# Eng 301

# OBJECTIVE FILE

# FOR FINAL TERM

# ZAINEE

1. **If they refuse, or are unable to do this, conflict will arise because processes that are essential to the running of the workplace do not take place. (True statement)**

2. **Use your communication skills to present your ideas without producing conflict.**

3. **In Withdrawal negotiation method both parties are dissatisfied**

4. **Rehearsal helps in overcoming anxiety and depression in oral presentation. (True statement)**

5. **Good negotiator's verbal and nonverbal communication is open, confident and oriented to the needs and concerns of both parties. (True statement)**

6. **SUCCESSFUL NEGOTIATION Use empathy appropriately because they can see the situation from others' points of view.**

7. **Put them in the other person's position to show them that they fully understand their needs and concerns are characteristics of Successful negotiation.**

8. **Positive regard for yourself and the others involved will communicate your warmth and acceptance of them. (True statement)**

9. **In Win-win strategy, both parties are satisfied with the settlement negotiated, it aims to meet the needs of both parties.**

10. **In win-lose strategy the party who initiates the conflict being satisfied and the other dissatisfied. This strategy focuses on the initiator's problem to the exclusion of the other's.**

11. **Lose-lose strategies result from a situation in which both parties are unable to collaborate, or unaware of the opportunity to do so. Both parties walk away from the negotiation dissatisfied.**

12. **People ideal negotiators, want information and feedback from others for self-actualization.**

13. **Use your communication skills to present your ideas without producing conflict**

14. **If they refuse, or are unable to do this, conflict will arise because processes that are essential to the running of the workplace do not take place. (True statement)**

15. **Relavent information should be given in the negotiation. (True statement)**

16. **One of the conditions of external validity of a research area is that it should provide the evidence for the achievable stated goal**

17. **Readers are not allowed to cross-reference in global formats (APA, MLA). (false statement)**

18. **In thesis writing, it is a poor practice to cite form research literature to support your study. (False statement)**

19. **the BATNA and WATNA, you are exploring the alternatives available if negotiation is not possible.**

20. **In the negotiating process, the parties involved may choose one of five different negotiation methods**

21. **Negotiation based on empathy for the other party establishes a climate where both parties can communicate easily.**

22. In active listening an active listener has empathy with the speaker: that shows that you understand the issue from other persons' point of view. Feedback is the connecting continuing or completing link.

23. Cognition is not a negotiation method

24. You should clearly state the problem that your thesis is going to address.

25. Negotiation based on empathy for the other party establishes a climate where both parties can communicate easily.

26. Try to be creative while thinking about Thesis writing

27. The hypothesis is the central question being researched.

28. Reward power is exerted by someone who has control over resource desire by others. Such as person can influence and manipulate behavior.

29. In this strategy, both parties are satisfied with the settlement negotiated, it aims to meet the needs of both parties,

30. The word research is used in different field in different senses.

31. Preparation is not a cause of listening pitfalls.

32. Assumed power is not include in five types of workplace power.

33. The "thinking about it stage" is when you are finally faced with the reality of completing your degree.

34. RAW DATA should appear as an appendix at the end of your thesis.

35. Minimal and brief responses let speaker know you are listening and encourage them to talk.

36. One should aim high and be realistic in setting one's goal in the process of research.

37. **Good negotiation meets at as many interests as possible with an agreement that is durable**
38. **In Science and technology Everyone naturally associates research with science and technology, white coats and laboratories.**

39. **Rational is based on the background information, explain the purpose of the study. True**

40. **In Self-protecting People use divisionary tactics, discussing other people or sides tracking to other issues hide their true feelings.**

41. **A good proposal should consist of the first three chapters of the dissertation.**

42. **which section of research report is not contained in a research proposal?**
    a. **results and discussion about them**
    b. **research question**
    c. **justification of study**
    d. **purpose of the study**

43. **At the thinking stage of proposal writing, to write down your ideas is better as ...?**
    a. **it makes you remember the ideas**
    b. **it enhances the writing skills**
    c. **it allows to revisit the ideas**

44. **process of listening includes following except**
    a. **passive process**
    b. **active process**
    c. **message**
    d. **aural stimuli**

45. **The best ways to deal with hostile question during oral presentation is a polite and a diplomatic answer**

46. **Compromise means to settle differences through concessions made by one or both parties**

**47. Legitimate power bases on a person's position or role in an organization, their authority and control over resources give them power hat is acknowledged**

**48. A methodology section can contain a flow chart which summarizes the way in which the various processes involved in the project fit together**

**49. Coercive power is exerted by those who use their authority or any force, emotional or physical, against the interest of the other party**

**50. Compromise means to settle differences through concessions made by one or both parties. A compromise usually produces win-win or win-lose results**

**51. Medical research deals with discovery of new truths,**

**52. Iron out any differences in facts before you start to negotiate. Confirm both parties' broad objectives and feelings. TRUE**

ZAINEE ACADEMY

# ***ENG301 Online Quiz#1 Current 300 MCQ's 100% Solved***

Question # 1 of 10 ( Start time: 02:21:32 AM ) Total Marks: 1
Task force is ---------- after solving a specific problem, assigned to them.
Select correct option:

Engaged to other problems.
Disbanded.
Engaged to routine work.
Sent on leave

Question # 2 of 10 ( Start time: 02:22:22 AM ) Total Marks: 1
Classification of Report is:
Select correct option:

Informal reports, Short reports
Formal reports ,Long reports
Formal or Informal reports , Short or Long Reports
Informal repots, Long repots

Question # 3 of 10 ( Start time: 02:23:32 AM ) Total Marks: 1
Collection letter are usually written in:
Select correct option:

Serial.
Line.
Steps
Series

Question # 4 of 10 ( Start time: 02:24:13 AM ) Total Marks: 1
---------- include investigation of an issue or problem or Calculation of financial ratios of a company.
Select correct option:

Formal report
Analytical Letter Reports
Scientific Reports
Informational Letter Reports

Question # 5 of 10 ( Start time: 02:25:00 AM ) Total Marks: 1
Monthly Market Report is an analysis of business done during the
Select correct option:

Whole day
Whole week
Whole month
Whole year

Question # 6 of 10 ( Start time: 02:25:35 AM )  Total Marks: 1
The role of the Chairman as a Committee Member is:
Select correct option:

To monitor the financial activities
To coordinate the work of the committee. Leader, guide, umpire etc
To carry out the administrative work of the committee
To communicate positively.

Question # 7 of 10 ( Start time: 02:26:49 AM )  Total Marks: 1
Weekly Market Report gives the condition of the commodities for the past ____.
Select correct option:

6 days
6 weeks
7 days
7 weeks

Question # 8 of 10 ( Start time: 02:27:22 AM )  Total Marks: 1
Memorandum consists of usually ---------- main parts.
Select correct option:

Two
Four
Three
Four

Question # 9 of 10 ( Start time: 02:28:49 AM )  Total Marks: 1
----------are routine reports prepared at regular time interval-daily, weekly, monthly quarterly or annually.
Select correct option:

Periodic Reports
Formal Reports
Progress Reports

Conference Reports

Question # 10 of 10 ( Start time: 02:29:29 AM )  Total Marks: 1
Minutes, which tell more of the ‘story of what happened and who said what at a meeting are?
Select correct option:

Resolution minutes
Narrative minutes
Formal minutes
Informal minutes

Question # 1 of 10 ( Start time: 02:33:37 AM )  Total Marks: 1
---------- are usually short messages with natural, casual use of language.
Select correct option:

Formal reports
Informal reports
Short reports
Progress report

Question # 2 of 10 ( Start time: 02:34:56 AM )  Total Marks: 1
Solicited Sales letters are written:
Select correct option:

In response to an inquiry.
To sell a product or service.
To persuade buyer to buy a product.
To increase marketing of a product.

Question # 3 of 10 ( Start time: 02:35:27 AM )  Total Marks: 1
The place where we go to buy or sell commodities is commonly known as _____ .
Select correct option:

Gym
Market
Cafe
Village

Question # 4 of 10 ( Start time: 02:36:12 AM )  Total Marks: 1
Claim letter is also called:

Select correct option:

Complaint letter.
Adjustment letter.
Credit refusing letter.
Collection letter

Question # 5 of 10 ( Start time: 02:36:43 AM )  Total Marks: 1
Sales letters start with:
Select correct option:

An easy and effective way.
An attention-getting device.
A smooth story.
Buffer

Question # 6 of 10 ( Start time: 02:37:35 AM )  Total Marks: 1
Collection letter are usually written in:
Select correct option:

Serial.
Line.
Steps
Series

Question # 7 of 10 ( Start time: 02:38:02 AM )  Total Marks: 1
In circular letters personal interest is created by using the word ----------.
Select correct option:

you
our customers
every body
dear customers

Question # 8 of 10 ( Start time: 02:38:42 AM )  Total Marks: 1
Classification of Report is:
Select correct option:

Informal reports, Short reports
Formal reports ,Long reports
Formal or Informal reports , Short or Long Reports

Informal repots, Long repots

Question # 9 of 10 ( Start time: 02:38:54 AM )  Total Marks: 1
In claim letter the initial statement should contain:
Select correct option:

Good news.
Bad news.
Mixed news
Ambiguous

Question # 10 of 10 ( Start time: 02:39:52 AM )  Total Marks: 1
----------are routine reports prepared at regular time interval-daily, weekly, monthly quarterly or annually.
Select correct option:

Periodic Reports
Formal Reports
Progress Reports
Conference Reports

Question # 1 of 10 ( Start time: 02:47:36 AM )  Total Marks: 1
Letter reports are of ---------- types:
Select correct option:

Three
Four
Five
Two

Question # 2 of 10 ( Start time: 02:49:03 AM )  Total Marks: 1
Memorandum is used to:
Select correct option:

Inform someone not related to your company.
Communicate to someone within your own company.
Communicate to other company.
Communicate to the general public

Question # 3 of 10 ( Start time: 02:50:16 AM )  Total Marks: 1

Reports, which show “progress,” accomplishments, or activities over time or at a given stage of a major assignment are known as ----------.
Select correct option:

Periodic Reports
Conference Reports
Progress Reports
Feasibility report

Question # 4 of 10 ( Start time: 02:51:28 AM )  Total Marks: 1
Weekly Market Report gives the condition of the commodities for the past ____.
Select correct option:

6 days
6 weeks
7 days
7 weeks

Question # 5 of 10 ( Start time: 02:51:58 AM )  Total Marks: 1
Collection letter should be written with the assumption that most of the people will:
Select correct option:

Pay.
Ignore.
Not pay.
Delay

Question # 6 of 10 ( Start time: 02:52:44 AM )  Total Marks: 1
---------- are usually short messages with natural, casual use of language.
Select correct option:

Formal reports
Informal reports
Short reports
Progress report

Question # 7 of 10 ( Start time: 02:53:25 AM )  Total Marks: 1
A _____ Proposal is usually academic in nature.
Select correct option:

Marriage
Research
Business
None of all

Question # 8 of 10 ( Start time: 02:53:58 AM )  Total Marks: 1
In letter refusing adjustment, the point of view of the reader should be----------.
Select correct option:

supported
opposed
ignored
refused

Question # 9 of 10 ( Start time: 02:54:47 AM )  Total Marks: 1
There are -------- kinds of Sales letters.
Select correct option:

Three
Four
Two
Five

Question # 10 of 10 ( Start time: 02:55:35 AM )  Total Marks: 1
Written summary of a meeting's business is called:
Select correct option:

Minutes
Motion
Agenda
Circular

Question # 1 of 10 ( Start time: 02:56:42 AM )  Total Marks: 1
In circular letters personal interest is created by using the word ----------.
Select correct option:

you
our customers
every body
dear customers

Question # 2 of 10 ( Start time: 02:56:59 AM )  Total Marks: 1
Task force is ---------- after solving a specific problem, assigned to them.
Select correct option:

Engaged to other problems.
Disbanded.
Engaged to routine work.
Sent on leave

Question # 3 of 10 ( Start time: 02:57:17 AM )  Total Marks: 1
Which writing style characterizes the memos?
Select correct option:

Informal
Formal
Impersonal tone.
Neutral

Question # 4 of 10 ( Start time: 02:57:37 AM )  Total Marks: 1
Classification of Report is:
Select correct option:

Informal reports, Short reports
Formal reports ,Long reports
Formal or Informal reports , Short or Long Reports
Informal repots, Long repots

Question # 5 of 10 ( Start time: 02:57:59 AM )  Total Marks: 1
The role of the Chairman as a Committee Member is:
Select correct option:

To monitor the financial activities
To coordinate the work of the committee. Leader, guide, umpire etc
To carry out the administrative work of the committee
To communicate positively.

Question # 6 of 10 ( Start time: 02:58:18 AM )  Total Marks: 1
Prefatory parts are ____ in number.
Select correct option:

6
7
8
9

Question # 7 of 10 ( Start time: 02:59:09 AM )  Total Marks: 1
Weekly Market Report gives the condition of the commodities for the past ____.
Select correct option:

6 days
6 weeks
7 days
7 weeks

Question # 8 of 10 ( Start time: 02:59:26 AM )  Total Marks: 1
Reports, which show “progress,” accomplishments, or activities over time or at a given stage of a major assignment are known as ----------.
Select correct option:

Periodic Reports
Conference Reports
Progress Reports
Feasibility report

Question # 9 of 10 ( Start time: 02:59:42 AM )  Total Marks: 1
There are -------- kinds of Sales letters.
Select correct option:

Three
Four
Two
Five

Question # 10 of 10 ( Start time: 03:00:04 AM )  Total Marks: 1
Claim letter is also called:
Select correct option:

Complaint letter.
Adjustment letter.
Credit refusing letter.
Collection letter

Question # 1 of 10 ( Start time: 03:01:43 AM )  Total Marks: 1
Letter reports are of ---------- types:
Select correct option:

Three
Four
Five
Two

Question # 2 of 10 ( Start time: 03:02:07 AM )  Total Marks: 1
- ---------- letter is the reply to complaint.
Select correct option:

Adjustment
An inquiry
Collection
Sales

Question # 3 of 10 ( Start time: 03:02:46 AM )  Total Marks: 1
Which writing style characterizes the memos?
Select correct option:

Informal
Formal
Impersonal tone.
Neutral

Question # 4 of 10 ( Start time: 03:03:24 AM )  Total Marks: 1
In claim letter the initial statement should contain:
Select correct option:

Good news.
Bad news.
Mixed news
Ambiguous

Question # 5 of 10 ( Start time: 03:03:37 AM )  Total Marks: 1
Collection letter should be:
Select correct option:

Persuasive.
Demanding
Critical
Emotional.

