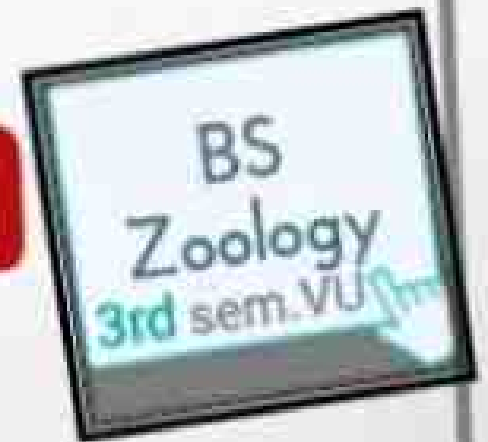
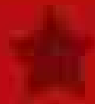


• **BS ZOOLOGY THIRD SEMETER**



SOLVED BY: MUHAMMAD HABIB



G301 Quiz 2

Question # 3 of 10 (Start time: 03:00:49 PM, 08 June 2021)

Mark the following as True or False

The compulsory components of a letterhead are name, address, and telephone number.

Select the correct option

☒	True
☐	False

You

Yesterday, 3:16 PM



Question # 10 of 10 (Start time: 03:12:04 PM, 08 June 2021)

In _____ form all essential parts are started from the left-hand margin

Select the correct option



The block



AMS



Full block



The semi block



Question # 9 of 10 (Start time: 10:03:52 PM, 08 June 2021)

Total Marks: 1

Identify the statement as 'True' or 'False'.

Full block format of a letter uses both open and closed punctuation.

Select the correct option

☒ True

☐ False

Click to Save Answer & Move to Next Question

Question # 4 of 10 (Start time: 09:56:53 PM, 08 June 2021)

Total Marks: 1

A good company most often uses a paper which has at least ----- percent cotton content.

Select the correct option

☐ 45☐ 25☐ 40☒ 20[Click to Save Answer & Move to Next Question](#)

Question # 10 of 10 (Start time: 01:05:32 PM, 08 June 2021)

Total Marks: 1

----- are public telecommunication companies that handle email services to users for a fee.

Select the correct option

- | | |
|-----------------------|-----------------------|
| ☐ | Adresses |
| ☐ | Directory systems |
| ☐ | Gateways |
| ☐ | Valued-added Networks |



Quiz

quiz.vu.edu.pk



MG301:Quiz 2

Quiz Start Time: 10:08 PM,

Question # 1 of 10 (Start time: 10:08:16 PM, 08 June 2021)

Recall the knowledge of business messages and fill in the blank using the most appropriate option:

A _____ is a printed paper with the name and address of a person or an organization.

Select the correct option

☒ letterhead☐ cover letter

_____ Punctuation is a time saver as no part is indented in it.

Select the correct option

☐ Opened

☐ General

☐ Closed

☐ Standard



Shani

Quiz
Yesterday 10:10 PM
quiz.vu.edu.pk



ENG301: Quiz 2

Quiz Start Time: 10:06 PM, 08 June 2021

Question # 3 of 10 (Start time: 10:10:37 PM, 08 June 2021)

Total Marks: 10

The enclosure notation in a business letter represents
_____.

Select the correct option:



that some information is excluded from the letter



that there is something else besides the letter included in the envelope



that the letter is not complete



that the letter needs further editing

Click on Save Answer & Move to Next Question



Quiz

quiz.vu.edu.pk



BC200203921: ARFA AZAM

Time Left 89 sec(s)

ENG301:Quiz 2

Quiz Start Time: 10:18 PM, 08 June 2021

Question # 2 of 10 (Start time: 10:20:15 PM, 08 June 2021)

Total Marks: 1

In business message composition,_____ is the way you use words to achieve a certain overall impression.

Select the correct option



style



tone



rhyme



rhythm

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Shani

Quiz
Yesterday 10:16 PM
quiz.vu.edu.pk



ENG301:Quiz 2

Quiz Start Time

Question # 9 of 10 (Start time: 10:16:41 PM, 08 June 2021)

Which of the following are examples of written communication?

