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COMPANY PROFILE

'Dotwin Web Services' is a digital marketing company that is mainly into Website Content Writing. We deliver high-quality content that have over the years proven to be very useful and helpful to our clients and their online businesses.

Our commitment to working smarter and harder is the reason why our team has exponentially grown, while at the same time expanding into different verticals. Apart from content writing, we are also into Internet Marketing, Website Design & Development and Domain Name Consultation & Sales.

We are happy to have you onboard!

What is Content Writing?

Content writing is a form of online writing which appears on websites of companies and blogs. It involves writing Articles, Blog Posts, Newsletters, Press Releases, eBooks, Product Reviews, etc.

Writing is a skill that is required in all the spheres of life. Like all other skills writing also requires you to practice for mastering it. Right training is all you need to acquire the writing skills.

What is the role of a Content Writer?

Content writers are professional writers who produce informative, engaging content for use online. They're Internet-savvy individuals who create articles, blog posts, and other forms of written Web material. A content writer should be able to convey information, thoughts and instructions in short, structured sentences.

Content writers work according to the brief provided by clients. This brief will define their task and requirements. The job of the Content Writer is to turn this brief into a finished product which becomes part of the target webpage (or blog).

A good writer should proofread his/her own work and make sure the content they deliver is error free.

Nature of the Job

This job will mainly suit individuals who are passionate about writing. You need to improve your English vocabulary and the style of writing by taking online tests.

You will be expected to write on a wide range of topics (*Yoga, Gaming, Computers & Technology, Weight Loss, Gardening, Health, Self Improvement, Insurance, Book/Product Reviews, News, Smartphone Reviews, Relationships, Travel, etc.*) on a regular basis.

We will give you the topics/keywords. All you need to do is research online on the topic given, find relevant information, read/understand and write an article of 300 or 400 or 500 words (according to the requirements) in your own words, in flawless English without any grammar, spelling or sentence construction mistakes.

Let's take a look at a couple of sample requirements:

Requirement 1: Write a 600 word blog post on the topic "Exercises to lose belly fat soon"

Here's a good article: http://comparecamp.com/10-simple-exercises-to-reduce-belly-fat-at-home/

(Format: A short introduction, 10 points to help people reduce fat, a short conclusion)

Requirement 2: Write a 500 word article on the topic "5 yoga poses for beginners"

You need to come up with something like this - https://yoga.com/article/5-yoga-poses-for-beginners

(Format: A short intro, describing the 5 poses and a short conclusion)

---------- INSTRUCTIONS FOR WRITTEN TEST ----------

The written test consists of 45 questions and 1 writing exercise.

Questions: 1 to 45

Each question has multiple choices. Pick the correct answer and write down the option number in a Microsoft WORD or EXCEL document. (Each question will have only ONE right answer).

Writing Exercise:

This is to test your researching skills, vocabulary and writing ability. (Please do not copy-paste the content directly from websites as plagiarized content is not acceptable)

HOW TO WRITE THE TEST?

Please open a Microsoft WORD document and write your answers in this format:

1. 1
2. 4
3. 2
4. ..... and so on.

You can write the sample/test article in the same MS WORD document.

Send the completed document to this email ID: **JOBS@DOTWIN.XYZ**

Please include the following details in your mail:

- Your Name
- Your Resume (if any)
- Contact Number
- Experience in writing (if any)
- How many days a week you can write
- How many words you can write per day
- Topics you can / cannot write on
- Any other information you'd like to share

1. SPELLING TEST

1. Choose the CORRECT spelling of the word from the options below.

Answers:

1. Persue
2. Parsue
3. Perseu
4. Pursue

2. Choose the CORRECT spelling of the word from the options below.

Answers:

1. accuum
2. Vacuum
3. acumm
4. Vaccum

3. Choose the CORRECT spelling of the word from the options below.

Answers:

1. Forfiet
2. Forfeit
3. Forefeit
4. Fourfit

4. Choose the correct INCORRECT spelling from the options below.

Answers:

1. Accomodation
2. Assassination
3. Lieutenant
4. Millennium

5. Identify the MISSPELLED word in the list below.

Answers:

1. Rhythmical
2. Reminiscence
3. Rheumatism
4. Resevoir

6. Complete the following sentence by choosing the CORRECT spelling of the missing word.

Mrs. Baker took her _____ class on a field trip to the zoo.

Answers:

1. kindergarden
2. kindegarten
3. kindergarten
4. kindegarden

7. Choose the CORRECT spelling of the word from the options below.

Answers:

1. Embarassment
2. Embrassement
3. Embarrasment
4. Embarrassment

8. Choose the CORRECT spelling of the word from the options below.

Answers:

1. Bureaucrasy
2. Buroucracy
3. Bureaucracy
4. Beuraucracy

9. Complete the following sentence by choosing the CORRECT spelling of the missing word.

Clara the cat simply chose to ignore the _____ of our dog.

