

Question # 10 of 10 (Start time: 04:08:27 PM, 29 December 2021)

Complimentary close of a business letter is left aligned in ----- format.



Select the correct option

- AMS
 - modified-block
 - full-block
 - semi-block
- bc200410872 is presenting

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4:08 PM vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=c4b8bd4b-346f-4a5f-8dce-a78ca1ec1504

Question # 9 of 10 (Start time: 04:07:22 PM, 29 December 2021)

You have written an email with an update on Project X. What is an appropriate subject title?



Select the correct option

- Project X update
 - Stuff about project X
 - The news on Project X
 - About Project X
- bc200410872 is presenting

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Click to Save Answer & Move to Next

Question # 8 of 10 (Start time: 04:06:52 PM, 29 December 2021)

_____ is the best for informational meetings, ineffective for negotiation and efficient alternative to a face-to-face



Select the correct option

- video tape
- Teleconferencing
- Groupware
- Computer conferencing

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Question # 7 of 10 (Start time: 04:06:23 PM, 29 December 2021)

No salutation or complimentary close is used in ----- style of business letters.

Select the correct option

- semi-block
- full-block
- modified-block
- AMS

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A mobile control panel overlay is positioned on the right side of the screen. It features two vertical sliders for volume control, a music note icon, a telephone handset icon, and a gear icon for settings. The panel is semi-transparent and partially obscures the background content.

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Click to Save Answer & Move to Next

Ethical communication is characterized by _____.

b

Select the correct option

- rights violation
 - biases
 - honesty
 - exaggeration
- bc200410872 is presenting

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Click to Save Answer & Move to Next

Question # 3 of 10 (Start time: 04:04:39 PM, 29 December 2021)

Keeping in mind the basic components of an email system, fill in the following blank with the correct option.

Each email system uses a _____ that describes the structure of the message.



Select the correct option

- board
- all of the above
- page
- protocol

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Question # 2 of 10 (Start time: 04:04:02 PM, 29 December 2021)

In ----- format of business letter writing, reader's name is used in the first and the last sentence.



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Select the correct option

- semi-block
- full-block
- AMS
- modified-block

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Question # 9 of 10 (Start time: 04:02:07 PM, 29 December 2021)

Which of the following aims at gathering specific information?

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Select the correct option

- | | |
|----------------------------------|-----------------------|
| <input type="radio"/> | Letter of claim |
| <input checked="" type="radio"/> | Letter of information |
| <input type="radio"/> | Letter of inquiry |
| <input type="radio"/> | Letter of request |

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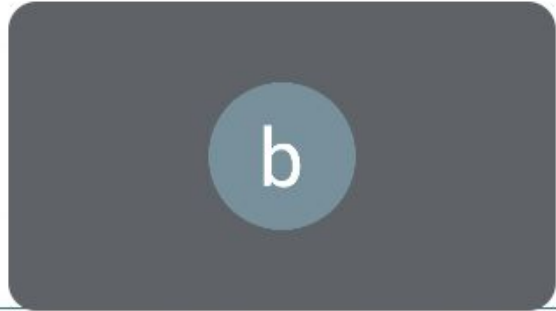




Question # 8 of 10 (Start time: 04:01:52 PM, 29 December 2021)

Keeping in mind the degrees of formalities used in business conversation, fill in the following blank:

Sir, Madam are _____ salutations.



Select the correct option

<input type="radio"/>	formal
<input checked="" type="radio"/>	most formal
<input type="radio"/>	less formal
<input type="radio"/>	informal

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Which of the following are examples of oral communication?



Select the correct option

- Reports, presentations and performance reviews.
- Meetings, memos and performance reviews.
- Meetings, presentations and performance reviews.
- Meetings, memos and presentations.

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Question # 5 of 10 (Start time: 04:00:24 PM, 29 December 2021)

----- enables a supervisor to manage work flow via individual computers instead of physically moving from



Select the correct option

- Groupware
- Videotape
- Teleconferencing
- Computer conferencing

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Question # 4 of 10 (Start time: 03:59:41 PM, 29 December 2021)

Complimentary close of a business letter is left aligned in ----- format.



Select the correct option

<input type="radio"/>	AMS
<input type="radio"/>	semi-block
<input type="radio"/>	modified-block
<input checked="" type="radio"/>	full-block

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Question # 10 of 10 (Start time: 03:56:25 PM, 29 December 2021)

The ----- of a letter may include information about the message composer, the typist and sometimes word processing data.



