QUESTION BANK - 4

(MODULE- 4)

Answer the following questions on Formal Letters

1) A formal letter should be ———to have the desired effect on the recipient.
   a) In a proper format
   B) Grammatically Correct
   C) Relevant
   D) All of these

2) How to end the main body of a formal letter?
   A) By telling the recipient what he should be doing next
   B) By showing love
   C) By discussing weather
   D) None

3) What would you write in the opening part of a formal letter?
   A) Asking about health
   B) Asking about family
   C) Informing the purpose of writing the letter
   D) None

4) The key point of a formal letter is written in which part of a formal letter?

   A) Intro   B) Heading   C) Subject   D) Body

5) What is the accurate representation to Show the purpose of a letter?

   A) Please note formal notice   B) Attention: Formal Notice
   C) Subject: Formal Notice   D) Announcement: Formal Notice

6) Which of the following are Characteristics of the Block Format of a formal letter?

A) There is no indentation
 B) Use of punctuation marks in dispensed within the block format
C) Each block begins with a margin on the left-hand side
 D) All

7) What is the correct way to write the subscription in a formal letter?
   A) Yours truly   B) Your truly   C) You truly   D) None

8) What is written at the top of the Editor's letter on the left side?

   A) Salutation   B) Yours truly   C) Subject   D) Sender's Address

9) Which of these is the right format for writing the date of all the formal letters?

A) 21/12/2021   B) 5 Jan 2021
C) November 5, 2021   D) January Five Twenty Twenty one

10) The subject of the letter to the editor should be ——-?
A) Long   B) Relevant   C) Brief and Relevant   D) None

11) Which of these are the most suitable solutions to a letter to the Editor?

A) Dear Sir/Madam   B) Mr.Sir/Mrs. Madam
C) Mr.Editor/Mrs.Editor   D) None

12) Which of the following statement is incorrect about the letter to the editor?

A) must be informal language   B) must be complete in all aspect
C) must be relevant information   D) must be informal

13) What is the purpose of wringing a letter to the editor?

A)To ask him to take action   B)To order him
C)To request him to give some space to your views in his column   D) None

14) At which place 'With love' can be used in an informal letter?
(A). Closing.   (B). Opening.   (C). Heading.   (D). Body.

15) Suppose we didn't know the recipient's name of a letter, how we can address the recipient?
(A). Dear Mr/Mrs.   (B). Hello.   (C). My dear.   (D). Dear Sir or Dear Madam.

16) A formal letter should be …… to have the desired effect on the recipient ?

(A). In the proper format.   (B). To the point and relevant.
(C). Grammatically correct.   (D). All of these.

17) Suppose we didn't know the recipient's name, how we can close and end the letter?

(A). Yours sincerely.   (B). Affectionately yours.
(C). Yours faithfully.   (D). None of these

18) How we can address the recipient when we are writing an informal letter?
(A). Dear Mr.   (B). Hello Sir/Madam.   (C). Dear Sir/Madam.   (D). My dear.

19) Which of the following is the name given to the date and address at the top in a formal letter?
(A). Starting.   (B). Closing.   (C). Body.   (D). Heading.

20) How to end the main body of a formal letter?
(A). By showing your love for the recipient.
(B). By discussing the weather in your city.
(C). By discussing the weather in the recipient's city.
(D). By telling the recipient what he should be doing next.

21) What would you say in The opening part of a formal letter having which kind of information?
(A). Ask how good the weather is in the recipient's city.
(B). Inform the recipient why you are writing the letter.

(C). discussing the recipient if he is hale and hearty.
(D). discussing how good the weather is in your city.

22) The key point of a formal letter is written in which part of a formal letter?
  (A). Postscript. (B). Body. (C). Opening. (D). Closing.

23) How to write an informal letter?
(A). Write legibly in simple English.
(B). Ignore grammar.
(C). Leave out the date.
(D). Scribble.

