

Question # 1 of 10 ( Start time: 01:08:57 PM, 15 May 2019 )

Total Marks: 1

I \_\_\_\_\_ your gift if you let me pay for my lunch.

Select the correct option

except



accept



Question # 2 of 10 ( Start time: 01:09:47 PM, 15 May 2019 )

Total Marks: 1

The role of \_\_\_\_\_ is to provide information for the decision makers.

Select the correct option

- |                                  |                |    |
|----------------------------------|----------------|----|
| <input checked="" type="radio"/> | advisors       | // |
| <input type="radio"/>            | implementers   | // |
| <input type="radio"/>            | executives     | // |
| <input type="radio"/>            | office workers | // |

## Question # 3 of 10 ( Start time: 01:10:11 PM, 15 May 2019 )

Total Marks: 1

One fundamental ..... of effective writing is to put the key information at the beginning.

## Select the correct option

- |                                  |           |    |
|----------------------------------|-----------|----|
| <input type="radio"/>            | Case      | // |
| <input type="radio"/>            | Example   | // |
| <input checked="" type="radio"/> | Principle | // |
| <input type="radio"/>            | Situation | // |

## Question # 4 of 10 ( Start time: 01:11:18 PM, 15 May 2019 )

Total Marks: 1

Content words (nouns, verbs, adjectives, adverbs) have only denotative meanings.

Select the correct option

True



False



Question # 5 of 10 ( Start time: 01:13:17 PM, 15 May 2019 )

Total Marks: 1

\_\_\_\_\_ is important, not only because it genuinely improves the reader's ability to understand your material, but also because it gives the reader confidence in your ability to assert control over detail.

Select the correct option

- |                                  |               |    |
|----------------------------------|---------------|----|
| <input checked="" type="radio"/> | Consistency   | // |
| <input type="radio"/>            | Consideration | // |
| <input type="radio"/>            | Conciseness   | // |
| <input type="radio"/>            | Completeness  | // |

Question # 6 of 10 ( Start time: 01:14:16 PM, 15 May 2019 )

Total Marks: 1

Howard could not \_\_\_\_\_ the job.

Select the correct option

except

accept

## Question # 7 of 10 ( Start time: 01:14:52 PM, 15 May 2019 )

Total Marks: 1

Briefing, goodwill, information and report are part of ..... speaking.

## Select the correct option

- |                                  |             |    |
|----------------------------------|-------------|----|
| <input checked="" type="radio"/> | informative | // |
| <input type="radio"/>            | public      | // |
| <input type="radio"/>            | analytical  | // |
| <input type="radio"/>            | persuasive  | // |

## Question # 8 of 10 ( Start time: 01:16:19 PM, 15 May 2019 )

Total Marks: 1

The essence of decision making is\_\_\_\_\_

## Select the correct option

- |                                  |  |    |
|----------------------------------|--|----|
| <input checked="" type="radio"/> | Problem solving                          | // |
| <input type="radio"/>            | Choosing between alternatives            | // |
| <input type="radio"/>            | Developing alternative courses of action | // |
| <input type="radio"/>            | Monitoring                               | // |

## Question # 9 of 10 ( Start time: 01:17:57 PM, 15 May 2019 )

Total Marks: 1

Fill in the gap by adding suitable transitional word.  
I enjoy reading this new magazine. \_\_\_\_, it has good articles.

## Select the correct option

<input checked="" type="radio"/>	Moreover	//
<input type="radio"/>	Thus	//
<input type="radio"/>	However	//
<input type="radio"/>	Furthermore	//

## Question # 10 of 10 ( Start time: 01:18:53 PM, 15 May 2019 )

Total Marks: 1

Choose the correct option from the following:  
Style guides provide definite ..... for preparing a document.

## Select the correct option

<input checked="" type="radio"/>	Instructions	//
<input type="radio"/>	Purpose	//
<input type="radio"/>	Objective	//
<input type="radio"/>	Material	//