Select the correct option

- reference section
- postscript
- enclosure
- complimentary close

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Question # 1 of 10 (Start time: 03:58:32 PM, 29 December 2021)

Checking the final copy to make sure that it is free from errors is _____.



Select the correct option

- composing
- proof reading
- editing
- revising

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Question # 3 of 10 (Start time: 03:58:54 PM, 29 December 2021)



Written messages to persons outside the organization are _____ letters.



Select the correct option

- sales
- apology
- inquiry
- business

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Question # 4 of 10 (Start time: 03:51:59 PM, 29 December 2021)

Superiors channeling information to subordinates is an example of _____.



Select the correct option

- downward communication
- horizontal communication
- vertical communication
- upward communication

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Click to Save Answer & Move to Next Question

Question # 7 of 10 (Start time: 03:52:47 PM, 29 December 2021)



'MA/na' is the way to represent:



Select the correct option

- Postscript
- Complementary close
- Reference section
- Copy notation

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Question # 9 of 10 (Start time: 03:54:27 PM, 29 December 2021)

Choose the correct option.
A private network, set up within an organization that operates over the internet and may be used to link geographically remote sites is called



Select the correct option

<input checked="" type="radio"/>	False
<input type="radio"/>	True

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Click to Save Answer & Move to Next Question

Question # 3 of 10 (Start time: 03:50:49 PM, 29 December 2021)

Mark the following as True or False.
Dear Sir, Dear Madam, and My dear Mr. Khan are less formal salutations.



Select the correct option

<input type="radio"/>	False
<input checked="" type="radio"/>	True

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Click to Save Answer & Move to Next Question

Question # 2 of 10 (Start time: 03:50:31 PM, 29 December 2021)

Which of the following is the optional part of a letter?



Select the correct option

- Attention line
- Reference section
- Inside address
- Salutation

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Click to Save Answer & Move to Next Question

Question # 1 of 10 (Start time: 03:49:05 PM, 29 December 2021)

The enclosure notation in a business letter represents _____.



Select the correct option

- that the letter needs further editing
- that the letter is not complete
- that some information is excluded from the letter
- that there is something else besides the letter included in the envelope

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Click to Save Answer & Move to Next Question

Question # 10 of 10 (Start time: 03:47:23 PM, 29 December 2021)

Which of the following is the standard part of a letter?



Select the correct option

- Enclosure(s)
- Subject line
- Salutation
- Attention line

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Question # 9 of 10 (Start time: 03:45:50 PM, 29 December 2021)

Which of the following are examples of oral communication?



Select the correct option

- Meetings, presentations and performance reviews.
- Meetings, memos and presentations.
- Meetings, memos and performance reviews.
- Reports, presentations and performance reviews.

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Click to Save Answer & Move to Next Question

Question # 8 of 10 (Start time: 03:45:30 PM, 29 December 2021)

In ----- format of business letter writing, subject and writer's name are typed in capitals.



Select the correct option

- semi-block
- full-block
- modified-block
- AMS

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3:44 PM

Quiz

manuscripts mean - Google Search

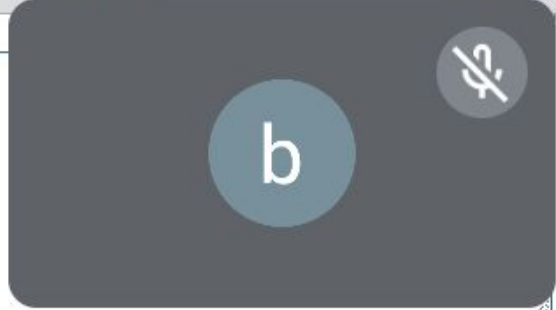


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Apps IDM 6.25 build 15 F... CrackingPatching -... LMS DigSkills | Lear... Visiting Card How much money... codster - Google Se... codecanyon - Goo... Reading list

Question # 7 of 10 (Start time: 03:44:21 PM, 29 December 2021)

In Block format: the part of the business letter that follows the date is _____.



Select the correct option

- 'Return address'
- 'Complimentary closing'
- 'Inside address'
- 'Salutation'

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Click to Save Answer & Move to Next Question



21°C 3:45 12/29/2021

Question # 4 of 10 (Start time: 03:42:38 PM, 29 December 2021)

Which of the following is NOT the strategy for a good online writing style?