Answers:

1. existence
2. existance
3. existense
4. existanse

10. Choose the CORRECT spelling

Answers:

1. complecated
2. recommened
3. entrepreneur
4. grammer
5. consonents

2. PRONOUNS

11. Choose the series of pronouns that best completes the following sentence.

Victor, who stole _____ ideas and used them to make _____ a millionaire, never once offered _____ a word of thanks.

Answers:

1. our, himself, we
2. their, them, himself
3. your, us, you
4. our, himself, us

12. Choose the series of pronouns that best completes the following sentence.

Don't _____ think Larry should call _____ wife if _____ is going to be late for dinner?

Answers:

1. you, his, he
2. we, your, his
3. he, his, he
4. you, his, himself

13. Which of the following sentences illustrates INCORRECT pronoun usage?

Answers:

1. The wet dog shook itself off, wagged its tail, and proceeded on its way.
2. Don't take the silver goblet out of its protective case or you'll ruin it.
3. You should wear that jacket to their wedding because it's the nicest one you have.
4. It's not too late to answer their ad for a waitress, is it?
5. None of the above

3. ARTICLES & CONJUNCTIONS

14. Choose the series of articles and conjunctions that best completes the following sentence.

Julia, who is studying to be _____foreign correspondent, is currently doing _____ internship in _____ Middle East _____ will return before the end of _____ year.

Answers:

1. (no article required), an, the, but, the
2. the, a, the, however, a
3. a, an, (no article required), yet, a
4. a, an, the, but, the

15. Choose the series of articles and conjunctions that best completes the following sentence.

Neither we _____ Tim, our neighbor, could understand _____ it had been our dog Rover or Tim's cat's kittens _____ had destroyed all the flower beds in the middle of _____ night.

Answers:

1. or, if, who, the
2. nor, whether, that, the
3. and, whether, than, a
4. nor, if, that, a

16. Choose the series of articles and conjunctions that best completes the following sentence.

I think Fran could be _____ great public speaker, _____ she is still too shy to try it.

Answers:

1. the, although
2. an, however
3. a, but
4. a, and

17. Which of the following sentences does NOT illustrate proper usage of articles and conjunctions?

Answers:

1. I thought about keeping an orangutan as a pet; however, my apartment complex does not allow exotic animals on the premises.
2. Bertha decided to change a locks of her house after burglars stole a computer and an oil painting.
3. After thinking about the problem for half an hour, Glen finally came up with a perfect solution.
4. Arlene loves nature and the outdoors in general, yet she spends most of her time inside because of her job.

4. COMMAS

18. Which of the following sentences illustrate(s) the proper use of commas?

Answers:

1. Randy wanted to end the meeting, but Amy wanted to prolong it.
2. After pouring herself a glass of water in silence, Nicky answered my question.
3. The committee, which had failed to come to a consensus decided to meet again on Tuesday.
4. Mr. Bridges is never home on the weekends, he always goes to his home in the country.
5. (1) and (2)
6. All of the above

19. Which of the following sentences illustrate(s) the proper use of commas?

Answers:

1. I need, sugar, butter, and eggs from the grocery store.
2. I need sugar, butter, and eggs, from the grocery store.
3. I need: sugar, butter, and eggs from the grocery store.
4. I need sugar, butter, and eggs from the grocery store.

20. Which of the following sentences illustrate(s) the proper use of commas?

Answers:

1. Although, you may be right I cannot take your word for it.
2. Although, you may be right, I cannot take your word for it.
3. Although you may be right, I cannot take your word for it.
4. Although you may be right I cannot take your word for it.

21. Which of the following sentences illustrate(s) the proper use of commas?

Answers:

1. She finished her work, and then took a long lunch.
2. She finished her work and then took a long lunch.
3. She finished her work, and then, took a long lunch.
4. She finished her work and then, took a long lunch.

5. SENTENCE CONSTRUCTION

22. Change the following sentence from a quotation to indirect speech.

”I’m not feeling well,” Agatha said.

Answers:

1. Agatha has said that she doesn’t feel well.
2. According to Agatha, she isn’t feeling well.
3. Agatha said she wasn't feeling well.
4. Agatha says she isn’t feeling well.

23. Change the following sentence from a quotation to indirect speech.

Rhonda says, “I get to work early every day.”

Answers:

1. Rhonda said she gets to work early every day.
2. Rhonda says she gets to work early every day.
3. Rhonda has said that she got to work early every day.
4. Rhonda says she had gotten to work early every day.

