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Organizing stage involves a careful outlining of the topic which is helpful for various reasons. Discuss those reasons.

Answer ([Please click here to Add Answer](#))

VuAnswers.com



Careful outlining is helpful for several reasons: **One, it improves the clarity of your message**; **Second, it saves writing time later** (changes in outline are easy than in writing material); and **Third, it enables to emphasize properly the various topics in the message** (placing the most important at the beginning is more emphatic than in the middle)

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Almost every customer who makes a claim is emotionally involved, therefore, the indirect method is usually the best approach for a refusal. Discuss.

Answer ([Please click here to Add Answer](#))

VuAnswers.com



Refusing a claim

When refusing a claim, avoid language that might have a negative impact on the reader. Instead, demonstrate that you understand and have considered the complaint. The, even if the claim is unreasonable, rationally explain why you are refusing request. Remember, don't apologize and don't rely on company policy. End the letter on a respectful and action-oriented note.

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What factors are important to achieve balance between logical appeal and emotional appeal?

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Answer ([Please click here to Add Answer](#))



Finding the right balance between the two types of appeals depends on four factors:

- i. The actions you wish to motivate
- ii. Your reader's expectations,
- iii. The degree of resistance you must overcome,
- iv. How far you feel empowered to go in selling your point of view

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Discuss the characteristics and importance of conciseness for effective written communication.

VuAnswers.com

Answer ([Please click here to Add Answer](#))



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Assume you are composing a letter to send to a client whose mobile phone credit account balance is due for four months. One of the broad topics you decide to discuss is the need for the client to pay the amount of the past-due balance. Organize the information that you should include in this letter.

Answer ([Please click here to Add Answer](#))

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The explanatory sections of direct request letters and indirect inquiry letters may not vary much from one another. Discuss.

Answer ([Please click here to Add Answer](#))

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To write a successful résumé you need to convey seven qualities that employers seek. List down these qualities.

Answer ([Please click here to Add Answer](#))

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Self-concept is made up of two components, self-image, and self-esteem. On the basis of these two components, draw a picture of your own self concept.

Answer ([Please click here to Add Answer](#))

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What is a functional resume?

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Answer ([Please click here to Add Answer](#))



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In an indirect approach for writing a disappointing news letter the disappointing news is deemphasized. Discuss.

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Answer ([Please click here to Add Answer](#))



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Write down the elements of the suggested plan for writing a direct-inquiry letter?

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Answer (Please [click here](#) to Add Answer)



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The use of gestures in the verbal communication process can also add meaning to the message that the sender is transmitting. Explain.

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Answer ([Please click here to Add Answer](#))



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Review of actual business correspondence reveals that special attention should be devoted to assuring the courtesy of business communication. Discuss.

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Answer (Please [click here](#) to Add Answer)



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What is the structure of an effective claim letter? Explain.

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Answer ([Please click here to Add Answer](#))



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Discuss the role of semantics in developing credibility in a persuasive message.

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Answer ([Please click here to Add Answer](#))



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Give an example of the Direct Method of outlining the topic of an effective business writing.

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Answer (Please [click here](#) to Add Answer)



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Choosing your ideas is an important step of the planning stage in the writing process. What techniques would you consider for choosing the best idea for your message in business writing?

Answer ([Please click here to Add Answer](#))

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Made by: Waqar Siddhu

In an indirect approach for writing a disappointing news letter the disappointing news is deemphasized. Discuss.

Answer ([Please click here to Add Answer](#))

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Explain the difference between logical appeals and emotional appeals.

Answer ([Please click here to Add Answer](#))

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Explain the importance of proper Rate of speech in effective oral communication.

Answer ([Please click here to Add Answer](#))

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Discuss the things that must be avoided when writing a buffer.

Answer ([Please click here to Add Answer](#))

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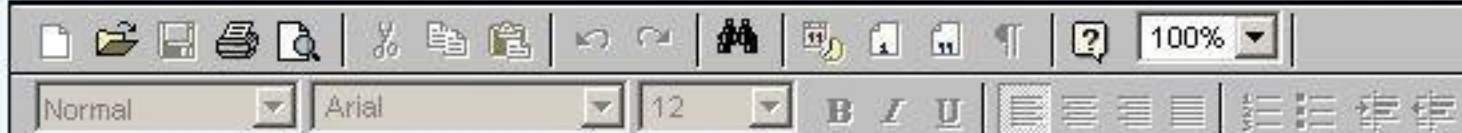
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What are the guidelines for developing a persuasive message?

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Give an example of the Direct Method of outlining the topic of an effective business writing.

Answer ([Please click here to Add Answer](#))

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Elaborate through examples how disability bias can be avoided in a courteous writing?

Answer ([Please click here to Add Answer](#))

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What are the important elements that are used in the closing of a direct request letter?

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Answer (Please [click here](#) to Add Answer)



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What do you know about letters of congratulation? Explain.

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Answer (Please [click here](#) to Add Answer)



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What is the suggested plan for writing a sales letter?

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Answer (Please [click here](#) to Add Answer)



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Discuss the content components of order letters.

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Answer (Please [click here](#) to Add Answer)



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What are the qualities that people with high emotional intelligence or emotional quotient (EQ) usually possess?

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Answer (Please [click here](#) to Add Answer)



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The thesis must not only be a declarative sentence; it should also be appropriate for the audience. What are the considerations that should be keep in mind to formulate an appropriate thesis?

Answer (Please [click here](#) to Add Answer)

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To determine the appropriateness of the content in the writing process which questions would you keep in mind?

Answer (Please [click here](#) to Add Answer)

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Writing at a level appropriate for your reader is crucial. Explain.

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Answer ([Please click here to Add Answer](#))



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