Question # 6 of 10 ( Start time: 03:04:31 AM )  Total Marks: 1
Letter reports are of ---------- types:
Select correct option:

Two
Three
Four
Five

Question # 7 of 10 ( Start time: 03:04:46 AM )  Total Marks: 1
Prefatory parts are ____ in number.
Select correct option:

6
7
8
9

Question # 8 of 10 ( Start time: 03:04:57 AM )  Total Marks: 1
---------- are usually short messages with natural, casual use of language.
Select correct option:

Formal reports
Informal reports
Short reports
Progress report

Question # 9 of 10 ( Start time: 03:05:17 AM )  Total Marks: 1
In circular letters personal interest is created by using the word ----------.
Select correct option:

you
our customers
every body
dear customers

Question # 10 of 10 ( Start time: 03:05:41 AM )  Total Marks: 1
Circular letters are used:
Select correct option:

To send information to two people.
To send the same information to a number of people.
To communicate to other company.
To send information inside a company.

Question # 1 of 10 ( Start time: 03:08:16 AM )  Total Marks: 1
Letter refusing adjustment is written when:
Select correct option:

The buyer is at fault.
The seller is at fault.
When the third party is at fault.
When nobody is at fault.

Question # 2 of 10 ( Start time: 03:08:59 AM )  Total Marks: 1
Classification of Report is:
Select correct option:

Informal reports, Short reports
Formal reports ,Long reports
Formal or Informal reports , Short or Long Reports
Informal repots, Long repots

Question # 3 of 10 ( Start time: 03:09:12 AM )  Total Marks: 1
A _____ Proposal is usually academic in nature.
Select correct option:

Marriage
Research
Business
None of all

Question # 4 of 10 ( Start time: 03:09:45 AM )  Total Marks: 1
Another name of a synopsis is:
Select correct option:

Report

Letter
Abstract
Text

Question # 5 of 10 ( Start time: 03:10:47 AM )  Total Marks: 1
---------- are usually short messages with natural, casual use of language.
Select correct option:

Formal reports
Informal reports
Short reports
Progress report

Question # 6 of 10 ( Start time: 03:11:03 AM )  Total Marks: 1
The place where we go to buy or sell commodities is commonly known as _____ .
Select correct option:

Gym
Market
Cafe
Village

Question # 7 of 10 ( Start time: 03:11:16 AM )  Total Marks: 1
Letter reports are of ---------- types:
Select correct option:

Two
Three
Four
Five

Question # 8 of 10 ( Start time: 03:11:33 AM )  Total Marks: 1
Which writing style characterizes the memos?
Select correct option:

Informal
Formal
Impersonal tone.
Neutral

Question # 9 of 10 ( Start time: 03:11:53 AM )  Total Marks: 1

Task force is ---------- after solving a specific problem, assigned to them.
Select correct option:

Engaged to other problems.
Disbanded.
Engaged to routine work.
Sent on leave

Question # 10 of 10 ( Start time: 03:12:11 AM ) Total Marks: 1
In circular letters personal interest is created by using the word ----------.
Select correct option:

you
our customers
every body
dear customers

Question # 1 of 10 ( Start time: 03:12:39 AM ) Total Marks: 1
Another name of a synopsis is:
Select correct option:
Report
Letter
Abstract
Text

Question # 2 of 10 ( Start time: 03:13:00 AM ) Total Marks: 1
Letter refusing adjustment is written when:
Select correct option:

The buyer is at fault.
The seller is at fault.
When the third party is at fault.
When nobody is at fault.

Question # 3 of 10 ( Start time: 03:13:20 AM ) Total Marks: 1
A standing committee is one that operates permanently:
Select correct option:

Month after month.
Week after week.
Year after year.

After six months

Question # 4 of 10 ( Start time: 03:13:57 AM )  Total Marks: 1
---------- are usually short messages with natural, casual use of language.
Select correct option:

Formal reports
Informal reports
Short reports
Progress report

Question # 5 of 10 ( Start time: 03:14:11 AM )  Total Marks: 1
- ---------- letter is the reply to complaint.
Select correct option:

Adjustment
An inquiry
Collection
Sales

Question # 6 of 10 ( Start time: 03:14:26 AM )  Total Marks: 1
Letter reports are of ---------- types:
Select correct option:

Two
Three
Four
Five

Weekly Market Report gives the condition of the commodities for the past ____.
Select correct option:
6 days
6 weeks
7 days
7 weeks

Question # 8 of 10 ( Start time: 03:14:54 AM )  Total Marks: 1
There are -------- kinds of Sales letters.
Select correct option:

Three

Four
Two
Five

Question # 9 of 10 ( Start time: 03:15:11 AM )  Total Marks: 1
The place where we go to buy or sell commodities is commonly known as _____ .
Select correct option:

Gym
Market
Cafe
Village

Question # 10 of 10 ( Start time: 03:15:24 AM )  Total Marks: 1
There are _____ basic parts of a formal report.
Select correct option:

3
4
5
6

Question # 1 of 10 ( Start time: 03:17:44 AM )  Total Marks: 1
There are -------- kinds of Sales letters.
Select correct option:

Three
Four
Two
Five

Question # 2 of 10 ( Start time: 03:18:15 AM )  Total Marks: 1
Another name of a synopsis is:
Select correct option:

Report
Letter
Abstract
Text

Question # 3 of 10 ( Start time: 03:18:37 AM )  Total Marks: 1

Claim letter is also called:
Select correct option:

Complaint letter.
Adjustment letter.
Credit refusing letter.
Collection letter

Question # 4 of 10 ( Start time: 03:18:50 AM )  Total Marks: 1
Memorandum consists of usually ---------- main parts.
Select correct option:

Two
Four
Three
Four

Question # 5 of 10 ( Start time: 03:19:27 AM )  Total Marks: 1
Which writing style characterizes the memos?
Select correct option:

Informal
Formal
Impersonal tone.
Neutral

Question # 6 of 10 ( Start time: 03:19:50 AM )  Total Marks: 1
Collection letter should be:
Select correct option:

Persuasive.
Demanding
Critical
Emotional.

