



Question No:7

Module questions

Question

True or false

Nowadays, we emphasize on choosing words, particularly on use of a firm and affected way of expressing consideration.

Correct Answer

False

Level of Difficulty

Hard

Question No:8

Module questions

Question

True or false

Letters are used mainly for corresponding with people inside your organization.

Correct Answer

False

Level of Difficulty

Easy

Question No:9

Module questions

Question

True or false

The attention line is used to present the letter to a specific

Question No.9

Multiple questions

Question**True or false**

The attention line is used to present the letter to a specific officer. For addressing specific departments, the subject line is used instead.

Correct Answer

False

Level of Difficulty

Hard



Question Number**Module questions****Question****True or false**

SMS is very useful for a mobile work force business and it has completely replaced phone conversations in these businesses.

Correct Answer

False

Level of Difficulty

Intermediate

Question No:45**Module questions****Question****True or false**

You can communicate only with online "buddies".

Correct Answer

True

Level of Difficulty

Easy

Question**Choose the correct answer**

Which of the arrangements listed below is the conventional system of numbering the following information?

- First-level heading
 - First second-level heading
 - Second second-level heading
 - First third-level heading
 - First third-level heading
- a. 1. A, B, i, ii
b. A, 1, 2, a, b
c. 1, A, B, 1, 2
d. a, 1, 2, i, II

Correct Answer

C

Level of Difficulty

Hard

Question No:1		Module questions
Question	True or false The body is where you write the content of the letter.	
Correct Answer	True	
Level of Difficulty	Easy	

Question No:2		Module questions
Question	True or false You should include the return address of the sender of the letter.	
Correct Answer	True	
Level of Difficulty	Easy	

Question No:3		Module questions
Question	True or false You should never sign a letter. Only type your name in printed letters.	
Correct Answer	False	
Level of Difficulty	Intermediate	



Font

Size

Paragraph



Styles

Question No:4

Module questions

Question

True or false

The subject line is used so that both the sender and the receiver can identify the subject of the correspondence quickly.

Correct Answer

True

Level of Difficulty

Easy

Question No:5

Module questions

Question

True or false

You cannot enclose other documents to the letter.

Correct Answer

False

Level of Difficulty

Easy

Question No:6

Module questions

Question

True or false

The layout of a letter will not negatively impress the reader.

Correct Answer

False

Correct Answer	A
Level of Difficulty	easy

Question No.3 similar questions

Question

Choose the correct answer

A report's objectivity is based on:

- a. the boss's perspective
- b. the writer's personal opinions
- c. its unbiased approach
- d. none of the above

Correct Answer C

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Level of Difficulty

medium

		To:	
		a. <u>get on the Internet and begin the research.</u> b. <u>start writing.</u> c. <u>delegate the assignment to a subordinate.</u> d. <u>clarify the problem/need in your mind.</u>	
Correct Answer	D		
Level of Difficulty	medium		

Question No.4		Module questions
Question	Choose the correct answer	
	<p>The preliminary investigation of a report problem could involve</p> <ul style="list-style-type: none">a. <u>searching through printed materials.</u>b. <u>gathering information from company files.</u>c. <u>conferming with experts (internal or external).</u>d. <u>all of the above.</u>	
Correct Answer	D	
Level of Difficulty	Hard	

Question		Choose the correct answer Possible solutions or explanations to the problem are _____.
Correct Answer	A	
Level of Difficulty	Hard	
Question No:6		Module questions
Question	Choose the correct answer The best method of information gathering for a business report is _____.	
	<p>a. personal investigation</p> <p>b. experiments or surveys</p> <p>c. library/online research</p> <p>d. a combination of these based on the problem</p>	I
Correct Answer	D	
Level of Difficulty	Hard	

Question No.1**Module questions****Question****True or false**

The report is the presentation of information that serves a business purpose.

Correct Answer

True

Level of Difficulty

Easy

Question No.2**Module questions****Question****True or false**

When you begin a report it is not necessary to find a need.

Correct Answer

False

Level of Difficulty

Easy

Question No.3**Module questions**

Question ID	Medium question
Question	True or False You should turn your outline into a table of contents in the beginning of writing the report
Correct Answer	False
Level of Difficulty	Medium





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4

Question No. 7

Module questions

Question

True or False

For informal situations, personal writing and for formal situations you should use impersonal writing.

Correct Answer

True

Level of Difficulty

Easy

Question No. 1

Module questions



Correct Answer	C
Level of Difficulty	Medium

Question No:4

Module questions

Question

Choose the correct answer

The purpose of using concrete words is to:

A. Be vague with the reader.
B. Create abstract thought.
C. Discuss things that cannot be seen, touched, or smelled.
D. Be specific in meaning.