Answer the following questions on Buisness Letters

1) **Business letters should be concise.**
  a) True **b) False**

2) **Which of these must be avoided in business letters?**
  a) Polite words b) Formal words c) Abbreviations d) Clear details

3) **The mode of payment must be stated in business letters.**
  a) True **b) False**

4) **Which of these must not be mentioned in a business letter?**
  a) Information of the quality of the order
  b) Name of the firm
  c) The mode of payment
  d) With regards

5) **Where should the name of the firm be mentioned?**
  a) Right of the page
  b) Below the address of the writer
  c) Above the address of the writer
  d) On the last page of the letter

6) **Which of these is not a mode of address for any letter?**
  a) To a tradesman
  b) To a child
  c) To a firm
  d) To professional men

7) **Which of these is not used to conclude a business letter?**
  a) Yours faithfully
  b) Yours truly
  c) Yours sincerely
  d) With kind regards

8) **Which of these should not be present in a business letter?**
  a) The name of firm or businessman
  b) The date

c) **Business jargon**
d) Courteous leave-taking

9) The space to be left from the top is ___
a) **5 cms**
b) 2.5 cms
c) 4 cms
d) 2 cms

10) Where are the details of enclosures mentioned?
a) Beginning of the letter
b) **Below the signature column**
c) Right-hand side of the letter
d) Main body of the letter

11) The receiver's address should be written completely in capitals, without periods or commas on the envelope of the letter.
    (A). **True**   (B). false

12) The body of the letter is followed by which of the following complimentary close?
(A). Yours Truly:
(B). Yours truly,
(C). **Yours Truly,**
(D). None of these

13) Select the abbreviation that is written to show that a separate document **accompanies the letter?**
        (A). Att.   (B). **Enc.**   (C). None of these

14) **What is the accurate representation to show the purpose of a letter?**
(A). Please Note: Formal Notice
(B). Attention: Formal Notice
(C). **Subject: Formal Notice**
(D). None of these

15) **What is the meaning of "cc" in Business writing?**
(A). **A copy of the letter has been sent to the person(s) indicated.**
(B). A copy of the letter has been filed.
(C). None of these

16) **Which of the following is a recommended style to write the date in a business letter?**
(A). 01/06/2021
(B). June 1, 2021
(C). **Monday, June 1st, 2021**
(D). None of these

17) "Confidential", "Personal," or "Registered" like Instructions are usually written entirely.
        (A). **True**   (B). false   (C). None of these

18) Which of t following is the pre-printed part of the letter that shows across the top margin and comprises the name of the business?
  (A). Letterhead   (B). inside address   (C). addressee notation

17) Which of the following shows the accurate form for the salutation or greeting in writing a business letter?
  (A). Dear F.R. Shamil: (B). Dear Mr. F.R. Shamil,

18) Which part of the letter having the mailing address and receiver's name?
(A). inside address   (B). addressee notation   (C). Salutation   D). None

19) Business letters produce immediate effect because they are:

1.

- informal
- interesting
- brief
- formal

20)
Letters that please the receiver are called:

2.

- invitation letters
- good-news letters
- "yes" letters
- routine letters

21)
The purpose of a "no" response letter is to leave the reader with:

3.

- reasons for the rejection of the request
- unpleasant feelings
- no future hope
- minimum

22) A memorandum (memo) is considered a brief form of written communication for:

5.

○ formal use

○ external use

○ legal use

○ <mark>internal use</mark>

23)

Simplicity in writing means essentially:

6.

○ the use of simple tense

○ <mark>plainness</mark>

○ the use of simple sentences

○ the use of simple words

24) Writing a letter with "you-attitude" means writing:

7.

○ from the point of view of other persons not concerned

○ from the point of view of the writer

○ using the word "you" repeatedly

○ <mark>from the point of view of the reader</mark>

25) Good business letters are characterized by the following personal quality of the writer:

8.

○ humour

○ formality

○ seriousness

○ <mark>sincerity</mark>

27) The simplified style business letter has:

9.

