


When you write a _____, you are aiming to sell your idea or convince someone to accept your idea.

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Select the correct option

<input checked="" type="radio"/>	proposal 
<input type="radio"/>	memo
<input type="radio"/>	letter
<input type="radio"/>	report

Click to Show Answer if Moved to Next Question

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Microsoft Word offers many templates of _____ from which to choose which suits your purpose and audience.

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Select the correct option

<input type="radio"/>	circular
<input type="radio"/>	letter
<input type="radio"/>	memo
<input checked="" type="radio"/>	email

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The _____ is the largest part of the report and it develops the concepts of the summarized topics.

Select the correct option

introduction

discussion



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conclusion

recommendation

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The criteria of an Incident Report do not include:

 Reject the correct option

- Introduction
- Personal
- Status  [Download More Quizzes Files From VUAnswer.com](https://www.vuanswer.com)
- Discussion

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In business communication, where large amounts of information have to be communicated _____ are not effective.

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Select the correct option

- | | |
|----------------------------------|--|
| <input type="radio"/> | circulars |
| <input type="radio"/> | letters |
| <input checked="" type="radio"/> | emails  |
| <input type="radio"/> | reports |

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Business reports are used:

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Select the correct option

<input type="radio"/>	Externally
<input type="radio"/>	Internally
<input type="radio"/>	Vertically
<input checked="" type="radio"/>	All the given options

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Developing the content means that you develop your _____ persuasively and observe ethical technical writing norms.

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Select the correct option

- | | |
|----------------------------------|--------------|
| <input type="radio"/> | introduction |
| <input type="radio"/> | methodology |
| <input type="radio"/> | discussion |
| <input checked="" type="radio"/> | ideas |
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In business communication, a _____ email is sent to inform a member about a meeting agenda, date, time, location and upcoming expenditure, fees, costs, etc.

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Select the correct option

- | | | | |
|----------------------------------|----------------|---|---|
| <input checked="" type="radio"/> | confirmation |  | Download More Quizzes Files From VUAnswer.com |
| <input type="radio"/> | procedure | | |
| <input type="radio"/> | feasibility | | |
| <input type="radio"/> | recommendation | | |

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In the _____ version, technology provides many tips which can help the C.V. writer.

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Select the correct option

<input type="radio"/>	email
<input type="radio"/>	social media
<input type="radio"/>	scan-able
<input checked="" type="radio"/>	mail



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Identify from the following which one is the part of basic components of a reverse chronological or a functional resume:

Select the correct option

<input type="radio"/>	Introduction
<input checked="" type="radio"/>	Qualification 
<input type="radio"/>	Methodology
<input type="radio"/>	Discussion

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A _____ provides clarity for the less specialized audience.

Select the correct option

glossary 

references

recommendation

graphics

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In business communication, memos are one of the _____ most used forms of communication, other being letters and emails.

Select the correct option

three



four

five

six

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The _____ restates the problem, the solutions, and the benefits.

Select the correct option

introduction

methodology

discussion

conclusion



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Question # 3 of 10 (Start time: 04:12:27 AM, 10 January 2020)

Total Marks: 1

The _____ letter prefaces the reports and provides the reader with an overview.

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Select the correct option

 circular cover formal semi-block

(Click on the correct answer to see the correct answer)

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The _____ clarifies to the audience why this proposal is important, and explains the problem leading to the suggestions.

Select the correct option

abstract

methodology

introduction 

discussion



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The _____ of your CV depends on how well it conveys the content and information.

Select the correct option

- | | |
|----------------------------------|---|
| <input type="radio"/> | identification |
| <input checked="" type="radio"/> | effectiveness  |
| <input type="radio"/> | objectives |
| <input type="radio"/> | education |

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

High-level executives have CVs that look _____ from workers on the shop floor.

Select the correct option

- | | |
|----------------------------------|--|
| <input checked="" type="radio"/> | different  |
| <input type="radio"/> | similar |
| <input type="radio"/> | bigger |
| <input type="radio"/> | smaller |

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

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Question # 4 of 10 (Start time: 04:37:53 AM, 10 January 2020)

Total Marks: 1

Any type of _____ in your CV can backfire and inaccurate information can damage one for life.

Select the correct option

inter-conversation



information



underestimation



misinformation



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Usually short reports focus on a single topic, limited in time frame and comprises of _____ pages.

Select the correct option

- | | | |
|----------------------------------|-----|--|
| <input checked="" type="radio"/> | 1-5 |  |
| <input type="radio"/> | 1-6 | |
| <input type="radio"/> | 1-7 | |
| <input type="radio"/> | 1-8 | |

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

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You write a _____ resume when you are a non-traditional job applicant, returning to work after a gap and are not fresh graduate.

Select the correct option

- | | |
|----------------------------------|---------------|
| <input type="radio"/> | chronological |
| <input type="radio"/> | combination |
| <input checked="" type="radio"/> | functional |
| <input type="radio"/> | targeted |



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In business English the first thing to keep in mind while writing emails is recognizing _____.

Select the correct option

speaker



audience



content



manager



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Question # 7 of 18 (Start time: 04:30:00 AM, 10 January 2020)

Total Marks: 1

The _____ of a business report includes the tone and the degree of formality in writing.

Select the correct option

introduction



methodology



style



discussion



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Question # 4 of 10 (Start time: 04:37:04 AM, 10 January 2020)

Total Marks: 1

The _____ of the main ideas is what makes the report effective.

Select the correct option

- | | |
|----------------------------------|---|
| <input type="radio"/> | introduction |
| <input checked="" type="radio"/> | development  |
| <input type="radio"/> | conclusion |
| <input type="radio"/> | recommendation |

Click to Save Answer & Move to Next Question

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In business world, if one wants more significance for one's correspondence, write _____.

Select the correct option



reports



letters



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circulars



memos

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In business world, a _____ letter gives information to clients, vendors and tells them what they are receiving, helping to focus readers' attention on important things.

Select the correct option

inquiry

transmittal

recommendation

cover



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The _____ format of a letter omits the salutation and complimentary close e.g. sincerely.

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Select the correct option

<input type="radio"/>	Full Block
<input checked="" type="radio"/>	Simplified 
<input type="radio"/>	Modified Block
<input type="radio"/>	Modified Semi-Block

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In business letter, the subject line is placed two spaces below reader's name and two spaces above _____.

Select the correct option

<input type="radio"/>	subject line
<input type="radio"/>	body
<input type="radio"/>	complimentary close
<input checked="" type="radio"/>	salutation



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The length of a business letter can range from one page of text to more than _____ pages.

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Select the correct option

<input checked="" type="radio"/>	three
<input type="radio"/>	four
<input type="radio"/>	five
<input type="radio"/>	six

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The inside address and the heading, i.e. the readers' address, the complimentary close and signatures are essentials of all _____.

Select the correct option

<input type="radio"/>	memos
<input type="radio"/>	circulars
<input checked="" type="radio"/>	letters
<input type="radio"/>	reports



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In business English, _____ is used for routine communication within the company and addresses a wider audience who might be receiving complimentary copies.

Select the correct option

letter

memo



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report

circular

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