



حضرت محمد رسول اللہ
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پر کروڑوں درود و سلام

MCM301 Quiz 4 SOLVED (MARCH 2022)

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BC160402252: Ali Hamza

MCM301:Quiz No 4

Time Left 67 sec(s)

Quiz Start Time: 09:17 PM, 09 March 2022

Question # 3 of 10 (Start time: 09:19:18 PM, 09 March 2022)

Total Marks: 1

Bcc stands for:

Select the correct option

☐	Branded compiled copy
☒	Branded carbon copy
☐	Blind compiled copy
☐	Blind carbon copy

Click to Save Answer & Move to Next Question

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Question # 6 of 10 (Start time: 09:22:16 PM, 09 March 2022)

Total Marks: 1

To begin a disappointed newsletter with a negative information, _____ a negative situation.

Select the correct option

☐	Reduces
☒	Complicates
☐	Eases
☐	Relieves

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

Question # 4 of 10 (Start time: 09:20:08 PM, 09 March 2022)

Total Marks: 1

With the use of which of the following, we reason from specific evidence to specific evidence?

Select the correct option

☒	Analogy
☐	Induction
☐	Deduction
☐	Logic

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

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Question # 5 of 10 (Start time: 09:20:43 PM, 09 March 2022)

Total Marks: 1

Which of the following statement is NOT true about a congratulatory message?

Select the correct option

- ☒ The message may close by referring to the writer's assistance to the receiver in his or her achievement.
- ☐ The message may be sent to an individual for being elected to an office in a social organization.
- ☐ The message may be sent to a company relocating to a new building.
- ☐ The message should focus on the receiver from start to finish.

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

Question # 7 of 10 (Start time: 09:23:08 PM, 09 March 2022)

Total Marks: 1

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

Select the correct option

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

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

Question # 8 of 10 (Start time: 09:25:02 PM, 09 March 2022)

Total Marks: 1

The courteous close of a direct request letter contains all of the following EXCEPT:

Select the correct option

☒	Information about your city
☐	A specific request
☐	An expression of appreciation or goodwill
☐	Information about how you can be reached

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

Question # 9 of 10 (Start time: 09:25:55 PM, 09 March 2022)

Total Marks: 1

Checking for the accuracy of dates, figures, amounts and numbers, misspelled words, topographic errors etc is done in which stage of writing?

Select the correct option

☐	Editing
☐	Drafting
☐	Organizing
☒	Proofreading

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

Question # 10 of 10 (Start time: 09:26:23 PM, 09 March 2022)

Total Marks: 1

Which of the following method of outlining topic involves presenting a general statement first, followed by specific supporting statements?

Select the correct option

☐	Sustaining method
☒	Direct method
☐	Indirect method
☐	Supporting method

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

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