Question # 7 of 10 ( Start time: 03:20:09 AM )  Total Marks: 1
Reports, which show “progress,” accomplishments, or activities over time or at a given stage of a major assignment are known as ----------.
Select correct option:

Periodic Reports

Conference Reports
Progress Reports
Feasibility report

Question # 8 of 10 ( Start time: 03:20:38 AM )  Total Marks: 1
Collection letter are usually written in:
Select correct option:

Serial.
Line.
Steps
Series

Question # 9 of 10 ( Start time: 03:20:55 AM )  Total Marks: 1
Weekly Market Report gives the condition of the commodities for the past ____.
Select correct option:

6 days
6 weeks
7 days
7 weeks

Question # 10 of 10 ( Start time: 03:21:12 AM )  Total Marks: 1
Letter refusing adjustment is written when:
Select correct option:

The buyer is at fault.
The seller is at fault.
When the third party is at fault.
When nobody is at fault.

Question # 1 of 10 ( Start time: 03:23:48 AM )  Total Marks: 1
The place where we go to buy or sell commodities is commonly known as _____ .
Select correct option:

Gym
Market
Cafe
Village

Question # 2 of 10 ( Start time: 03:24:02 AM )  Total Marks: 1

Task force is ---------- after solving a specific problem, assigned to them.
Select correct option:

Engaged to other problems.
Disbanded.
Engaged to routine work.
Sent on leave

Question # 3 of 10 ( Start time: 03:24:14 AM ) Total Marks: 1
Circular letters are used:
Select correct option:

To send information to two people.
To send the same information to a number of people.
To communicate to other company.
To send information inside a company.

Question # 4 of 10 ( Start time: 03:24:25 AM ) Total Marks: 1
In circular letters personal interest is created by using the word ----------.
Select correct option:

you
our customers
every body
dear customers

Question # 5 of 10 ( Start time: 03:24:38 AM ) Total Marks: 1
In letter refusing adjustment, the point of view of the reader should be----------.
Select correct option:

supported
opposed
ignored
refused

Question # 6 of 10 ( Start time: 03:24:52 AM ) Total Marks: 1
---------- include investigation of an issue or problem or Calculation of financial ratios of a company.
Select correct option:

Formal report

Analytical Letter Reports
Scientific Reports
Informational Letter Reports

Question # 7 of 10 ( Start time: 03:25:09 AM )  Total Marks: 1
Letter reports are of ---------- types:
Select correct option:

Three
Four
Five
Two

Question # 8 of 10 ( Start time: 03:25:20 AM )  Total Marks: 1
Monthly Market Report is an analysis of business done during the
Select correct option:

Whole day
Whole week
Whole month
Whole year

Question # 9 of 10 ( Start time: 03:25:44 AM )  Total Marks: 1
Memorandum is used to:
Select correct option:

Inform someone not related to your company.
Communicate to someone within your own company.
Communicate to other company.
Communicate to the general public

Question # 10 of 10 ( Start time: 03:26:00 AM )  Total Marks: 1
Another name of a synopsis is:
Select correct option:

Report
Letter
Abstract
Text

Question # 1 of 10 ( Start time: 05:23:31 AM )  Total Marks: 1

Collection letter should be:
Select correct option:

Persuasive.
Demanding
Critical
Emotional.

Question # 2 of 10 ( Start time: 05:23:43 AM ) Total Marks: 1
A _____ Proposal is usually academic in nature.
Select correct option:

Marriage
Research
Business
None of all

Question # 3 of 10 ( Start time: 05:23:56 AM ) Total Marks: 1
Monthly Market Report is an analysis of business done during the
Select correct option:

Whole day
Whole week
Whole month
Whole year

Question # 4 of 10 ( Start time: 05:24:09 AM ) Total Marks: 1
Letter reports are of ---------- types:
Select correct option:

Two
Three
Four
Five

Question # 5 of 10 ( Start time: 05:24:25 AM ) Total Marks: 1
Solicited Sales letters are written:
Select correct option:

In response to an inquiry.
To sell a product or service.

To persuade buyer to buy a product.
To increase marketing of a product.