Select the correct option



Letters and voicemail



Reports and email



Presentations and email



Circulars and voicemail

Which of the following is not a feature of a well-organized business letter?

Select the correct option

- ☐ Logical presentation
- ☐ Stating purpose clearly
- ☐ Including all necessary information
- ☐ Taking time to get to the point



Quiz

quiz.vu.edu.pk



BC200203921: ARFA AZAM

Time Left

89

sec(s)

ENG301: Quiz 2

Quiz Start Time: 10:18 PM, 08 June 2021

Question # 3 of 10 (Start time: 10:21:53 PM, 08 June 2021)

Total Marks: 1

Mark the following as True or False.

AMS is a simple style in which no salutation or complimentary close is used.

Select the correct option

True



False



Click to View Answer & Move to Next Question



Quiz

quiz.vu.edu.pk



BC200203921: ARFA AZAM

Time Left 87 sec(s)

ENG301:Quiz 2

Quiz Start Time: 10:18 PM, 08 June 2021

Question # 5 of 10 (Start time: 10:24:42 PM, 08 June 2021)

Total Marks: 1

'MA/na' is the way to represent:

Select the correct option



Postscript



Copy notation



Complementary close



Reference section

Click to go back to question & click on Next Question



Quiz

quiz.vu.edu.pk



BC200203921: ARFA AZAM

Time Left 89 sec(s)

ENG301:Quiz 2

Quiz Start Time: 10:18 PM, 08 June 2021

Question # 6 of 10 (Start time: 10:25:15 PM, 08 June 2021)

Total Marks: 1

A(n) ----- is included to remind the reader to check for the additional pages of information.

Select the correct option



attention line



enclosure



postscript



copy notation

Click to go back to question & click on Next Question



Malik Khala

Yesterday, 9:09 PM



BC190408009: JAWERIA AQEEL

Time Left 83 sec(s)

ENG301: Quiz 2

Quiz Start Time: 09:05 PM, 08 June 2021

Question # 5 of 10 (Start time: 09:09:33 PM, 08 June 2021)

Total Marks: 1

Optional parts of a business letter are ----- in number.

Select the correct option

6



8



2



4



Click to Save Answer & Move to Next Question



REPLY

MARK AS READ

QUESTION # 8

QUESTION # 8 (10 MARKS)

Question # 8 of 10 (Start time: 10:26:16 PM, 08 June 2021)

Total Marks: 10

Checking the final copy to make sure that it is free from errors is_____.

Select the correct option



composing



proof reading



editing



revising



Writing style can be improved through use of_____.

Select the correct option



metaphors



simple words



jargon



slang



Malik Khala

Yesterday, 9:12 PM



BC190408009: JAWERIA AQEEL

Time Left 82 sec (a)

ENG301: Quiz 2

Quiz Start Time: 09:05 PM, 08 June 2021

Question # 8 of 10 (Start time: 09:12:37 PM, 08 June 2021)

Total Marks: 1

Fill in the following blank with the appropriate option:

The newest fax machines use digital transmission and they can transmit a page in less than _____

Select the correct option

1



4



2



3



Malik Khala



Malik Khala

Yesterday, 9:14 PM



BC190408009: JAWERIA AQEEL

Time Left 87 sec(s)

ENG301: Quiz 2

Quiz Start Time: 09:05 PM, 08 June 2021

Question # 10 of 10 (Start time: 09:14:49 PM, 08 June 2021)

Total Marks: 1

Modern letterheads usually occupy no more than _____ inches at the top of the page.

Select the correct option

3



1 1/2



2 1/2



2



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Malik Khala

Yesterday, 9:06 PM



BC190408009: JAWERIA AQEEL

Time Left 80 sec(s)

ENG301:Quiz 2

Quiz Start Time: 09:05 PM, 08 June 2021

Question # 2 of 10 (Start time: 09:06:17 PM, 08 June 2021)

Total Marks: 1

Which of the following aims at gathering specific information?

Select the correct option

☐ Letter of information

☐ Letter of claim

☐ Letter of inquiry

☒ Letter of request

Click to Save Answer & Move to Next Question



Malik Khala

Yesterday, 9:08 PM



BC190408009: JAWERIA AQEEL

Time Left 85 sec(s)

ENG301: Quiz 2

Quiz Start Time: 09:05 PM, 08 June 2021

Question # 4 of 10 (Start time: 09:08:14 PM, 08 June 2021)

Total Marks: 1

Body of a letter is indented in ----- format of business letters.

