

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?

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?

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?

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?

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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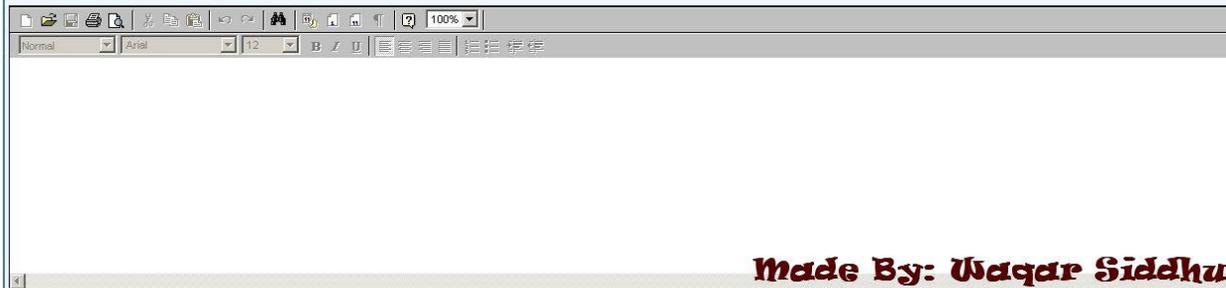
Question No : 12 of 17

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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