Question # 6 of 10 ( Start time: 05:24:37 AM )  Total Marks: 1
Minutes, which tell more of the ‘story of what happened and who said what at a meeting are?
Select correct option:

Resolution minutes
Narrative minutes
Formal minutes
Informal minutes

Question # 7 of 10 ( Start time: 05:24:54 AM )  Total Marks: 1
Memorandum is used to:
Select correct option:

Inform someone not related to your company.
Communicate to someone within your own company.
Communicate to other company.
Communicate to the general public

Question # 8 of 10 ( Start time: 05:25:09 AM )  Total Marks: 1
In claim letter the initial statement should contain:
Select correct option:

Good news.
Bad news.
Mixed news
Ambiguous

Question # 9 of 10 ( Start time: 05:25:22 AM )  Total Marks: 1
In circular letters personal interest is created by using the word ----------.
Select correct option:

you
our customers
every body
dear customers

Question # 10 of 10 ( Start time: 05:25:33 AM )  Total Marks: 1

Circular letters are used:
Select correct option:

To send information to two people.
To send the same information to a number of people.
To communicate to other company.
To send information inside a company.

Question # 1 of 10 ( Start time: 05:27:55 AM )  Total Marks: 1
Circular letters are used:
Select correct option:

To send information to two people.
To send the same information to a number of people.
To communicate to other company.
To send information inside a company.

Question # 2 of 10 ( Start time: 05:28:10 AM )  Total Marks: 1
Claim letter is also called:
Select correct option:

Complaint letter.
Adjustment letter.
Credit refusing letter.
Collection letter

Question # 3 of 10 ( Start time: 05:28:26 AM )  Total Marks: 1
Another name of a synopsis is:
Select correct option:

Report
Letter
Abstract
Text

Question # 4 of 10 ( Start time: 05:28:38 AM )  Total Marks: 1
Letter reports are of ---------- types:
Select correct option:

Three
Four

Five
Two

Question # 5 of 10 ( Start time: 05:28:48 AM )  Total Marks: 1
In claim letter the initial statement should contain:
Select correct option:

Good news.
Bad news.
Mixed news
Ambiguous

Question # 6 of 10 ( Start time: 05:28:55 AM )  Total Marks: 1
Reports, which show “progress,” accomplishments, or activities over time or at a given stage of a major assignment are known as ----------.
Select correct option:

Periodic Reports
Conference Reports
Progress Reports
Feasibility report

Question # 7 of 10 ( Start time: 05:29:08 AM )  Total Marks: 1
There are _____ basic parts of a formal report.
Select correct option:

3
4
5
6

Question # 8 of 10 ( Start time: 05:29:19 AM )  Total Marks: 1
Collection letter should be:
Select correct option:

Persuasive.
Demanding
Critical
Emotional.

Question # 9 of 10 ( Start time: 05:29:34 AM )  Total Marks: 1

The place where we go to buy or sell commodities is commonly known as _____ .
Select correct option:

Gym
Market
Cafe
Village

Question # 10 of 10 ( Start time: 05:29:41 AM )  Total Marks: 1
Complaint letter should be called----------.
Select correct option:

Persuasive letters
Claim letter
Inquiry letters
Sales letters

Question # 1 of 10 ( Start time: 05:31:43 AM )  Total Marks: 1
A _____ Proposal is usually academic in nature.
Select correct option:

Marriage
Research
Business
None of all

Question # 2 of 10 ( Start time: 05:32:01 AM )  Total Marks: 1
----------are routine reports prepared at regular time interval-daily, weekly, monthly quarterly or annually.
Select correct option:

Periodic Reports
Formal Reports
Progress Reports
Conference Reports

Question # 3 of 10 ( Start time: 05:32:16 AM )  Total Marks: 1
In letter refusing adjustment, the point of view of the reader should be----------.
Select correct option:

supported

opposed
ignored
refused

Question # 4 of 10 ( Start time: 05:32:38 AM )  Total Marks: 1
A standing committee is one that operates permanently:
Select correct option:

Month after month.
Week after week.
Year after year.
After six months

Question # 5 of 10 ( Start time: 05:32:50 AM )  Total Marks: 1
Letter reports are of ---------- types:
Select correct option:

Two
Three
Four
Five

Question # 6 of 10 ( Start time: 05:33:06 AM )  Total Marks: 1
Classification of Report is:
Select correct option:

Informal reports, Short reports
Formal reports ,Long reports
Formal or Informal reports , Short or Long Reports
Informal repots, Long repots

Question # 7 of 10 ( Start time: 05:33:19 AM )  Total Marks: 1
In claim letter the initial statement should contain:
Select correct option:

Good news.
Bad news.
Mixed news
Ambiguous

Question # 8 of 10 ( Start time: 05:33:26 AM )  Total Marks: 1

Circular letters are used:
Select correct option:

To send information to two people.
To send the same information to a number of people.
To communicate to other company.
To send information inside a company.