Select the correct option

- Use emotional response.
- Remove ambiguous and unnecessary words.
- Avoid slang.
- Use the active voice.

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Which of the following aspect denotes the necessary research and organizing ideas?



Select the correct option

- Manuscript
- None of them
- Report production
- Informal letter

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Voice mail is useful because



Select the correct option

- It solves time-zone difficulties
- All of the above
- It is especially useful for good will and other positive messages
- It is most effective for short messages

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Click to leave Any...



Type here to search



21°C

'Dear Sara' comes under the category of ----- style of salutation.



Select the correct option

- less formal
- friendly
- most formal
- formal

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Question # 6 of 10 (Start time: 03:33:50 PM, 29 December 2021)



In _____ punctuation no line of heading or inside address is punctuated



Select the correct option

- Standard
- Semi closed
- Open
- Close

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21°C

Question # 3 of 10 (Start time: 03:31:15 PM, 29 December 2021)



In ----- heading, date, complimentary close and signature sections are placed so that they end near the right-hand margin



Select the correct option

full block format

AMS

all of the above

modified block format

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A(n) ----- is included to remind the reader to check for the additional pages of information.



Select the correct option

- copy notation
- attention line
- enclosure
- postscript

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Question # 5 of 10 (Start time: 03:33:21 PM, 29 December 2021)



Attention line is written between the inside address and salutation two spaces below and above respectively.



Select the correct option

False

True

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Click to Save Answer



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Windows taskbar with icons for Start, Search, Task View, Edge, File Explorer, Mail, WhatsApp, Teams, and a red 'S' icon. System tray shows 21°C and a notification icon.

Question # 10 of 10 (Start time: 03:28:45 PM, 29 December 2021)

In business message composition,_____ is the way you use words to achieve a certain overall impression.



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Select the correct option

- tone
- rhythm
- style
- rhyme

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Click to Save Answer & Move to Next Question



In _____ punctuation no line of heading or inside address is punctuated. A comma is placed after salutation and complimentary close.



Select the correct option

- Standard
- None of the above
- Open
- Close

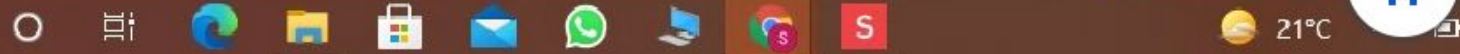
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Click to Save Answer



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21°C

Keeping in mind the 'punctuation styles', fill in the following blank:

In _____ punctuation, parts of heading, date, inside address, salutation and complimentary close are punctuated

b

Select the correct option



open



all of the above



standard



close

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Click to Save Answer



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Question # 7 of 10 (Start time: 03:27:16 PM, 29 December 2021)

There are _____ styles in fashion to write a business letter

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Select the correct option

- 4
- 7
- 6
- b

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Click to Save Answer & Move to Next Question

Question # 8 of 10 (Start time: 03:27:40 PM, 29 December 2021)

Checking the final copy to make sure that it is free from errors is _____.



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Select the correct option

- revising
- proof reading
- editing
- composing

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Click to Save Answer & Move to Next Question

Optional parts of a business letter are ----- in number.



Select the correct option

- 4
- 6
- 2
- 8

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Click to Save Answer & Move to Next Question

Question # 4 of 10 (Start time: 03:24:36 PM, 29 December 2021)

----- is written between the inside address and salutation two spaces below and above respectively.



Select the correct option

- Attention line
- Date
- Subject line
- Heading

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Question # 5 of 10 (Start time: 03:25:15 PM, 29 December 2021)

Subject line is one of the ----- parts of a business letter.



Select the correct option

- optional
- elementary
- standard
- simple

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Click to Save Answer & Move to Next Question



Question # 6 of 10 (Start time: 03:26:23 PM, 29 December 2021)

The complimentary close is placed _____ below the last line of a letter's body.



Select the correct option

- three spaces
- two spaces
- one space
- four spaces

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Click to Save Answer & Move to Next Question

Subscribers to electronic mail services are called



Select the correct option

- Agents
- Users
- Messengers
- Customers

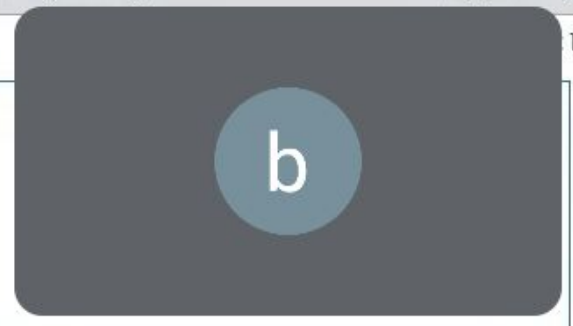
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Click to Save Answer & Mark Question Correct

Question # 1 of 10 (Start time: 03:22:06 PM, 29 December 2021)

Fill in the following blank with the appropriate option:
_____ means revising your message that is still in rough draft.



