

Quiz-3 (Professional communication)

Subject Code- BHM-01 (Old BSA-03), B.Tech: Chemical Eng.& IT Eng. ,Duration-15 minutes.
Attempt all question

* Required

Email address *

Your email

Student Name

Your answer

Roll No.

Your answer

Class

Your answer



A report is not an account or statement about something that happened in the past. Choose the option as given below: *

- ☒ It is false statement
- ☐ None of them
- ☐ Both (a)&(b) are correct
- ☐ It is a correct statement

Abstract is very brief whereas summary is more elaborate than the abstract. Choose the correct option : *

- ☐ None of these are correct
- ☒ Both are not the same
- ☐ Both (a)&(b) are correct
- ☐ Both are the same

Memo is also called an inter-office memorandum. Which option is correct? *

- ☐ It is not true
- ☐ All the above are correct expression
- ☒ It is correct Statement
- ☐ Both (a) &(b) are correct



Argumentative essays are written to argue: *

- ☐ Both (a)&(b) are correct
- ☐ In favour or against an argument
- ☒ Get favour from the opposite party
- ☐ Discourage the opposite party

Choose the correct option from the choices given below: *

- ☐ Unsolicited proposals are usually non-invited proposals.
- ☐ None of the above
- ☒ Unsolicited proposals are written in response to an advertisement
- ☐ Both (a) &(b) are correct

Choose the option from the choices given below: *

- ☐ There is no need of cost estimate in Technical Proposal
- ☐ None of these
- ☒ Cost Estimate is an important part of a Technical Proposal
- ☐ Both (a) &(b) are correct



Which one of the following expressions is correct? *

- ☐ All the above are correct
- ☐ Neither left nor right but aligned to the middle
- ☐ A Full-block layout of a letter is aligned to the right hand side
- ☒ A Full-block layout is aligned to the left margin

Acknowledgement letter is written : *

- ☐ When you want to enquire about a person
- ☐ All of the above
- ☒ when you want to show someone's gratefulness for his/ her support
- ☐ When you want to place an order

While writing a letter, say which type of expression from given below is desirable? *

- ☐ None of these
- ☐ You have not yet informed me
- ☐ Both (a)& (b) can be used
- ☒ I have not yet been informed



Say which of the following tip/s about Resume shall help an applicant? *

- ☐ A good resume is always accompanied by a well-drafted cover letter
- ☐ A good resume creates crucial first impression
- ☒ All the above are helpful
- ☐ A good resume is free of errors

☐ Send me a copy of my responses.

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