Question # 9 of 10 ( Start time: 05:33:36 AM ) Total Marks: 1
Which writing style characterizes the memos?
Select correct option:

Informal
Formal
Impersonal tone.
Neutral

Question # 10 of 10 ( Start time: 05:33:54 AM ) Total Marks: 1
Minutes, which tell more of the 'story of what happened and who said what at a meeting are?
Select correct option:

Resolution minutes
Narrative minutes
Formal minutes
Informal minutes

Question # 1 of 10 ( Start time: 05:36:24 AM ) Total Marks: 1
There are -------- kinds of Sales letters.
Select correct option:

Three
Four
Two
Five

Question # 2 of 10 ( Start time: 05:36:41 AM ) Total Marks: 1
In letter refusing adjustment, the point of view of the reader should be----------.
Select correct option:

supported

opposed
ignored
refused

Question # 3 of 10 ( Start time: 05:36:49 AM )  Total Marks: 1
In circular letters personal interest is created by using the word ----------.
Select correct option:

you
our customers
every body
dear customers

Question # 4 of 10 ( Start time: 05:36:57 AM )  Total Marks: 1
In claim letter the initial statement should contain:
Select correct option:

Good news.
Bad news.
Mixed news
Ambiguous

Question # 5 of 10 ( Start time: 05:37:04 AM )  Total Marks: 1
Another name of a synopsis is:
Select correct option:

Report
Letter
Abstract
Text

Question # 6 of 10 ( Start time: 05:37:12 AM )  Total Marks: 1
Claim letter is also called:
Select correct option:

Complaint letter.
Adjustment letter.
Credit refusing letter.
Collection letter

Question # 7 of 10 ( Start time: 05:37:25 AM )  Total Marks: 1

Monthly Market Report is an analysis of business done during the
Select correct option:

Whole day
Whole week
Whole month
Whole year

Question # 8 of 10 ( Start time: 05:37:33 AM ) Total Marks: 1
The role of the Chairman as a Committee Member is:
Select correct option:

To monitor the financial activities
To coordinate the work of the committee. Leader, guide, umpire etc
To carry out the administrative work of the committee
To communicate positively.

Question # 9 of 10 ( Start time: 05:37:41 AM ) Total Marks: 1
Collection letter are usually written in:
Select correct option:

Serial.
Line.
Steps
Series

Question # 10 of 10 ( Start time: 05:37:50 AM ) Total Marks: 1
---------- include investigation of an issue or problem or Calculation of financial ratios of a company.
Select correct option:

Formal report
Analytical Letter Reports
Scientific Reports
Informational Letter Reports

Question # 1 of 10 ( Start time: 05:39:15 AM ) Total Marks: 1
The role of the Chairman as a Committee Member is:
Select correct option:

To monitor the financial activities

To coordinate the work of the committee. Leader, guide, umpire etc
To carry out the administrative work of the committee
To communicate positively.

Question # 2 of 10 ( Start time: 05:39:24 AM )  Total Marks: 1
Letter reports are of ---------- types:
Select correct option:

Three
Four
Five
Two

Question # 3 of 10 ( Start time: 05:39:32 AM )  Total Marks: 1
Task force is ---------- after solving a specific problem, assigned to them.
Select correct option:

Engaged to other problems.
Disbanded.
Engaged to routine work.
Sent on leave

Question # 4 of 10 ( Start time: 05:39:39 AM )  Total Marks: 1
---------- include investigation of an issue or problem or Calculation of financial ratios of a company.
Select correct option:

Formal report
Analytical Letter Reports
Scientific Reports
Informational Letter Reports

Question # 5 of 10 ( Start time: 05:39:46 AM )  Total Marks: 1
Which writing style characterizes the memos?
Select correct option:

Informal
Formal
Impersonal tone.
Neutral

Question # 6 of 10 ( Start time: 05:39:54 AM )  Total Marks: 1
Complaint letter should be called----------.
Select correct option:

Persuasive letters
Claim letter
Inquiry letters
Sales letters

Question # 7 of 10 ( Start time: 05:40:05 AM )  Total Marks: 1
The place where we go to buy or sell commodities is commonly known as _____ .
Select correct option:

Gym
Market
Cafe
Village

Question # 8 of 10 ( Start time: 05:40:12 AM )  Total Marks: 1
Weekly Market Report gives the condition of the commodities for the past ____.
Select correct option:

6 days
6 weeks
7 days
7 weeks

Question # 9 of 10 ( Start time: 05:40:20 AM )  Total Marks: 1
In letter refusing adjustment, the point of view of the reader should be----------.
Select correct option:

supported
opposed
ignored
refused

Question # 10 of 10 ( Start time: 05:40:26 AM )  Total Marks: 1
A _____ Proposal is usually academic in nature.
Select correct option:

Marriage

Research
Business
None of all

Question # 1 of 10 ( Start time: 05:42:11 AM )  Total Marks: 1
Written summary of a meeting's business is called:
Select correct option:

Minutes
Motion
Agenda
Circular

Question # 2 of 10 ( Start time: 05:42:30 AM )  Total Marks: 1
Solicited Sales letters are written:
Select correct option:

In response to an inquiry.
To sell a product or service.
To persuade buyer to buy a product.
To increase marketing of a product.