Select the correct option

- Proofreading
- Editing
- None of the above
- Both of the above

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Click to Save Answer & Move to Next Question

Question # 2 of 10 (Start time: 03:22:46 PM, 29 December 2021)

"It discourages the 'secondary' conversations, helps a participant to focus on a topic but prevents participants from sharing valuable information. The above trait is exhibited by:



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Select the correct option

- Fax
- Groupware
- Teleconferencing
- CD-ROM database

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Click to Save Answer & Move to Next Question

Question # 7 of 10 (Start time: 03:17:20 PM, 29 December 2021)

Which of the following is not a feature of a well-organized business letter?

b

Select the correct option

- Stating purpose clearly
 - Including all necessary information
 - Taking time to get to the point
 - Logical presentation
- friends forever

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Question # 8 of 10 (Start time: 03:17:55 PM, 29 December 2021)

Use of close punctuation, double spaces between two parts, and use of single space within the paragraph are the characteristic



Select the correct option

- semi block
- full block
- administrative management society
- modified-block

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Click to Save Answer & Mark as Correct

Question # 9 of 10 (Start time: 03:19:04 PM, 29 December 2021)

Keeping in mind the degrees of formalities used in business conversation, fill in the following blank:

Sir, Madam are _____ salutations.



Select the correct option

informal

most formal

formal

less formal

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Click to Save Answer & Mark as Correct



Question # 4 of 10 (Start time: 03:14:32 PM, 29 December 2021)

Paragraphs are developed through a series of unrelated sentences that provide details about the topic sentence.



Select the correct option

False

True

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Click to Save Answer & Move to Next Question





Question # 5 of 10 (Start time: 03:16:04 PM, 29 December 2021)

----- means connecting to a computer, network, or email program.



Select the correct option

- Log through
- Log out
- Log on
- Log down

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Question # 6 of 10 (Start time: 03:16:23 PM, 29 December 2021)

Identify the statement as 'True' or 'False'.
Full block format of a letter uses both open and closed punctuation.



Select the correct option

- True
- False

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Click to Save Answer & Move to Next Question



Question # 3 of 10 (Start time: 03:13:57 PM, 29 December 2021)

Standard parts of a letter are



Select the correct option

8

7

5

6

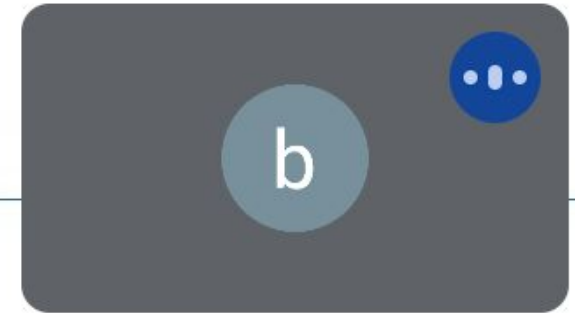
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Click to Save Answer & Mark as Correct



Which of the following are examples of written communication?



Select the correct option



Circulars and voicemail



Letters and voicemail



Presentations and email



Reports and email

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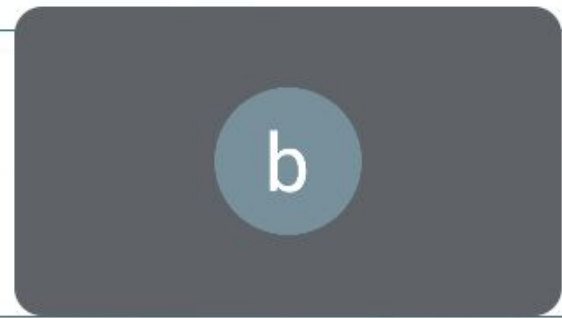




Total

Question # 2 of 10 (Start time: 03:12:58 PM, 29 December 2021)

In ----- format of business letter writing, subject and writer's name are typed in capitals.



Select the correct option

- semi-block
- modified-block
- AMS
- full-block

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