- ○ a **subject line**
- ○ indentation
- ○ a salutation
- ○ a complimentary close

28)

Modern business letters are usually written in:

10.

- ○ semi-block style
- ○ indented style
- ○ **full-block style**
- ○ simplified style

Answer the following questions on Resume writing

1) Your resume is a tool with one specific purpose:

a) To get a job.
b) **To win an interview**
c) To discuss salary
d) To know about work

2) Which of the following should not be a part of resume?

a) **Religious Affiliation**
b) Employment history
c) Contact information
d) Education

3) The _____ format lists your work with history with dates, with your most recent employer and job title listed first.

a) Functional
b) Combination
c) **Chromological**
d) Portfolio

4) Which of the following is the safest g-mail address style to use on your resume?

a) Lovin_ladies123@gmail.com
b) abc@gmail.com
c) attitudegirl@gmail.com
d) None of the above

5) In resume where you should keep your career goal?

a) Objective
b) Skills
c) Profile
d) Summary

6) Resume is a _____ word which means summary.

a) French
b) German
c) Italian
d) American

7) The best way to apply for a job is___

a) Specifically written for that job
b) Suitable for any job
c) Full of personal information
d) Self-recommending

8) The application letter and the resume perform:

a) Two opposite tasks
b) Two different tasks
c) The same task
d) Overlapping task

9) A summary placed at the beginning of the cv acts as:
   a. Statement of objectives
      b) Synopsis
      c) Letter of recommendation
      d) Preface

10) The resume type that showcases the job seekers qualification and the skills is___.

a) Reverse-chronological
b) Functional
c) Combination
d) Scan-able

11) The heading of a resume includes___.

a) Personal information name and address
b) Names of references
c) Title of most recent job
d) Career Objective

128) Curriculum vitae is a word of which language?
   (A). Latin   (B). German   (C). French   (D). English

129) The application letter is?
(A). a foreword
(B). a description of your main strengths and suitability for the job

(C). a summary of your qualifications and experiences
(D). a statement of your job objective

130) In an interview when you do not know an answer, you should:
(A). bluff
(B). remain quiet
(C). confess that you do not know the answer
(D). keep guessing

131) The ideal way to apply for the vacancy of a job is to submit a resume that is:
(A). full of personal information
(B). suitable for any job
(C). self-recommending
(D). specially written for that specific job

132) The resume of a fresh graduate is normally on how many pages?
    (A). three pages   (B). two pages   (C). half a page   (D). one page

133) Apart from your name and contact details, the most important part of your CV is...

- A. Employment experience
- B. Achievements
- C. Education
- D. Date of Birth

134) CV stands for?

(a) Curriculum vitae
(b) Curriculum velocity
(c) Curriculum volt
(d) Curriculum verse

135) The word CV is derived from?

(a) French
(b) Greek
(c) Latin
(d) German

136) Which one of the following is not a component of resume?

(a) Education
(b) Skills
(c) Interest
(d) Contact information

137) What should you do after finishing your resume?

(a) Proofread it for errors
(b) Have other people proofread it
(c) Keep it in good condition
(d) All

138)   Which of the following is considered unprofessional?

(a) Using basic font such as time new roman or arrival
(b) Using 12 font
(c) Using a pink font
(d) All of the above

139)   One of the main part of the resume that includes the address and date is...

(a) Salutation
(b) Heading
(c) Greeting
(d) Body

140) What is the total number of references normally given in a bio-data?
(A). Two
(B). Three
(C). Four
(D). Five

1) **Select the location where the name and address can be mention in a skills profile?**
   (A). Bottom left corner
   (B). Top right corner
   (C). Top left corner
   (D). Bottom right corner

2) **What is the total number of references normally given in a bio-data?**
   (A). Two   (B). Three   (C). Four   (D). Five

3) **A summary of the applicant at the start of the CV acts as a?**
   (A). letter of recommendation
   (B). statement of objectives
   (C). synopsis
   (D). preface