Select the correct option



full block



semi block



AMS



modified block



Malik Khala

Yesterday, 9:07 PM



BC190408009: JAWERIA AQEEL

Time Left 79 sec(s)

ENG301: Quiz 2

Quiz Start Time: 09:05 PM, 08 June 2021

Question # 3 of 10 (Start time: 09:07:28 PM, 08 June 2021)

Total Marks: 1

In _____ punctuation, parts of heading, date, inside address, salutation and complimentary close are punctuated.

Select the correct option



open



standard



all of the above



close

Click to Save Answer & Move to Next Question



different styles or layouts. The style or format is determined by certain conventions.

There are different styles in fashion and it is difficult to say which one is the best. Nowadays the following type of styles and formats:

1. The Block-form / Modified – Block form
2. Full-Block form
3. The Semi-Block form
4. AMS (Administrative Management Society)

1. The Block form / Modified – Block form

This form is named so because inside address, salutation and paragraphs are blocked not **indented** form. If plain paper is being used, heading, date, complimentary close and signature are typed at horizontal centre of the page. They are placed so that they end near the right hand margin. Double space is given between two parts while single space is used within the paragraph. In Pakistani style punctuation is used. This form is a time saver as no part is **indented** in it.

2. Full Block

This format is considered to be the most modern. All essential parts in this form are started from the left hand margin. Open punctuation should be used in this form. This form saves time more than the other forms.

3. The Semi-Block

This form is much used in Pakistan. Heading, date, complimentary close and signature section are placed at the horizontal of the page or are placed so that they end near the right-hand margin. First paragraph is **indented** five to seven spaces. Only closed form of punctuation is used in this letter style is attractive on the page.

4. AMS (Administrative Management Society)

It has been in use since 1950, AMS is a simple style. It uses full-block form and open punctuation. Reader's name is used in the first and last sentence. Both salutation and complimentary close are used. Reader's name and writer's name are typed in capitals.

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Punctuation Styles

1. Close Punctuation

Parts of heading, date, inside address, salutation and complimentary close are punctuated.

2. Standard Punctuation

No line of heading or inside address is punctuated. After salutation and complimentary close are placed.

3. Open Punctuation

It requires no punctuation even after the salutation and the complimentary close.

Block /Modified Block Form (1)

Heading or Letter	Public Bank,
Head	30, The Mall,
	Lahore.
Date	March 7, 2002
Inside Address	The General Manager,

It has been in use since 1950, AMS is a simple style. It uses full-block form punctuation. No salutation or complimentary close is used. Reader's name is used in the first and last sentence. Subject and writer's name are typed in capitals.

Punctuation Styles

1. **Close Punctuation**

Parts of heading, date, inside address, salutation and complimentary close are punctuated.

2. **Standard Punctuation**

No line of heading or inside address is punctuated. After salutation and complimentary close a comma is placed.

3. **Open Punctuation**

It requires no punctuation even after the salutation and the complimentary close.

Block /Modified Block Form (1)

Heading or Letter	Public Bond
-------------------	-------------



Malik Khala

Yesterday, 9:05 PM



BC190408009: JAWERIA AQEEL

Time Left 86 sec(s)

ENG301:Quiz 2

Quiz Start Time: 09:05 PM, 08 June 2021

Question # 1 of 10 (Start time: 09:05:28 PM, 08 June 2021)

Total Marks: 1

Keeping in mind the 'punctuation styles', fill in the following blank:

In _____ punctuation no line of heading or inside

Select the correct option



standard



open



all of the above



close

Click to Save Answer & Move to Next Question



Safdar Bai

Yesterday, 9:59 PM



quiz.vu.edu.pk/QuizQu



BC200206886: MUHAMMAD SAFDAR

Time Left

83

sec(s)

EN0301: Quiz 2

Quiz Start Time: 09:52 PM, 08 June 2021

Question 9 of 10 (Start time: 09:59:11 PM, 08 June 2021)