24. Identify the correct sentence that makes sense.

Answers:

1. Whenever I always phone on my friend to speak, I can’t spend the time with him.
2. Whenever I spend time on the phone to him, I can’t always speak with my friend.
3. Whenever I speak to him, I can’t always spend time with my friend on the phone.
4. Whenever I can’t speak to him on the phone, I always spend time with my friend.
5. Whenever I can't spend time with my friend, I always speak to him on the phone.

6. PREOPOSITIONS

25. Choose the series of prepositions that best completes the following passage.

Although Marvin said he had hidden the keys _____ the flower pot, we were unable to find them _____ the dark. In the end, we waited for him at the coffee shop _____ the corner.

Answers:

1. in, with, at
2. under, in, around
3. around, at, on
4. beside, from, around.

26. Choose the series of prepositions that best completes the following sentence.

Jeremy drove his motorcycle _____ the bridge, _____ the hill, and _____ the diner before finally parking it _____ two police cars.

Answers:

1. beside, among, behind, near
2. beneath, over, under, on
3. across, down, past, between
4. under, around, through, into

27. Choose the series of prepositions that best completes the following sentence.

The deer ran quickly _____ the trees, its hooves pounding _____ the forest floor.

Answers:

1. amid, from
2. over, at
3. through, on
4. throughout, on

7. VERBS

28. Choose the verb that best completes the following sentence.

Do you know if Harlon _____Japanese before moving to Japan?

Answers:

1. has been studying
2. has studied
3. will have been studying
4. will be studying

29. Which of the following sentences illustrates correct verb and verb tense usage?

Answers:

1. Until the snow is melting, the train is not able to move.
2. Until the snow does not melt, the train will not be able to move.
3. Until the snow melts, the train will not be able to move.
4. Until the snow will melt, the train will not be able to move.

30. Choose the series of verbs that best completes the following passage.

"I heard you _____ much better since you _____ that medication," said Randolph. "Not really," _____ Monica. "Now my insomnia _____ by nightmares."

Answers:

1. were sleeping, took, replied, was replaced
2. had been sleeping, start to take, replies, is replaced
3. were sleeping, started to take, replied, is replaced
4. have been sleeping, started taking, replied, has been replaced

31. Read the following question and choose the response that uses the correct corresponding verb tense.

Did you see the show last night?

Answers:

1. No, because by the time I got there all the tickets had already been sold.
2. Yes, and it was one of the best shows I had ever seen.
3. Yes, but my seat was behind a pole so I couldn't barely see anything.
4. No, but I am hope to see it tonight.

32. Choose the series of adjectives and adverbs that best completes the following sentence.

While _____ of our relatives live on the _____ hill in the county, _____ of our friends live in the _____ _____ areas of the valley.

Answers:

1. more, windy, many, most, protection
2. most, windier, more, most, protective
3. many, windiest, most, more, protected
4. many, winding, more, most, protected

33. Which of the following sentences does NOT illustrate correct verb and verb tense usage?

1. Frank and Marjorie have opened a new chocolate shop on the corner.
2. By the time I get there, all the best candy will have been eaten already.
3. They was going to sell pastries as well, but then decided against it.
4. Have you ever wondered how many jelly beans there are in the world?

8. SUBJECT-VERB AGREEMENT

34. The price of these jeans _____ reasonable.

Answers:

1. is
2. are

35. Bread and butter _____ our daily food.

Answers:

1. is
2. are

36. The famous singer and composer _____ arrived.

Answers:

1. has
2. have

37. The quality of the candies _____ poor.

Answers:

1. is
2. are

38. Neither his father nor his mother _____ mojang.

Answers:

1. play
2. plays

39. Most of the milk _____ gone bad.

Answers:

1. has
2. have

40. Gold, as well as Platinum, _____ recently risen in price.

Answers:

1. has
2. have

41. Fifty miles _____ a long distance.

Answers:

1. is
2. are

42. You should decide which one of the three choices A, B, or C best _____ the question.

Answers:

1. answer
2. answers

43. Several of the children _____ painting the wall with their fingers.

Answers:

1. was
2. were

44. Each and every student and instructor in this building_____ for a new facility by next year.

Answers:

1. hope
2. hopes

45. Each of my children _____ a story.

Answers:

1. tell
2. tells

9. WRITING EXERCISE

1. This exercise is to test your ability to Research and Write in your own words.

Write an informative article of 400 words (in MS word) in your own words. You can research, refer a few good websites, read and then write.

Title: "What are the advantages of Induction Cooking?"

Write a short intro about induction cooking. Discuss 3-5 advantages in small paragraphs (one subheading/paragraph per advantage). Finish the article with a small conclusion.

Note: Proofread your content.