

**MCM301 - Communication skills**

**(Quiz-4)**

**Most Important Mcqs Final term**

# Ifraheem Hussain

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Question # 10 of 10 ( Start time: 10:43:31 AM, 08 July 2025 )

Total Marks: 1

While writing a letter to inquire about the people, one should keep in mind all of the following, except:

Select the correct option

- |                                  |  |
|----------------------------------|--|
| <input type="radio"/>            | Respect human rights, both legal and moral |
| <input type="radio"/>            | Structure the questions around the job     |
| <input type="radio"/>            | Ask only for info related to the job       |
| <input checked="" type="radio"/> | Stress unrelated information/ facts        |

[Click to Save Answer & Move to Next Question](#)

Question # 9 of 10 ( Start time: 10:42:54 AM, 08 July 2025 )

Total Marks: 1

All of the following suggestions help improve the effectiveness of the opening paragraph EXCEPT:

Select the correct option

- |                                  |  |
|----------------------------------|--|
| <input type="radio"/>            | Keep the beginning paragraph fairly short.                 |
| <input checked="" type="radio"/> | Make sure the beginning is inappropriate for the situation |
| <input type="radio"/>            | Use a fast-start beginning rather than a slow beginning.   |
| <input type="radio"/>            | Make sure the beginning is appropriate for the reader.     |

[Click to Save Answer & Move to Next Question](#)

Question # 8 of 10 ( Start time: 10:42:30 AM, 08 July 2025 )

Total Marks: 1

The letters written to book some place like room, hall etc are called:

Select the correct option

<input type="radio"/>	Claim letters
<input type="radio"/>	Informal social invitation letters
<input type="radio"/>	Order letters
<input checked="" type="radio"/>	Reservation letters

[Click to Save Answer & Move to Next Question](#)

Question # 6 of 10 ( Start time: 10:41:51 AM, 08 July 2025 )

Total Marks: 1

Which of the following is the characteristic of good news letter?

Select the correct option

<input type="radio"/>	Don't incorporate a you-viewpoint
<input type="radio"/>	Begin with explanatory details or information
<input checked="" type="radio"/>	Begin with good news
<input type="radio"/>	Use slow opening

[Click to Save Answer & Move to Next Question](#)

Question # 5 of 10 ( Start time: 10:41:30 AM, 08 July 2025 )

Total Marks: 1

Like all routine messages, routine requests have all of the following EXCEPT:

Select the correct option

<input type="radio"/>	An opening
<input type="radio"/>	A close
<input checked="" type="radio"/>	A center
<input type="radio"/>	A body

[Click to Save Answer & Move to Next Question](#)

Question # 4 of 10 ( Start time: 10:41:09 AM, 08 July 2025 )

Total Marks: 1

To begin a disappointed newsletter with a negative information, \_\_\_\_\_ a negative situation.

Select the correct option

<input type="radio"/>	Eases
<input type="radio"/>	Reduces
<input checked="" type="radio"/>	Complicates
<input type="radio"/>	Relieves

[Click to Save Answer & Move to Next Question](#)

Question # 3 of 10 ( Start time: 10:40:48 AM, 08 July 2025 )

Total Marks: 1

All of the following are achieved by adopting audience centered tone in a disappointing news message,EXCEPT:

Select the correct option

<input checked="" type="radio"/>	Destroying the receiver's pride
<input type="radio"/>	Remain well disposed toward your business
<input type="radio"/>	Understanding that, under the circumstances, your decision was fair and reasonable
<input type="radio"/>	Accepting that your disappointing-news represents a firm decision

[Click to Save Answer & Move to Next Question](#)

Question # 2 of 10 ( Start time: 10:40:31 AM, 08 July 2025 )

Total Marks: 1

Bpc is an abbreviation of which of the following?

Select the correct option

<input type="radio"/>	Blind paper copy
<input checked="" type="radio"/>	Blind person copy
<input type="radio"/>	Blind photo copy
<input type="radio"/>	Blind pasted copy

[Click to Save Answer & Move to Next Question](#)

Question # 1 of 10 ( Start time: 10:40:10 AM, 08 July 2025 )

Total Marks: 1

While writing a persuasive message, which kind of beginning will be more appropriate?

Select the correct option

- Begin with the catching proverb
- Begin with information that will catch the reader's attention
- Begin with the buffer
- Begin with detailed explanation

Click to Save Answer & Move to Next Question

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