Total Marks: 1

_____ is written between the inside address and salutation two spaces below and above respectively.

Select the correct option



Attention line



Heading



Subject line



Date

Click to Save Answer & Move to Next Question



Safdar Bai

Yesterday, 10:05 PM



quiz.vu.edu.pk/QuizQu



BU200206886: MUHAMMAD SAFDAR

Time Left 84 min (x)

EN0301: Quiz 2

Quiz Start Time: 09:52 PM, 08 June 2021

Question # 10 of 10 (Start time: 10:05:31 PM, 08 June 2021)

Total Marks: 1

The conclusion or ending paragraph of a document should bring the communication to a polite and ——— close.

Select the correct option.



measurable



subtle



businesslike



interminable

Click to Save Answer & Move to Next Question

machine scans a printed page, converts it to a signal and transmits the signal over a line to a receiving fax machine. Although faxes have been available for many years, they were slow and expensive.

A fax machine needs to be connected to a machine of the same type and the process took several minutes. Today's fax machines do not require the same kind of connection at the receiving end and they can transmit a page in less than 1 minute. The newest fax machines use digital transmission, which makes it possible to use a computer program as a fax machine. New faxes are also much faster.

records messages on a computer disk for later retrieval by the receiver. When an incoming call is not answered, the system responds by telling the caller how to leave a message or how to reach someone else. The receiver of the call can then either listen to the message upon returning to the office or access the message via telephone. This process eliminates the problem of missed calls, which can be so frustrating.

Useful because:

- replaces short memos and phone calls that need no response.
- is most effective for short, unambiguous messages.
- solves time-zone difficulties.
- reduces a substantial amount of interoffice paperwork.
- is a powerful tool when you need to communicate your emotion or tone.
- is especially useful for goodwill and other positive messages.

Communication Technologies

Groupware allows several people to use software at the same time to create documents, keep track of projects, route messages and manage deadlines. Groupware enables a supervisor to communicate with subordinates via individual computers instead of physically moving from place to place or holding face-to-face meetings.

Compact Disc Database

Compact Disc – Read Only Memory (CD-ROM) has been available for several years and is becoming more popular. It is a powerful tool for putting masses of information in a form that is easy to use. Some kinds of information typically found on CD-ROMs are encyclopedias, telephone directories and articles and abstracts on various subjects. A CD-ROM can contain up to 100,000 pages of text. It will continue to grow.

Teleconferencing



You
WhatsApp • 1853 messages from 25 • Nov
Yesterday, 9:13 PM

BS Zoology 3rd Semester (4 messages): +92 3...

Special Group Zoology 3 (9 messages): Nasir...

BS Zoology 1st Smester VU (269 messages): +...

Only Quiz Solve (821 messages): +92 318 781...

BS zoology 2nd semester (83 messages):... + 2

climate	Use an appropriate level of formality.
---------	--

Faxes

A facsimile machine scans a printed page, converts it to a signal, and transmits the signal over a telephone line to a receiving fax machine. Although faxes have been around since the 1920s, until recently they were slow and expensive.

The oldest type of fax machine had to be connected to a machine of the same type, and the transmission took several minutes. Today's fax machines do not require the same kind of machine at the receiver, and they can transmit a page in **less than** 1 minute. The newest fax machines use digital transmission, which makes it possible to use a computer program as a receiver. These new faxes are also much faster.

The oldest type of fax machine had to be connected to a machine of the same type, and the transmission took several minutes. Today's fax machines do not require the same kind of machine at the receiver, and they can transmit a page in **less than** 1 minute. The newest fax machines use digital transmission, which makes it possible to use a computer program as a receiver. These new faxes are also much faster.

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Voice Mail

Voice mail records messages on a computer disk for later retrieval by the receiver. When an incoming call is not answered, the system responds by telling the caller how to leave a message or how to leave a message for someone else. The receiver of the call can then either listen to the message upon returning to the office or access the message via telephone. This process eliminates the problem of telephone tag, which is so frustrating.