4) **Which is mentioned in a resume?**
   (a) Age   b) Nationality   c) Experience   d) B, C, and D

5) **Normally, how many references are to be mentioned in a CV?**
   (A). Two   (B). Three   (C). Four   (D). Five

6) The group discussion assesses the candidate's ability to:
(A). control others
(B). confer with others on a specified subject
(C). argue with others
(D). lead others

7) Which is not compulsory to mentioned in a job description CV?
(A). Date   (B). Name   **(C). Nationality**   (D). Education

8) Which of the following is not revealed in a bio-data?
(A). Career aim   (B). Address   (C). Name   (D). References

9) What is the preliminary objective in a group discussion?
(A). catch the group's attention
(B). prove your superiority
(C). act as a self-appointed leader of the group
(D). create sub-groups

10)   The resume and application letter performs which of the following tasks?
(A). two different tasks
(B). two same tasks
(C). overlapping tasks
(D). the same task

11)   References must not be mentioned in a resume.
(A). True   **(B). False**

12)   A skill profile is similar to that of a job description CV.
(A). True   (B). False

13)   "Tease" or "stress" questions are asked to judge the candidate's
(A). intelligence quotient
(B). technical skill
(C). how the candidate handles them
(D). stress level

14) A resume is a word of which language?
(A). American   (B). German   (C). Indian   **(D). French**

15) Curriculum vitae is a word of which language?
(A). Latin   (B). German   (C). French   (D). English

16) What is controlled by the left part of the human brain?
(A). Imagination   (B). creativity
(C). logic and reasoning   (D). Emotions

17) The application letter is?
(A). a foreword
(B). a description of your main strengths and suitability for the job
(C). a summary of your qualifications and experiences
(D). a statement of your job objective

18) how the candidate handles them
In an interview when you do not know an answer, you should:
(A). bluff
(B). remain quiet
(C). confess that you do not know the answer
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19) The ideal way to apply for the vacancy of a job is to submit a resume that is:
(A). full of personal information
(B). suitable for any job
(C). self-recommending
(D). specially written for that specific job

20) The resume of a fresh graduate is normally on how many pages?
(A). three pages   (B). two pages
(C). half a page   (D). one page

21) Your resume or CV must include your personal details, education and ____

a) life history   b) work history

c) leisure activities   d) None

22) The term "CV" is more common than "resume" in _____

   a) American English   b) British English

   c) Business English   d) None

23) Your resume's job is very simple: to get you_____-

   a) a higher profile   b) a higher salary

   c) a job interview   d) None

24) The term "personal details" covers details like your

   a) name and address   b) height and weight

   c) income and savings   d) None

25) Your personal details should be written_____ of your resume.

   a) at the top   b) at the bottom

   c) on the back   d) None

26) Your education summary should list places of study and

   all relevant _____ you've gained.

   a) Qualifications   b) positions   c) benefits   d) None

27) Which period of education is not normally detailed

   in a CV or resume?

   a) Tertiary   b) secondary

   c) primary or elementary   d) None

28) Under work experience, list all your jobs with

   your _____ job at the top.

   a) First   b) latest   c) Best   d) None

29) Unless you're applying for a very senior position, it's best to

   limit your resume to _____

   a)One page   b) two pages   c) three page   d) None

30) Which of these topics is also covered on many resumes?

   a) criminal record   b) family history   c) languages

Answer the following questions on E- Mail Writing

1. Which of the following is a correct format of Email address?

1) ○ **name.website.com**
2) ○ **name@website.info**
3) ○ **name@website@info**
4) ○ **None of the above**

