

For Routine, Good-News and Goodwill Messages, _____ is/are effective that pleases the reader or causes no particular reaction.

Select the correct option

none of the above

both direct and indirect approaches

indirect approach

direct approach

Choose the correct option.

Verbs and _____ are more concrete than adverbs and adjectives.

Select the correct option

Nouns

Pronouns

Prepositions

Articles

What is style in writing?

Select the correct option

Style is the use of affectation in writing.

Style is a system of using the most impressive words in longer sentences.

Style is writing with polish.

Style is the way of using words to achieve a certain tone or overall impression in writing.

The message senders need to assess their message from the eyes of the _____ to be sure that they have included all the relevant

Select the correct option

writers

receivers



employers

administrators

There are a number of elements to a/an _____ letter. Complete the statement

Select the correct option

- order
- business
- inquiry
- claim

_____ is the process of drafting your message; polishing it is a later step.

Select the correct option

- Composition
- Starting
- Completion
- Formulation

Which one of the following is an example of a nonverbal message?

Select the correct option

Yelling

Mumbling

Jargon

Eye contact

Choose correct article to fill in the blank.

Is your mother working in _____ old office building?

Select the correct option

the

no article

a

an

To decode a message is to:

Select the correct option

interpret a message

translate ideas into code

evaluate a message

reject a message

Preprinted stationery with an organization's logo and address is called:

Select the correct option

None of the above

Boilerplate

Letterhead

Special Stationery

----- without published agendas generally seem unfocused and unproductive.

Select the correct option

Letters

Meetings

Agendas

Memorandums



Choose the correct option from the following.

in _____ section of the application letter explain specifically why you are qualified for the job. Describe education, work experience and any other activity that display relevant talents.

Select the correct option

body

end matter

salutation

front matter

Choose correct article to fill in the blank.
Ben has _____ terrible headache.

Select the correct option

- a
- no article
- an
- the

which of the following is not a general purpose common to business communication?

Select the correct option

To collaborate

To persuade

To inform

To negotiate

Choose correct article to fill in the blank.

The tomatoes are 60 rupees _____ kilo.

Select the correct option

the

an

a

no article

Question # 8 of 10 (Start time: 08:33:55 AM, 21 May 2024)

Which of the following things are at the core of concreteness?

Select the correct option

- | | |
|-----------------------|------------------|
| <input type="radio"/> | Grammar |
| <input type="radio"/> | Punctuation |
| <input type="radio"/> | Spelling |
| <input type="radio"/> | All of the above |

English language is constantly changing; though _____ cannot keep up with rapid change, but still are the most useful resource for finding correct words

Choose the correct option

glossaries

thesauruses

books

dictionaries

Which one of the following is not a way of developing a paragraph?

Select the correct option

Comparisons and contrasts

Classifications

Clarification

Cause and effect

Question # 9 of 10 (Start time: 08:35:17 AM, 21 May 2024)

Which term from the following is used to describe type of audience?

Select the correct option

none of the above

fundamental

supplemental

primary

Select the right option to fill in the blank.
I like English _____ French very much.

Select the correct option

And

Or

While

Because