Voice mail is useful because:

- It replaces short memos and phone calls that need no response
- It is most effective for short, unambiguous messages
- It solves time-zone difficulties
- It reduces a substantial amount of interoffice paperwork.
- It is a powerful tool when you need to communicate your emotion or tone
- It is especially useful for goodwill and other positive messages

Other Communication Technologies

Groupware

Groupware allows several people to use software at the same time to create documents, keep track of projects, route messages, and manage deadlines. Groupware enables a supervisor to manage work via individual computers instead of physically moving from place to place or having face-to-face meetings.

CD-ROM database



FOUR SPACES SHOULD BE GIVEN BETWEEN THE COMPLEMENTARY CLOSE AND NAME.

8. Reference Section

The reference section may include information about the message composer, the typist, and word-processing data. Only initials are used. They are typed two spaces below the name and the person signing the letter.

AS / mb

It means Ahmed Shibly composed the message and Mahmood Bilal typed the letter.

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Optional Parts of the Letter

When appropriate, any of these optional parts can be included:

1. Attention line
2. Subject Line
3. Enclosure(s)
4. Copy Notation
5. File or Account number and mailing notation
6. Postscript

1. Attention line

To send a letter direct to a person or department, attention line is used especially when we do not know the particular person or know only the person's surname. Attention line is written between the introduction and salutation two spaces below and above respectively.

2. Subject Line

It helps the reader to know at a glance what the letter is about. The subject line may include the word subject. It is placed below the salutations. It may be started from left hand margin or in the center. In typing may be capitals or lowercase and underlined or all capitals. For example:
Subject: Monthly Report

3. Enclosure(s)

An enclosure or attachment notation is included to remind the reader to check for additional information. The enclosure is typed single or double space below the reference initials.

4. Copy Notation

When persons other than the addressee will receive a copy of the message, it is noted by writing 'Copy' or 'CC' followed by the names of these persons just below the reference initials or the enclosure notation.

5. File or Account number and mailing notation

File or account number and Mailing Notation to aid in filing that file, loan, or account number. It is placed above the body of the letter.

6. Postscript

Sometimes an extra message is added at the end of a letter. It may be something important or a personal comment. Write 'PS' or 'PS' and leave two spaces before the first word of the postscript.

The following are accepted postscript styles:

- 1. PS
- 2. Enclosure
- 3. P.S. Mail the card today!

The topic 'The Appearance and Design of Business Messages' is continued in Lesson: 1

ENG101:Quiz No. 2

Question # 1 of 10 (Start time: 03:14:00 AM, 07 June 2021)

Fill in the blank with the most appropriate option.
The student asked if he could have an on his paper.

Select the correct option

☐	Extensive
☒	Extension
☐	Exdent
☐	Extend

The complimentary close is placed _____ below the last line of a letter's body.

Select the correct option:



four spaces



one space



two spaces



three spaces

- The layout of a Business Letter
 - The Block-form / Modified – Block
 - **Full Block**
 - The Semi-Block
 - AMS (Administrative Management Society)
- Punctuation Styles
 - Close Punctuation
 - Standard Punctuation
- Format of Inter office Memorandum

The layout of a Business Letter

Written messages to persons outside the organization are business letters. Appearance of the letter conveys non-verbal impression that affects a reader's attitude. Business letters are usually arranged in different styles or layouts. The style or format is determined by certain conventions.

There are different styles in fashion and it is difficult to say which one is the best. Nowadays firms use the following type of styles and formats:

1. The Block-form / Modified – Block form
2. Full-Block form
3. The Semi-Block form
4. AMS (Administrative Management Society)

1. The Block form / Modified – Block form

This form is named so because inside address, salutation and paragraphs are blocked not indented in this form. If plain paper is being used, heading, date, complimentary close and signature are typewritten at the horizontal centre of the page. They are placed so that they end near the right hand margin. Double spaces between two parts are given while single space is used within the paragraph. In Pakistan, closed punctuation is used. This form is a time saver as no part is indented in it.

2. Full Block

This format is considered to be the most modern. All essential parts in this form are started from the left-hand margin. Open punctuation should be used in this form. This form saves time more than any other form.

3. The Semi-Block

This form is much used in Pakistan. Heading, date, complimentary close and signature sections begin at the horizontal of the page or are placed so that they end near the right-hand margin. First line of each paragraph is indented five to seven spaces. Only closed form of punctuation is used in this form. This letter style is attractive on the page.