2. What does MIME stands for?

○ **Multipurpose Internet Mail Extra**

○ **Multipurpose Internet Mail End**

○ **Multipurpose Internet Mail Extensions**

○ **None of the above**

3. When sender and receiver of an email are on same system, we need only 2

2) ○ **IP**
3) ○ **Domains**
4) ○ **Uger Agents**
5) ○ **Servers**

5) Email was invented in ……………

○ **Spain**

○ **India**

○ **America**

○ **Canada**

5. Sending an e-mail is similar to writing a letter.

○ True

○ False

6. E-mail is a method of exchanging messages between people using ....

- ○ **Letters**
- ○ **Teliphones**
- ○ **Electronic devices**
- ○ **None of the above**

7. Which of the following protocol is used by internet mail?

- ○ **FTP**
- ○ **UTP**
- ○ **HTTTP**
- ○ **TCP/IP**

8. Which of the following options allows us to access our e-mail from anywhere?

○

○ **Forum**

○ **Weblog**

○ **Message board**

○ <mark>**Webmail interface**</mark>

9. Which of the following is not an email related hacking tool?

- <mark>○ **Sendinc**</mark>
- ○ **Mail Password**
- ○ **Email finder pro**
- ○ **None of the above**

10. Who is called the father of email?

6) ○ **Paul Buchheit**
7) ○ **Charles Babbage**
8) ○ <mark>**Ray Tomlinson**</mark>
9) ○ **Paul Buchheit**

11. Junk E-mail is also called …………..

○ Spam

○ <mark>Spoof</mark>

○ sniffer script

○ copple crumbs

12

12. What does SMTP stands for?

- ○ **Simple Mail Terminal Protocol**
- ○ **Simple Mail Transfer Protocol**
- ○ **Simple Mail Transport Protocol**
- ○ **None of the above**

13. G–mail belongs to the …………

○ **Google mail**

○ **Yahoo mail**

○ **Great mail**

○ **None of the above**

14. What is the shortcut key to create a new email in outlook?

- ○ **Ctrl + F**
- ○ **Ctrl + R**
- ○ **Ctrl + N**
- ○ **WINKEY + E**

15. What is a Bulk Email?

- ○ **It is a marketing email sent by a brand to multiple recipients at once**
- ○ **It is a marketing email sent by a person to other person**
- ○ **It is a marketing email sent by a brand to multiple recipients at multiple times**

- ○ **None of the above**

16. Which of these do not provide free email?

- ○ **Hotmail**
- ○ **Rediff**
- ○ **BSNL**
- ○ **Whatsapp**

- **17. Which of the following is not an advantage of email?**

- ○ **leverage the existing content**
- ○ **leverage the temporary content**
- ○ **Email newsletters spread your brand awareness**
- ○ **None of the above**

18. What is the correct size of email template before executing a campaign?

- ○ **15KB**
- ○ **15MB**
- ○ **18KB**
- ○ **None of the above**

19. What is a best practice for sending an email communication from a brand?

- ○ **Identifying the brand name.**
- ○ **Including employee's first name**

- ○ **Including only the employee name**
- ○ **All of the above**

20. Which of these is not a medium for e-mail?

○ Paper

○ Intranet

○ Internet

○ Extranet d) Paper

21. Which of these is the easiest way of communication?

- ○ **Fax**
- ○ **E-mail**
- ○ **Letter**
- ○ **Telephone**
-

22) The Internet service that issue a multimedia interface to current resources is called

A. World Wide Web
B. Gopher
C. File Transfer Protocol
D. Telnet

23) what is telnet?

A. Search engine
B. Browser
C. Protocol
D. Gateway

24) which define correctly ICMP Internet Control Message Protocol?

a. A redirect message is used when a router notices that a packet seems to have been routed wrongly.

b. It reports all errors which occur during transmission
c. It informs routers when an incorrect path has been taken.
d. The "destination unreachable" type message is used when
a router cannot locate the destination.

25) Select the example of connectivity?

A. Floppy Disk
B. Internet
C. Data
D. Power card

26) Which is used to transmit information on the World Wide Web.

