



Student Info 5

MCM304

Quiz No.4 Spring 2023

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Quiz | All of the following are Important | Communication Skills - MCM301 | MGT211_handouts_1_45.pdf | +
← → ↻ 🔍 https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=f2eb7767-b475-4243-8ca3-36e93c4267de 🔍 ☆ 📄 📌 📁 📂 📅 📆 📇 📈 📉 📊 📋 📌 📍 📎 📏 📐 📑 📒 📓 📔 📕 📖 📗 📘 📙 📚 📛 📜 📝 📞 📟 📠 📡 📢 📣 📤 📥 📦 📧 📨 📩 📪 📫 📬 📭 📮 📯 📰 📱 📲 📳 📴 📵 📶 📷 📸 📹 📺 📻 📼 📽 📾 📿 📠 📡 📢 📣 📤 📥 📦 📧 📨 📩 📪 📫 📬 📭 📮 📯 📰 📱 📲 📳 📴 📵 📶 📷 📸 📹 📺 📻 📼 📽 📾 📿

Question # 1 of 10 (Start time: 11:07:39 AM, 17 July 2023)

Total Marks: 1

All of the following are Important details to include in the letter of invitation EXCEPT:

Select the correct option

- ☐ The date and time of presentation
- ☐ The topic of the presentation
- ☒ The menu of lunch to be given in the end of presentation
- ☐ The venue of the presentation

Windows | Taskbar | 11:08 PM 7/16/2023
Quiz | Which of the following is the informal report used to communicate with individuals outside of an organization? | Communication Skills - MCM301 | MGT211_handouts_1_45.pdf | +
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Question # 2 of 10 (Start time: 11:08:34 AM, 17 July 2023)

Total Marks: 1

Which of the following is the informal report used to communicate with individuals outside of an organization?

Select the correct option

- ☐ Memo
- ☐ Periodical
- ☐ Magazine
- ☒ Letter

Windows | Taskbar | 11:09 PM 7/16/2023

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Quiz Which statement would be the best close for an adjustment letter? Communication Skills - MCM301 MGT211_handouts_1_45.pdf
https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=e9de254a-d779-4440-a481-f9eac7e2ea5f

Question # 3 of 10 (Start time: 11:09:47 AM, 17 July 2023)

Total Marks: 1

Which statement would be the best close for an adjustment letter?

Select the correct option

- ☐ Your business is appreciated.
- ☐ You may be interested in upgrading your internal memory with our inexpensive chips.
- ☐ Your new keyboard is being air expressed to you.
- ☒ We regret the trouble that the faulty keyboard caused you.

Quiz Which statement would be the best close for an adjustment letter? Communication Skills - MCM301 MGT211_handouts_1_45.pdf
https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=25d25476-f603-4f09-b236-d9b61bce3842

Question # 4 of 10 (Start time: 11:10:29 AM, 17 July 2023)

Total Marks: 1

"His GPA in 2000(MBA) was 3.9 on a four point scale."
Which of the following is a correct and more concrete example of above statement?

Select the correct option

- ☐ All of the given options
- ☒ His GPA was 3.9 on a four point scale.
- ☐ His GPA was good in 2000.
- ☐ He got a good score in his MBA Program.

Quiz Which statement would be the best close for an adjustment letter? Communication Skills - MCM301 MGT211_handouts_1_45.pdf
https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=25d25476-f603-4f09-b236-d9b61bce3842

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Quiz Letters of invitation include: Sele Communication Skills - MCM301 MGT211_handouts_1_45.pdf
https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=b094f403-e4fa-4860-8492-ba6180c5052f
Question # 5 of 10 (Start time: 11:10:40 AM, 17 July 2023) Total Marks: 1

Letters of invitation include:

Select the correct option

☐

Speaking invitations

☒

All of the given options

☐

Formal social invitations

☐

Informal social invitation

Windows 11:11 PM 7/16/2023
Quiz All of the following guidel MCM301 Grand Quiz Solu Communication Skills - M MGT211_handouts_1_45.p
https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=4e0d18bb-785c-4915-8f89-c3c83358c0d7

Question # 6 of 10 (Start time: 11:11:15 AM, 17 July 2023)

Total Marks: 1

All of the following guidelines play an important part to make your writing concrete, EXCEPT:

Select the correct option

☒

Use passive verbs.

☐

Use active rather than passive verbs.

☐

Use vivid, image-building words.

☐

Include as much specific information as possible.

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Quiz x Order letters are co x vu MCM301 Grand Qu x vu MCM301 Grand Qu x Communication Ski x MGT211_handouts x + - x

https://vuims.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=73c6fd2a-1e68-4b70-a70a-515fc5906809

Question # 7 of 10 (Start time: 11:12:01 AM, 17 July 2023)

Total Marks: 1

Order letters are comprised of all of the following distinct content components, except:

Select the correct option

- ☐ Directions for shipping the merchandize
- ☒ Quality report of the items
- ☐ Method of payment
- ☐ Pertinent information about the items being ordered

Windows taskbar and browser tabs showing the next question.

Which of the follow x vu MCM301 Grand Qu x vu MCM301 Grand Qu x Communication Ski x MGT211_handouts x + - x

https://vuims.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=a8b7467a-5875-47cd-a98e-355bc297cfa5

Question # 8 of 10 (Start time: 11:12:44 AM, 17 July 2023)

Total Marks: 1

Which of the following is not a part of writing plan of a reservation letter?

Select the correct option

- ☐ A fast-start opening which identifies the type of room desired and the days needed
- ☐ A section which mentions arrival and departure times
- ☐ A courteous, action-oriented closing, which mentions your desire for a confirmation
- ☒ A section describing the quality of the room you booked in the other hotel

Windows taskbar and browser tabs showing the next question.

Windows taskbar and browser tabs showing the next question.

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Quiz x All of the following x MCM301 Grand Qu x MCM301 Grand Qu x Communication Ski x MGT211_handouts x + - x

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Question # 9 of 10 (Start time: 11:13:33 AM, 17 July 2023)

Total Marks: 1

All of the following are the qualities of effective claim letters EXCEPT:

Select the correct option

- ☐ An effective claim letter presents all the facts pertinent to the situation.
- ☒ An effective claim letter contains threat.
- ☐ An effective claim letter contains you attitude material.
- ☐ An effective claim letter makes a definite request.

Windows taskbar and browser tabs showing the same quiz interface.

Question # 10 of 10 (Start time: 11:14:48 AM, 17 July 2023)

Total Marks: 1

All of the following are Essential parts of a letter EXCEPT:

Select the correct option

- ☒ Subject line
- ☐ Signature
- ☐ Letterhead
- ☐ Salutation

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**By Muhammad
Zaman**

For Paid contact: 03044756496



Student Info 5

Muhammad Zaman

03044756496

Remember me in you Precious Prayer

Jazak Allah

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