

# ENG201-Business and Technical English Writing (Quiz 4)

**Ifraheem Hussain**  
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Quiz Title:  
Reporting Dependency:  
ID:  
Start Date:  
15/05/2024 12:00 AM  
End Date:  
15/05/2024 03:00 PM  
Total Marks:  
10  
Quiz Status:  
Submitted:  
Submitted Date: 15/05/2024 04:04 PM  
Result:  
10

Previous results are available on demand  
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BC240424554: KIRAN RUKHSANA

Time Left 83  
sec(s)

ENG201 - Business and Technical English Writing (Quiz 4)

Quiz Start Time: 04:30 AM, 19 June 2025

Question # 1 of 10 ( Start time: 04:30:34 AM, 19 June 2025 )

Total Marks: 1

An indirect organizational plan is a technical way to express a bad news and helps us to avoid a \_\_\_\_\_.

Select the correct option

|                                  |                   |
|----------------------------------|-------------------|
| <input type="radio"/>            | buffer            |
| <input type="radio"/>            | fair decision     |
| <input checked="" type="radio"/> | blunt no          |
| <input type="radio"/>            | negative decision |

Click to Save Answer & Move to Next Question

BC240424554: KIRAN RUKHSANA

Time Left 81  
sec(s)

ENG201 - Business and Technical English Writing (Quiz 4)

Quiz Start Time: 04:30 AM, 19 June 2025

Question # 2 of 10 ( Start time: 04:30:49 AM, 19 June 2025 )

Total Marks: 1

Which of the following transitional markers shows 'additional details'?

Select the correct option

|                                  |             |
|----------------------------------|-------------|
| <input type="radio"/>            | Thus        |
| <input type="radio"/>            | Therefore   |
| <input checked="" type="radio"/> | Furthermore |
| <input type="radio"/>            | Because     |

Click to Save Answer & Move to Next Question

Question # 3 of 10 ( Start time: 04:31:07 AM, 19 June 2025 )

Total Marks: 1

Which one of the following is a specialized document prepared to share relevant information with the media?

Select the correct option

- |                                  |                |
|----------------------------------|----------------|
| <input type="radio"/>            | A letter       |
| <input type="radio"/>            | A memo         |
| <input type="radio"/>            | An e-mail      |
| <input checked="" type="radio"/> | A news release |

Click to Save Answer & Move to Next Question

Question # 4 of 10 ( Start time: 04:31:21 AM, 19 June 2025 )

Total Marks: 1

Which of the following is usually submitted in the form of a letter or memorandum?

Select the correct option

- Short reports
- Informational reports
- Interim progress reports
- Long reports

Click to Save Answer & Move to Next Question

Question # 5 of 10 ( Start time: 04:31:34 AM, 19 June 2025 )

Total Marks: 1

What is the most important implicit goal of a business document?

Select the correct option

- |                                  |                             |
|----------------------------------|-----------------------------|
| <input type="radio"/>            | To argue with reader        |
| <input type="radio"/>            | To provide information      |
| <input checked="" type="radio"/> | To establish a relationship |
| <input type="radio"/>            | To give instructions        |

Click to Save Answer & Move to Next Question

Question # 6 of 10 ( Start time: 04:31:48 AM, 19 June 2025 )

Total Marks: 1

Studying a physical object \_\_\_\_\_ means to study it left to right, top to bottom, and inside to outside.

Select the correct option

- |                                  |                 |
|----------------------------------|-----------------|
| <input checked="" type="radio"/> | Spatially       |
| <input type="radio"/>            | Categorically   |
| <input type="radio"/>            | Geographically  |
| <input type="radio"/>            | Chronologically |

Click to Save Answer & Move to Next Question

BC240424554: KIRAN RUKHSANA

Time Left 83  
sec(s)

ENG201 - Business and Technical English Writing (Quiz 4)

Quiz Start Time: 04:30 AM, 19 June 2025

Question # 7 of 10 ( Start time: 04:32:03 AM, 19 June 2025 )

Total Marks: 1

To encourage the future sale is one of the goals while answering request that involved no potential sale.

Select the correct option

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

Click to Save Answer & Move to Next Question



BC240424554: KIRAN RUKHSANA

Time Left 83  
sec(s)

ENG201 - Business and Technical English Writing (Quiz 4)

Quiz Start Time: 04:30 AM, 19 June 2025

Question # 9 of 10 ( Start time: 04:32:34 AM, 19 June 2025 )

Total Marks: 1

Which of the following ensures success to message by leaving audience with a feeling of their personal welfare in mind?

Select the correct option

|                                  |                 |
|----------------------------------|-----------------|
| <input checked="" type="radio"/> | Courteous close |
| <input type="radio"/>            | Abrupt close    |
| <input type="radio"/>            | Gradual close   |
| <input type="radio"/>            | Polite close    |

Click to Save Answer & Move to Next Question

BC240424554: KIRAN RUKHSANA

Time Left 80  
sec(s)

ENG201 - Business and Technical English Writing (Quiz 4)

Quiz Start Time: 04:30 AM, 19 June 2025

Question # 10 of 10 ( Start time: 04:32:48 AM, 19 June 2025 )

Total Marks: 1

A sales letter is a document designed to generate sales; therefore, it persuades the reader to \_\_\_\_\_.

Select the correct option

|                                  |                                |
|----------------------------------|--------------------------------|
| <input checked="" type="radio"/> | All of the above               |
| <input type="radio"/>            | Request additional information |
| <input type="radio"/>            | Lend support to the product    |
| <input type="radio"/>            | Take specific action           |

Click to Save Answer & Move to Next Question