A. HTTP
B. HPPT
C. HTPP
D. HTTTP

27) Which medium is not suitable for E-mail?
a) Intranet
b) Internet
c) Extranet
d) Paper

28) Which of these defined the internet?
a) The Federal Network Committe
b) The Federal Network Council
c) The Federal Networking Committee
d) The Federal Networking council

29) Which term is not used by intranet?
a) IP
b) HTTP
c) TCP
d) BSNL

30) Which term Avoided in E-mail
a) Re-Reading
b) Subject line
c) Smileys
d) Wrong E-mail address

31) A web address is also known as

A. LRU
B. LUR
C. URL
D. ULR

32) Select the standard protocol of the Internet

A. TCP/IP
B. Flash

C. HTML
D. Java

33) Which is used to shares hardware, software and data between authorized user.

A. **IP**
B. **Network**
C. **CPU**
D. **DNS**

34) **Which is the slowest Internet connection service?**

A. Land line
B. Dial up service
C. Digital subscriber line
D. Cable modem

35) Which term is used for creating of web pages

A. HTML
B. FTP
C. URL
D. HTTP

36) Junk E-mail is also known as_____

A. sniffer
B. Spam
C. Copple crumbs
D. Spoof

37) **In www stands for**

A. Wide World Web
B. Web World Web
C. World Wide Weblink
D. World Wide Web

38) The term of electronic cash is to execute payment through

A. Cheque
B. Credit Card
C. ATM Card
D. Using computers over a network

39) The internet also called
A. NET
B. NOT
C. NAT
D. NFT

40) Which domains are used by profit business?

A. .org
B. .edu
C. .net
D. .com

41) What was the first network that provides the basis for the internet?

A. ARAPANET
B. AAPARANET
C. ARPANET
D. PARA NET

42) The web page code is written using

A. Hypertext markup language
B. Winzip
C. URL
D. Perl

43) The computer connected to the internet must have?

A. have a unique IP address
B. be an IBM PC
C. have a modern connection
D. be internet compatible

44) The most common way for accessing to the internet is

(A) Point-to-point computer

(B) Virtual provider or computer

(C) Dumb terminal

(D) Provider or host computer

45) Which is not the example of web browser

A. Safari
B. Avast
C. Internet Explorer
D. Google Chrome

46) select the protocol that provide helps to transfer files between computers

A. HTP
B. HTTP
C. FTTP
D. FTP

47) Which of the following term is naot about the Internet?

A. Keyboard
B. Search engine
C. Browser
D. Link

48) Which term needed to design an HTML document

A. Text editor
B. Internet
C. Browser

D. Search engine

49) The term HTML is a

<mark>**A. Scripting Language**</mark>
B. Network Protocol
C. Programming Langauge
D. Web Browser

50) Which of the following term of transmission directions given is not a legitimate channel?

a. Simplex
<mark>**b. Double Duplex**</mark>
c. Full Duplex
d. Half Duplex

51) "Parity bits" are used for what

a. Encryption of data
b. To transmit faster
c. To identify the user
<mark>**d. To detect errors**</mark>

52) Abbreviation of DNS is

A. Disk Name System
B. Domain Name Signal
C. Domain Number System
<mark>**D. Domain Name System**</mark>

53) The abrivation of TCP is

<mark>**A. Transmission Communicational Protocol**</mark>
B. Transistor Control Protocol
C. Transform Control Protocol
D. Transmission Control Protocol

54) In the Email Following term describes the contents of the message.

<mark>**(A) subject**</mark>

(B) cc

(C) to

(D) contents

55) Abbrivation of SMTP is

<mark>**A. Simple Mail Transfer Protocol**</mark>
B. Simple Mail Transport Protocol
C. Simple Mail Terminal Protocol
D. Simple Mail Transition Protocol

56) Select correct stands of XML

A. Extra Markup Language
B<mark>**. Extended Markup Language**</mark>
C. Excellent Marlup Language
D. Extended Marking Links

57)
Abbrivation of ISDN is

A. Integrated Security Data Network
B. Integrated Services Data Network
C. Integrated Security Digital Network
D. Integrated Services Digital Network

58) The language used to design documents for World Wide Web is

A. HTML
B. HLTM
C. HSMT
D. HTTP

59) The Internet uses are

A. Circuit switching
B. Telex switching
C. Packet switching
D. Telephone switching

60) which is used to send and receive electronic mail.

