

Question No : 1 of 17

Marks: 1 (Budgeted Time 1 Min)

Which of the following is NOT the part of a document?

Answer (Please select your correct option)

☐ Background

☐ Theory

☐ Materials

☐ Specifications

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Question No : 2 of 17

Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

Which of the following is the first thing you must consider while writing a resume?

Answer (Please select your correct option)

☐ Defining your objectives

☐ Planning your objectives

☐ Evaluating your objectives

☐ Revising your objectives

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Question No : 3 of 17

Marks: 1 (Budgeted Time 1 Min)

A memorandum is a brief, informal report used to establish a.....

Answer (Please select your correct option)

☐ phenomenon

☐ record

☐ process

☐ method

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Question No : 4 of 17

Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

The first goal in writing a business letter is to get the recipient's.....

Answer (Please select your correct option)

☐ Trade

☐ Services

☐ Attention

☐ Address

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Question No : 5 of 17

Marks: 1 (Budgeted Time 1 Min)

Which one of the following options use Salutations?

Answer (Please select your correct option)

☐ Memorandums

☐ Letters

☐ Informal speech

☐ Proposals

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Question No : 6 of 17

Marks: 1 (Budgeted Time 1 Min)

Which one of the following presents supporting data before the main idea?

Answer (Please select your correct option)

☐ Business plan

☐ Direct plan

☐ Indirect plan

☐ Successful plan

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Question No : 7 of 17

Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

One fundamental principle of effective writing is to put the key information:

Answer (Please select your correct option)

- ☐ at the beginning
- ☐ in the end
- ☐ in the middle
- ☐ None of the Above

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Question No : 8 of 17

Marks: 1 (Budgeted Time 1 Min)

What is the first task in planning a Report?

Answer (Please select your correct option)

- ☐ Defining the purpose
- ☐ Identifying the sequence in which tasks should be performed.
- ☐ Preparing a work plan
- ☐ None of the above

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Question No : 9 of 17

Marks: 1 (Budgeted Time 1 Min)

Which of the following is used to influence audiences' thoughts and actions?

Answer (Please select your correct option)

- ☐ Influential speaking
- ☐ Persuasive speaking
- ☐ Informative speaking
- ☐ Significant speaking

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Question No : 10 of 17

Marks: 1 (Budgeted Time 1 Min)

----- develops by applying socially accepted manners in spite of the mechanical insertion of 'please' and 'thank you'.

Answer (Please select your correct option)

☐ Consideration

☐ Politeness

☐ Respect

☐ Civility

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Question No : 11 of 17

Marks: 2 (Budgeted Time 4 Min)

When does an electronic message suit you?

Answer (Please [click here](#) to Add Answer)

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Question No : 12 of 17

Marks: 2 (Budgeted Time 4 Min)

Concise the following statement using clarity.

I am pleased to inform you that after deliberating the matter carefully, our personnel committee has recommended you for appointment as a staff accountant.

Answer (Please [click here](#) to Add Answer)

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Question No : 13 of 17

Marks: 3 (Budgeted Time 6 Min)

How far is the element of 'Scheduling' important in planning a Business Message?

Answer (Please [click here](#) to Add Answer)

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Question No : 14 of 17

Marks: 3 (Budgeted Time 6 Min)

How can we close Positive Messages in a courteous way ?

Answer (Please [click here](#) to Add Answer)

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Question No : 15 of 17

Marks: 5 (Budgeted Time 10 Min)

What are the benefits of a well organized message?

Answer (Please [click here](#) to Add Answer)

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Question No : 16 of 17

Marks: 5 (Budgeted Time 10 Min)

How do Active and Passive Voice help to make the message effective? Elaborate with examples.

Answer (Please [click here](#) to Add Answer)

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Question No : 17 of 17

Marks: 5 (Budgeted Time 10 Min)

To approve the credit request, we have to use the direct approach, elaborate how can we do that?

Answer (Please [click here](#) to Add Answer)

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