute is 416-555-7202
- Ⓙ Ⓣ ⓕ Ⓢ 21) CA is the abbreviation used by the people of Canada to refer to their country when they address a letter, a telegram, etc.
- Ⓙ Ⓣ ⓕ Ⓢ 22) This telegram is an international one. That is, it is a cable.
- Ⓙ Ⓣ ⓕ Ⓢ 23) In Canada, telegrams can be used as documents in courts of law.
- Ⓙ Ⓣ ⓕ Ⓢ 24) There are two methods of sending telegrams in Canada.
- Ⓙ Ⓣ ⓕ Ⓢ 25) Telegram numbers in Canada consist of eleven digits.



SAMPLE TELEGRAM 2

MASN48 NEW YORK

I AM DEARLY SORRY TO HAVE MISSED YOUR WEDDING PARTY **STOP** I LOOK FORWARD TO WATCHING YOUR CONTINUED DEVELOPMENT **STOP** I AM IN MY NEW VILLA IN SASKATOON BY FEB TEN REPEAT FEB TEN **STOP** COME OVER ANY TIME YOU LIKE

JACK35 HONG KONG

Now answer questions 26 to 35

- (t) (f) (i) 26) The sender of the telegram has sent it from New York.
- (t) (f) (i) 27) The receiver of the telegram has received it in Hong Kong.
- (t) (f) (i) 28) There is a place called Saskatoon in Hong Kong.
- (t) (f) (i) 29) The telegram consists of five sentences.
- (t) (f) (i) 30) This telegram can be changed into a letter that consists of only three body paragraphs.
- (t) (f) (i) 31) Two points have been emphasized in the telegram.
- (t) (f) (i) 32) The telegram has been sent to a newly-wed couple.
- (t) (f) (i) 33) The sender of the telegram has meant it as a letter of apology.
- (t) (f) (i) 34) The telegram has been sent in the online form through the Internet.
- (t) (f) (i) 35) The sender of the telegram is 35 years old.

SAMPLE TELEX 1

3214 RPV 23

CARGO SPACE SS FORTUNA AVEIXXXX AVAILABLE CONFOXXXXX CONFIRM SHIP SAILS FEB TEN FAIR IS FIFTEEN POUNDS STERLING PER CUBIC METER OF CARGO SEND DOCUMENTS SOONEST

LLOYDSSHIPCO LONDON

FEB TEN FIFTEEN POUNDS STERLING ++?

Now answer questions 36 to 40

- (t) (f) (i) 36) The sender of the telex is engaged in shipping business.
- (t) (f) (i) 37) The receiver of the telex has received it in London.
- (t) (f) (i) 38) There are two errors in the telex.
- (t) (f) (i) 39) The answer back is 3214 RPV 23.
- (t) (f) (i) 40) The sender of the telex has emphasized two points but has requested no reply.





PART TWO: RECOGNITION OF INTERNATIONAL STANDARDS

The following are internationally-recognized standard codes regularly used in letters, faxes, telexes, and telegrams. Indicate your knowledge of them by matching each code with its meaning. Two examples are provided for you. (NB: There are more meanings than codes.)

CODE		YOUR ANSWER		MEANING OF CODE
e.g.	XXXXX	R	A	Paper, Out of paper
41)	BK		B	What is the charge
42)	CFM		C	Absent subscriber, Office closed
43)	COL		D	Confirm
44)	CRV		E	No circuits available
45)	NA		F	Enclosure
46)	SVP		G	I cut off
47)	EEE		H	Cost, Freight, Insurance
48)	TPR		I	How do you receive
49)	PPR		J	Out of order
50)	TAX		K	Free on Board
e.g.	YNR?	W	L	Collation, Please collate
51)	ABS		M	Per Pro
52)	MNS		N	Delivered
53)	NC		O	Error
54)	BCC		P	Correspondence not permitted
55)	PP		Q	Invalid Service Text
56)	CC		R	Error
57)	Enc.		S	Please
58)	CIF		T	Teleprinter
59)	FOB		U	Carbon Copy
60)	FOR		V	You may transmit
			W	What is your telex number?
			X	Minutes
			Y	Blind Carbon Copy
			Z	Free on Rail



PART THREE: WRITING PRACTICE

Use the content of sample telegram 1 on page 1 to write a letter. Write your letter in the box below. The emblem within the box guides you. You can also use the back of this page if you prefer so.