A. Simple Mail Transition Protocol
B. Simple Mail Transfer Protocol
C. Simple Mail Terminal Protocol
D. Simple Mail Transport Protocol

61) Which term is not a type of broadband Internet connection

A. Satellite
B. Cable
C. DSL
D. Dial up

Answer the following questions on Cover Letter

Cover Letter MCQs in technical Business Writing

1) _____ is the correct and good date format for a cover letter.
   (A) . 10/9/20
   (B). 9/10/20
   (C). October 9, 2020

2) In a cover letter ___ topic is not normally mentioned.
(A) . the salary
(B). the position
(C). the company

3) Cover letters starting with explaining how applicant _____
(A) . found out about the job
(B). spend their free time
(C). began their education

4) Such as _____, your cover letter can summarize a key selling point.
(A) . relevant experience
(B). medical history
(C). work history

6) How much you _____ the company it should be mentioned in your cover letter.
(A) . charge
(B). benefit
(C). disrupt

7) Where should your name be in the letter?
(A) . at the top
(B). at the bottom
(C). in the middle

8) How should a cover letter be?
(A) . long and detailed
(B). friendly and funny
(C). clear and concise

9) Most employees will _____ the applicant if a cover letter is poorly written.
(A) . forgive
(B). contact
(C). reject

10) _____ is also known as cover letter.
(A) . a letter of application
(B). a CV sales letter
(C). a resume or CV

11) _____ sending their resume the job applicants must send a cover letter.
(A) . before
(B). after
(C). when

Q.

12) Your cover letter should be addressed to:

"To Whom it May Concern"

The company's name

A specific person (ex. Mr. Smith, Director of Marketing)

The company's president

12)

True or False: A cover letter can be handwritten.
True

False

Q. 13

How many typos are permitted in a cover letter?

0

1-4

5-10

10+

Q. 14

What must be included in a cover letter?
Recipient information

Return address

Date

All of the above

Q. 15

When writing your cover letter, you should:
Simply copy and paste the same letter over and over.

Create an original letter for each job application.

Copy and paste the first and last paragraphs, but tailor the rest to the employer.

Q. 16

The _____ paragraph should create interest and explain why you are writing. It should state the type of position you are applying for.

Closing

Introduction

Body

.Q17

Cover letters are typically divided into _____ categories?

   a) 4   b) 3   c) 2   d) 1

Q. 18

A cover letter serves to _____

A) Create a favourable first impression.   B) Demonstrate your professionalism.

B) Illustrate your communication skills.   **D) All of them**

Q 19

Cover letters are generally _____ page at most in length.

A) Four   B) Three   C) Two   **D) One**

Q. 20

B) What is a very important tip you should do before submitting your cover letter?

A) Spell Check   **B) Have someone else read** it

C) Make it all bold   D) None of these

Answer the following questions on Memo

1) Memos are a more formal way of communication as compared to business letters.

(A). True
(B). False

2) Online help screens and websites having which kind of Structure?
(A). Randomly linear
(B). chronological order
(C). linear
(D). nonlinear

3) Pictographs' are a type of which kind of charts or graphs?
(A). Flow charts
(B). Pie charts
(C). Bar charts
(D). line graphs

4) Another word for an obscure word "endeavor, ' having a meaning of?
   (A). send
   (B). try
   (C). find out
   (D). view
   (E). None of these

5) Concise word, "having a meeting" having a meaning of?
   (A). official meeting
   (B). meet someone
   (C). scheduled meeting
   (D). All of these

6) What is the purpose of the first sentence of the body of a memo?