4. AMS (Administrative Management Society)

It has been in use since 1950, AMS is a simple style. It uses full-block form and open punctuation. No salutation or complimentary close is used. Reader's name is used in the first and last sentence. Subject and writer's name are typed in capitals.



Punctuation Styles

1. Close Punctuation

Parts of heading, date, inside address, salutation and complimentary close are punctuated.

2. Standard Punctuation

No line of heading or inside address is punctuated. After salutation and complimentary close a comma is placed.

3. Open Punctuation

It requires no punctuation even after the salutation and the complimentary close.

Block /Modified Block Form (1)

Heading or Letter	Public Bank,
-------------------	--------------

Stationery

A good company uses a paper which is most often at least 25 percent cotton content usually 20-pound weight. The standard size is 8½ by 11 inches. Some legal firms use 8 by 11 inches. The colour should be white, cream, or light gray.

Letterhead

A letterhead is a printed paper with the name and address of a person or an organization. Letterheads usually occupy no more than 2 inches at the top of the page. Letterhead should include the name, address, telephone number, etc. Sometimes nature of the business or name of department are also included.

Azad

69 Garden Road,

The Mall Karachi, 74000 Ph 111111

The electronic revolution is changing the way we communicate, and these changes are changing the formats and conventions of written communication. In the more traditional form of written communication, your receiver will form an impression of you based on the overall appearance and format of the message. The medium used most often for written messages to represent your organization is business letters. Elements of appearance that help produce positive reactions are appropriate stationery and correct letter parts and layouts.

Stationery

A good company uses a **paper which** is most often at least 25 percent cotton content. It is usually 20-pound weight. The standard size is 8½ by 11 inches. Some legal firms use 14 by 17 inches. The colour should be white, cream, or light gray.

Letterhead

A letterhead is a printed paper with the name and address of a person or an organization. Letterheads usually occupy no more than 2 inches at the top of the page. Letterhead information should include the name, address, telephone number, etc. Sometimes nature of the business is included.

Less Formal:	Dear Sir,	Dear Madam,
	My dear Mr. Khan,	My dear Mrs. Khan,
Friendly:	My dear Haleem,	My dear Mah Noor,
	Dear Naeem,	Dear Sara,

A comma or colon should be used after the salutation. Gentlemen should be used in writing to a company, organization or any group of men and women. "Mesdames" 'or' Ladies' should be used when writing to an organization made up entirely of women.



VU

5. Body

Most letters are typed single-spaced, with two spaces between paragraphs, before and after the salutation and before the **complimentary** close. A short letter could be double-spaced with additional blank line spaces before and after the date and within the signature area. When second page is used, addressee's name, page number and date are written at the top.

6. Complimentary Close Body

If the letter begins with a formal salutation (Sir, Dear Sir) it will close with "Yours faithfully".

If it begins with a personal name Dear Mr. Khan, it will close with "Yours sincerely", "your truly" or "cordially".

Informal closes as Warm regards, Best regards/wishes are also used. A comma is used after **complimentary** close.

It is related to the salutation, so the same degree of formality should be used in it, e.g.,

Salutation	Complimentary Close
Dear sir,	Yours sincerely,
Dear Madame,	Yours sincerely,
Sir,	Yours respectfully,

It is written two spaces below the last line of the body. In full block format, it is written on the left hand side of the page.

7. Signature

Always type your name after the handwritten signature and the position in the firm. It is better to give courteous title (Mr, Miss, etc.) to avoid confusion. A letter should always be signed in INK.

Very truly yours,
Ahmed Hassan
(Mr) Ahmed Hassan
General Manager.

Four spaces should be given between the **complimentary** close and name.

8. Reference Section

The reference section may include information about the message composer, the typist, and sometimes word processing data. Only initials are used. They are typed two spaces below the name and positions of the person signing the letter.

Question # 1 of 10 (Start time: 01:05:21 PM, 07 June 2021)

While writing a business letter in ——— format, subject and writer's name are typed in capitals.