Correct Answer

O

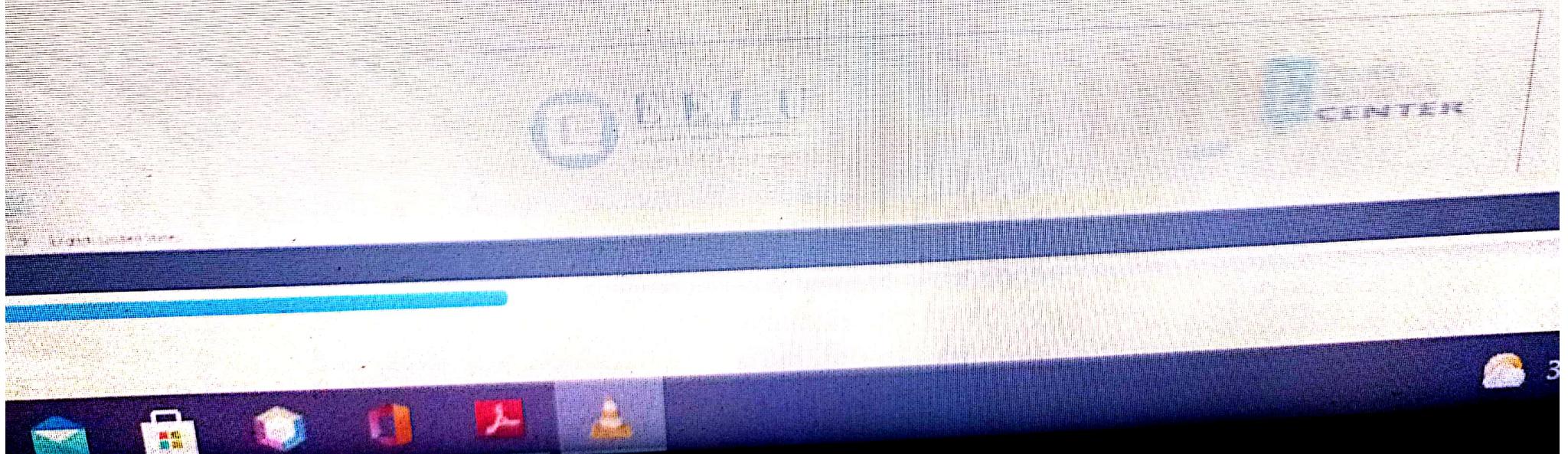
Level of Difficulty

Hard

Correct Answer	D
Level of Difficulty	Hard

Question No:1 Module questions

Question	True or false Understanding your reader is important but not fundamental to the success of any message.
Correct Answer	False
Level of Difficulty	Easy



Question No:1	Module questions
Question	True or False There is no need to adapt a message to a reader—humans by nature are adaptable and will find a way to understand your message.
Correct Answer	False
Level of Difficulty	Easy

Question No:1	Module questions
Question	True or false Miscommunication can occur because people have different ways of understanding messages.
Correct Answer	True
Level of Difficulty	Medium

Question No:1	Module questions
Question	True or false Knowing all you can about your reader improves the chances the message will work.
Correct Answer	True
Level of Difficulty	Medium

19:30

Question**Module questions****Choose the correct answer**

In choosing the words for a message to multiple readers, you should:

- Select words that impress the reader.
- Select words all your readers clearly understand.
- Write to the person in the group with the highest level of understanding so that you do not come across uneducated.
- None of the above.

Correct Answer**B****Level of Difficulty****Medium****I****Question****Choose the correct answer**

Technical words:

- Are proper if all the readers understand them.
- Should be used to impress the reader.
- should be avoided because they may not be in the spell check program.
- Should be avoided because they lead to unwanted legal recourse.

Correct Answer**A****Level of Difficulty****Hard**

Module (2)

Question No:1

Module questions

Question

Choose the correct answer

In choosing the words for a message to multiple readers, you should:

- a. Select words that impress the reader.
- b. Select words all your readers clearly understand.
- c. Write to the person in the group with the highest level of understanding so that you do not come across uneducated.
- d. None of the above.

Correct Answer

B

Level of Difficulty

Medium

Question No:2

Module questions

Question

Choose the correct answer

Technical words:

- a. Are proper if all the readers understand them.
- b. Should be used to impress the reader.
- c. should be avoided because they may not be in the spell

12:58





F

Question No:2		Module questions
Question	Choose the correct answer	
	<p>When choosing the words for your message, the best of these suggestions is to:</p> <ul style="list-style-type: none">a. Try to impress the reader.b. Employ the "one size fits all" rule of thumb.c. Consider the reader's level of understanding.d. Assume the reader has knowledge equal to yours.	
Correct Answer	C	
Level of Difficulty	Medium	

Question No:4		Module questions
Question	Choose the correct answer	
	<p>The purpose of using concrete words is to:</p> <ul style="list-style-type: none">a. Be vague with the reader.b. Create abstract thought.c. Discuss things that cannot be seen, touched, or smelled.d. Be specific in meaning.	

Paragraph

Styles

Question No:8

Module questions

Question

True or false

Grammar checkers are perfect, so rely on them to do the editing for you.

Correct Answer

False

Level of Difficulty

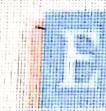
Medium

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Question No:9

Module questions

Question

True or false

Most, if not all, writers need to revise

Correct Answer

TRUE

12:46

Question

Choose the correct answer.

All of the following are elements of revising EXCEPT

- a. Adding
- b. Deleting
- c. Substituting
- d. Rearranging
- e. Positioning

Correct Answer

b.

Level of Difficulty

Easy

Correct Answer	True
Level of Difficulty	Easy

Question No.1

Module questions

Question

Choose the correct answer

Which one of the following is not one of the fundamentals of business writing?

- a. Avoid the wordiness.
- b. Avoid commercial language.
- c. Avoid precision.
- d. All of the above.
- e. None of the above.

Correct Answer

C

Level of Difficulty

Medium

Report Writing and Presentation Skills - IT - 2021

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Report Writing and Presentation Skills- IT - Summer - 2020/2021

Module 01: Introduct

A written message is frequently passed on to carry out the routine business activities.

Select one:

- True 
- False

The correct answer is 'False'.

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Question No.4

Medium questions

Question

True or false

A positive business message is used to convey details about an upcoming event.

Correct Answer

False

Level of Difficulty

Medium

Question No.5

Medium questions

Question

True or false

The telephone is the primary mode for passing a message.



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Question No.8

Module questions

Question

Choose the correct answer

External communication can involve communicating with

- a. Suppliers
- b. service companies
- c. customers
- d. all of the above
- e. Colleagues

Correct Answer

D

Level of Difficultly

Easy

Question No.9

Module questions

Question

Choose the correct answer