   (A). Introduces the writer of the memo
   (B). States the purpose of the memo and/or what action the reader needs to take
   (C). Tells the audience who to interact with if they have queries

   (D). Serves as a formal greeting

7) A sentence starts with verbs in writing instructions is referred to as?
   (A). comparative mood
   (B). imperative mood
   (C). indicative mood
   (D). phrases

8) To set writing tone appropriate, considered as a big challenge for;
   (A). lay audience
   (B). low tech audience
   (C). high-tech audience
   (D). All of these

9) In a memo, reasoning on hirings, firings, and purchasing, etc, is known as?
   (A). affiliations

(B). procedures
(C). recommendations
(D). Preference

10) Which statement is true for the spacing of a memo.

   (A). Everything is double spaced except for the body paragraphs
   (B). The entire document is single-spaced
   (C). The entire document is double spaced
   (D). Only the body paragraphs are double spaced

11) Memos are usually _____ page(s) long.
   (A). 5
   (B). 2
   (C). 3
   (D). 1

12) 'meat cleaver' method is used to make which kind of sentences;
   (A). grammatically correct
   (B). accurate
   (C). lengthy
   (D). short

13) U.S. mail is known as?
   (A). snail mail
   (B). fast mail
   (C). average mail
   international mail

14) Sometimes Memos cover the subheadings to signal a shift in topics.

   (A). True
   (B). False

15) Which two adjectives best describe a memo(A).
   (A). Lengthy and in-depth
   (B). Short and concise
   (C). Detailed and formal
   (D). Verbose and succinct

16) The concise word "make an adjustment of" can be classified as;
   (A). congested

Answer the following questions on BLOG

1. What is blogging?

A. Creating photographic content
B. Publishing a video/audio content on web
C. Publish written content on a website
D. All of these

2. What is a blog?

A. A website with content updating from time to time
B. A static website
C. A website to display company details
D. None of these

3. Which of these is a blogging platform?

A. WordPress
B. Blogger
C. Tumblr
D. All of these

4. Is it possible to create a blog website without using a blogging platform?

A. Yes
B. No

5. Can a blogger earn money by?

A. Putting Google Ads on blogs
B. Add paid blog post promoting other sites
C. Charges users for premium content
D. All of these

6. Creating and publishing video content on a blog is called?

A. Vlog
B. News
C. Media blog
D. All of these

7. Who is a blogger?

A. Person who consumes blog

B. Person creating and publishing blog content
C. reviewer of blog
D. None of these

8. What does URL stands for?

A. Uniform Resource Locator
B. Universal reserve location
C. Universal repository location
D. All of these

9. Which of the following resources are required to create a blog?

A. Domain Name
B. Hosting
C. Content
D. All of these

10. What are the benefits of blogging?

A. Reach to a wider audience across globe
B. Create App
C. Commenting on blogs
D. None of these

11. The first page of a blog post is ___.html.

A. blogpost
B. index
C. main
D. header

12. What is the maximum number of blog posts that can be indeed to your blog?

A. 5 per day
B. 0
C. Infinite
D. All of these

13. Blog post of a blog are ___.

A. Contents of blog containing photo, video, etc.
B. Static page of blog
C. Sidebar content of blog
D. All of these

14. Process of editing content to rank it better on Google search results is known as?

A. Search edit
B. Google index updating
C. Search engine optimization

D. All of these

15. SMM stands for ___.

A. Social Media Marketing
B. Search engine Media Management
C. Social Media Management
D. None of these

16. SEM in blogging is ___.

A. Buy backlink posts on other websites
B. Working with marketing tactics improving website traffic
C. Creating ads on Google
D. None of these

17. Which of the below statements is correct in the case of the title of the blog post?

A. It should be catchy
B. It should provide a description of content
C. It should contain focus keyword
D. All of these

18. Is an image necessary for a blog post?

A. Yes
B. No

19. WordPress platform allows bloggers to write content with ease?

A. True
B. False

20. In order to change the style of blog which of this language is used?

A. C programming language
B. Python
C. CSS
D. Swift