Select the correct option

☐	AMS
☒	full-block
☐	modified-block
☐	semi-block

Question # 2 of 10 (Start time: 01:07:15 PM, 07 June 2021)

_____ is written between the inside address and salutation two spaces below and above respectively.

Select the correct option



Heading



Subject line



Attention line



Date

Question # 3 of 10 (Start time: 01:08:32 PM, 07 June 202

Identify the statement as 'True' or 'False'.

Modified-block form of a letter uses open punctuation.

Select the correct option

☐	False
☒	True

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Optional Parts of the Letter

When appropriate, any of these optional parts can be included:

1. Attention line
2. **Subject Line**
3. Enclosure(s)
4. Copy Notation
5. File or Account number and mailing notation
6. Postscript

1. Attention line

To send a letter direct to a person or department, attention line particular person or know only the person's surname. Attention and salutation two spaces below and above respectively.

2. **Subject Line**

It helps the reader to know at a glance what the letter is about word subject. It is placed below the salutations. It may be start typing may be capitals or lowercase and underlined or all capitals Subject: Monthly Report

3. Enclosure(s)

An enclosure or attachment notation is included to remind the information. The enclosure is typed single or double space below

4. Copy Notation

When persons other than the addressee will receive a copy of the 'Copy' or 'CC' followed by the names of these persons just below notation.



Optional parts of a business letter are ——— in number.

Select the correct option



2



6



4



8

Question # 5 of 10 (Start time: 01:11:07 PM, 07 June 2021)

Which of the following situations is best suited for an oral medium of communication?

Select the correct option

- | | |
|----------------------------------|--|
| ☐ | When your message needs immediate feedback |
| ☒ | Your audience is large and widely spread |
| ☐ | Your message is unemotional |
| ☐ | When you need a permanent record |

Question # 5 of 10 (Start time: 01:11:07 PM, 07 June 2021)

Which of the following situations is best suited for an oral medium of communication?

Select the correct option

☐	When your message needs immediate feedback
☒	Your audience is large and widely spread
☐	Your message is unemotional
☐	When you need a permanent record

Question # 6 of 10 (Start time: 01:12:06 PM, 07 June 2021)

Most paragraphs consist of a topic sentence, related sentences, and transitional elements.

Select the correct option

False



True



Question # 7 of 10 (Start time: 01:12:53 PM, 07 June 2021)

The "you" attitude is best implemented by expressing one's message in terms of the audience's interests and needs.

Select the correct option

☒ True

☐ False



click

Question # 8 of 10 (Start time: 01:13:47 PM, 07 June 2021)

_____ is the best for informational meetings, ineffective for negotiation and efficient alternative to a face-to-face meeting.

The correct option

Computer conferencing

video tape

Groupware

Teleconferencing





Question # 2 of 10 (Start time: 06:56:38 PM, 07 June 2021)

'Dear Sara' comes under the category of ——— style of salutation.

Select the correct option

- ☒ friendly
- ☐ most formal
- ☐ less formal
- ☐ formal

Question # 1 of 10 (Start time: 06:54:49 PM, 07 June 2021)

Written messages to persons outside the organization are _____ letters.

*VU levels of
subscription*

Select the correct option

sales

apology

business

inquiry

*VU levels of
subscription*

Question # 9 of 10 (Start time: 01:14:16 PM, 07 June 2021)

_____ enables a supervisor to manage work flow via individual computers instead of physically moving from place to place or having face-to-face meetings.

Select the correct option

- | | |
|----------------------------------|-----------------------|
| ☐ | Teleconferencing |
| ☐ | Videotape |
| ☒ | Groupware |
| ☐ | Computer conferencing |

ENG301: Quiz 2

Question # 9 of 10 (Start time: 12:14:01 AM, 07 June 2021)

The complimentary close is placed _____ below the last line of a letter's body.

