

ENG301 2nd Grand Quiz Questions

Total = 30

1. Date sequence preferred in America is ----- with the month spelled out. ENG301
2. A contract of selling and purchasing services is called an order letter. ENG301
3. Identify the statement as 'True' or 'False'. Persuasion is the attempt to change a reader's attitude, beliefs or action in your favour. ENG301
4. Business messages should be closed on a positive and courteous thought. Which of the following statements satisfy this guideline? ENG301
5. A letter or report to a customer from an employer belongs to which kind of communication? ENG301
6. Deductive plan is used to organize your message when your audience is _____ to cooperate with you. ENG301
7. Always choose an appropriate opening that suits the ----- of your message. ENG301
8. Mark the following statements as True or False. When you think that your audience will be interested in what you have to say, then you use the inductive plan to organize your message. ENG301
9. To develop an audience-centered approach you have to know more about the audience you are communicating with. ENG301
10. The _____ section may include information about the message composer, the typist, and sometimes word processing data. ENG301
11. Chinese sign their last name first because ----- . ENG301
12. _____ lets you send a message to a person without your making direct contact or knowledge where the person is located. ENG301
13. Mark the following as True or False. Dear Sir, Dear Madam, and My dear Mr. Khan are less formal salutations. ENG301
14. AMS stands for ENG301
15. The _____ should be neutral in tone. ENG301
16. In a ----- the writer seeks information without having an intention to buy or sell. ENG301
17. Choose the correct option. A private network, set up within an organization that operates over the internet and may be used to link geographically remote sites is called Usenet. ENG301
18. ----- represents the national cultural variable. ENG301
19. Letters of ----- are often sent to the payment of an overdue bill. ENG301
20. Fill in the following blank with the correct option. A buffer is a _____ that is meant to bring the reader to a positive frame of mind. ENG301
21. Establishing the purpose of a message before beginning to write allows the writer to _____. ENG301
22. The buffer statement 'we both know how hard it is to make a profit in this industry' shows: ENG301
23. In which situation do we write acknowledging an order letter? ENG301

24. 'Dear Sara' comes under the category of ----- style of salutation. ENG301
25. Get-well wishes and Sympathy letters are written when a personal friend or a business acquaintance is _____. ENG301
26. Mark the following as True or False.Mention 'number of persons' while requesting for a hotel reservation. ENG301
27. A common error in answering inquiries is failure to: ENG301
28. A ----- is an application program that translates between two protocols of different email system. ENG301
29. The phrase "time is money" is most consistent with which culture? ENG301
30. A variation of ----- plan(s) is used to write persuasive messages. ENG301