Question # 3 of 10 ( Start time: 05:42:43 AM )  Total Marks: 1
Memorandum is used to:
Select correct option:

Inform someone not related to your company.
Communicate to someone within your own company.
Communicate to other company.
Communicate to the general public

Question # 4 of 10 ( Start time: 05:42:53 AM )  Total Marks: 1
The place where we go to buy or sell commodities is commonly known as _____ .
Select correct option:

Gym
Market
Cafe
Village

Question # 5 of 10 ( Start time: 05:42:59 AM )  Total Marks: 1

---------- are usually short messages with natural, casual use of language.
Select correct option:

Formal reports
Informal reports
Short reports
Progress report

Question # 6 of 10 ( Start time: 05:43:08 AM ) Total Marks: 1
Complaint letter should be called----------.
Select correct option:

Persuasive letters
Claim letter
Inquiry letters
Sales letters

Question # 7 of 10 ( Start time: 05:43:18 AM ) Total Marks: 1
----------are routine reports prepared at regular time interval-daily, weekly, monthly quarterly or annually.
Select correct option:

Periodic Reports
Formal Reports
Progress Reports
Conference Reports

Question # 8 of 10 ( Start time: 05:43:31 AM ) Total Marks: 1
Circular letters are used:
Select correct option:

To send information to two people.
To send the same information to a number of people.
To communicate to other company.
To send information inside a company.

Question # 9 of 10 ( Start time: 05:43:43 AM ) Total Marks: 1
Collection letter are usually written in:
Select correct option:

Serial.

Line.
Steps
Series

Question # 10 of 10 ( Start time: 05:43:54 AM )  Total Marks: 1
Collection letter should be written with the assumption that most of the people will:
Select correct option:

Pay.
Ignore.
Not pay.
Delay

Question # 1 of 10 ( Start time: 05:46:54 AM )  Total Marks: 1
In circular letters personal interest is created by using the word ----------.
Select correct option:

you
our customers
every body
dear customers

Question # 2 of 10 ( Start time: 05:47:03 AM )  Total Marks: 1
Another name of a synopsis is:
Select correct option:

Report
Letter
Abstract
Text

Question # 3 of 10 ( Start time: 05:47:11 AM )  Total Marks: 1
Letter refusing adjustment is written when:
Select correct option:

The buyer is at fault.
The seller is at fault.
When the third party is at fault.
When nobody is at fault.

Question # 4 of 10 ( Start time: 05:47:21 AM )  Total Marks: 1

Collection letter should be written with the assumption that most of the people will:
Select correct option:

Pay.
Ignore.
Not pay.
Delay

Question # 5 of 10 ( Start time: 05:47:41 AM )  Total Marks: 1
Memorandum is used to:
Select correct option:

Inform someone not related to your company.
Communicate to someone within your own company.
Communicate to other company.
Communicate to the general public

Question # 6 of 10 ( Start time: 05:47:51 AM )  Total Marks: 1
---------- are usually short messages with natural, casual use of language.
Select correct option:

Formal reports
Informal reports
Short reports
Progress report

Question # 7 of 10 ( Start time: 05:48:01 AM )  Total Marks: 1
Memorandum consists of usually ---------- main parts.
Select correct option:

Two
Four
Three
Four

Question # 8 of 10 ( Start time: 05:48:11 AM )  Total Marks: 1
---------- include investigation of an issue or problem or Calculation of financial ratios of a company.
Select correct option:

Formal report

Analytical Letter Reports
Scientific Reports
Informational Letter Reports

Question # 9 of 10 ( Start time: 05:48:22 AM )  Total Marks: 1
A _____ Proposal is usually academic in nature.
Select correct option:

Marriage
Research
Business
None of all

Question # 10 of 10 ( Start time: 05:48:30 AM )  Total Marks: 1
- ---------- letter is the reply to complaint.
Select correct option:

Adjustment
An inquiry
Collection
Sales

Question # 1 of 10 ( Start time: 05:50:36 AM )  Total Marks: 1
Minutes, which tell more of the ‘story of what happened and who said what at a meeting are?
Select correct option:

Resolution minutes
Narrative minutes
Formal minutes
Informal minutes

Question # 2 of 10 ( Start time: 05:50:54 AM )  Total Marks: 1
Which writing style characterizes the memos?
Select correct option:

Informal
Formal
Impersonal tone.
Neutral

Question # 3 of 10 ( Start time: 05:51:02 AM )  Total Marks: 1
Solicited Sales letters are written:
Select correct option:

In response to an inquiry.
To sell a product or service.
To persuade buyer to buy a product.
To increase marketing of a product.

Question # 4 of 10 ( Start time: 05:51:14 AM )  Total Marks: 1
- ---------- letter is the reply to complaint.
Select correct option:

Adjustment
An inquiry
Collection
Sales

Question # 5 of 10 ( Start time: 05:51:30 AM )  Total Marks: 1
Circular letters are used:
Select correct option:

To send information to two people.
To send the same information to a number of people.
To communicate to other company.
To send information inside a company.

Question # 6 of 10 ( Start time: 05:51:38 AM )  Total Marks: 1
In claim letter the initial statement should contain:
Select correct option:

Good news.
Bad news.
Mixed news
Ambiguous

Question # 7 of 10 ( Start time: 05:51:53 AM )  Total Marks: 1
Weekly Market Report gives the condition of the commodities for the past ____.
Select correct option:

6 days