Select the correct option



three spaces



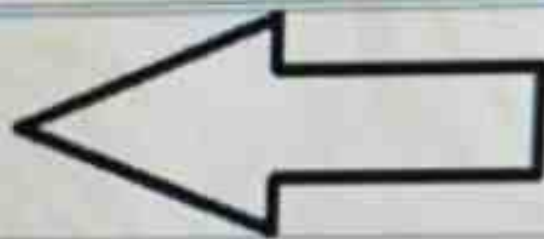
two spaces



four spaces



one space



MG301 Quiz 2

Question # 2 of 10 (Start time: 12:04:34 AM, 07 June 2021)

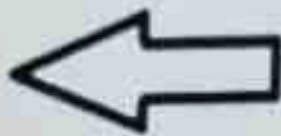
In letter writing, the format in which all essential parts are started from the left hand margin along with open punctuation is known as

Select the correct option

☐ Modified block



☐ Full block



☐ The semi block



☐ Long block



ENG301:Quiz 2

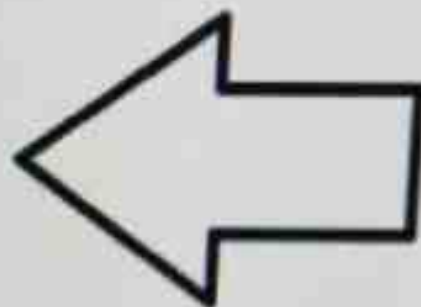
Question # 7 of 10 (Start time: 12:12:04 AM, 07 June 2021)

Mark the following as True or False.

AMS is a simple style in which no salutation or complimentary close is used.

Select the correct option

True



False



ENG301 Quiz 2

Question # 3 of 10 (Start time: 12:05:58 AM, 07 June 2021)

The paper used in office stationery should be of ——— in weight and white, cream, or light gray in colour

Select the correct option



10-pound



20-pound



25-pound



5-pound

Question # 8 of 10 (Start time: 12:13:18 AM, 07 June 2021)

Keeping in mind the 'punctuation styles', fill in the following blank:

In _____ punctuation no line of heading or inside address is punctuated. After salutation and complimentary close, a comma is placed

Select the correct option



open



standard

Correct



close



all of the above

ENG301: Quiz 2

Question # 10 of 10 (Start time: 07:07:13 PM, 07 June 2021)

A(n) _____ is included to remind the reader to check for the additional pages of information.

Select the correct option

☒	enclosure
☐	postscript
☐	attention line
☐	copy notation

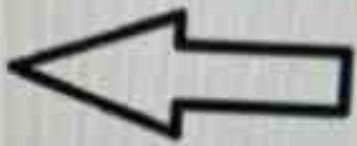
VU levels ac
subscribe

ENG301: Quiz 2

Question # 6 of 10 (Start time: 12:10:29 AM, 07 June 2021)

_____ form is usually common in Pakistan

Select the correct option

- | | |
|-----------------------|----------------|
| ☐ | AMS |
| ☐ | The block |
| ☐ | The semi block |
| ☐ | Full block |
- 

Question # 7 of 10 (Start time: 07:03:33 PM, 07 June 2021)

Mark the following as True or False.

Dear Sir, Dear Madam, and My dear Mr. Khan are less formal salutations.

Select the correct option

☒ True

☐ False

VU
su

To develop an audience-centered approach you have to know more about the audience you are communicating with.

Select the correct option

☒ True

☐ False



VU levels acaad
subscribe lik

_____ enables a supervisor to manage work flow via individual computers instead of physically moving from place to place or having face-to-face meetings.

Select the correct option

Groupware

Teleconferencing

Computer conferencing

Videotape

*VU levels academy are
subscribe like and s*



Question # 5 of 10 (Start time: 07:00:25 PM, 07 June 2021)

Which of the following phrases is not an example of a cliché?

Select the correct option

☒ A fish out of water

☐ A jack of all trades

☐ Yours sincerely

☐ A stitch in time saves nine



Question # 4 of 10 (Start time: 06:59:46 PM, 07 June 2021)

Subscribers to electronic mail services are called

Select the correct option

Messengers



☒ Users

Customers

Agents



Abdulhadi



NG301 Quiz 2

Yesterday, 9:32 AM

Question # 3 of 10 (Start time: 06:58:09 PM, 07 June 2021)

Fill in the following blank with the appropriate option:

_____ means revising your message that is still in rough draft

Select the correct option

☐ Both of the above

☐ None of the above

☒ Editing

☐ Proofreading

VU

SU