VU QUIZ REPORT

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Subject: ENG201

Quiz Completed: 5/12/2026, 12:39:03 PM
Total Questions: 10

Question 1:

Choose the correct option from the following. In _____section of application letter state that you are applying for a specific job title or field.

A. end Matter

B. front Matter

C. body

D. salutation

Selected Answer: C

Question 2:

Credit references are generally used to determine the credit worthiness of a person or individual.

A. False

B. True

C. Option C not found

D. Option D not found

Selected Answer: B

Question 3:

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

A. Gradual close

B. Polite close

C. Courteous close

D. Abrupt close

Selected Answer: C

Question 4:

In a business message, talk to your audience in a way that they are left with no -----.

A. hope

B. confusion

C. none of the above

D. certainty

Selected Answer: B

Question 5:

---------- not only conveys information, but also establishes a contractual relationship between you and the organization.

A. Inquiry letter

B. Acceptance letter

C. Job application letter

D. Letter of transmittal

Selected Answer: B

Question 6:

When your letter extends onto a second page you should use _____ for the second page.

A. colored Paper

B. letterhead

C. Plain Paper

D. plain or colored paper

Selected Answer: C

Question 7:

The objective of an order letter is to provide the vendor with detailed _____ for fulfilling an order.

A. instructions

B. cheques

C. shipment

D. supplies

Selected Answer: A

Question 8:

When placing _____, you don’t need to excite your reader’s interest; just state your needs clearly and directly.

A. demand

B. request

C. order

D. appeal

Selected Answer: C

Question 9:

Choose the correct option. Be aware of the difference between a _____ request in question form and a question that is part of a request.

A. harsh

B. tough

C. big

D. polite

Selected Answer: D

Question 10:

Which part of speech is especially powerful and tells what is happening in a sentence?

A. Interjections

B. Adjectives

C. Verbs

D. Pronouns

Selected Answer: C