

1) Technical writing is same as general writing.

a) true

b) False

2) Shorter report is considered to be as.....

a) one to Five Pages

b) Three to Five Pages

c) Four to Five Pages

d) two Paragraph

3) In technical writing the largest report termed is.....

a) Conclusion/recommendation

b) Discussion

c) Heading

d) Footing

4) Technical writing demands use of language.

a) Figurative

b) Poetic

c) Factual

d) dramatic

5) Familiar words must be used in Technical writing.

a) True

b) False

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

a) True

b) False

7) 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 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

8) A list of illustrations included Figures and tables Placement....

a) bottom line

b) title Page

c) Table of Contents

d) Abstract/vison

9) At which place "with love" can be used in an informal letter

a) Closing

b) heading

c) opening

d) Body

e) None of them

10) What audience is the least information needed?

a) High tech audience

b) Low tech audience

11) Reports that provide data at finding analyses and conclusions are...

Answer → analytical reports

12) 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

e) None of these

13) A Formal letter should be ... to have the desired effect on the recipient.

a) In the proper

b) To the point and relevant

c) Grammatically correct

d) All of these

14) 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

e) None of these

15) 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

e) None of these

16) Suppose we are searching for the information regarding admission and advertisement costs, etc., which type of letter will be used

a) Inquiry letter b) adjustment letter

c) bad newsletter d) complain letter

17) In letter writing format, a title, 'Dear Mr. Shahzeb' is the best example of:

a) introduction b) signed name

c) letter body d) salutation

18) 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

19) Which is not compulsory to mentioned in a job description C.V?

a) Date b) Name c) Nationality

d) Education e) None of these

20) Which of the following is not revealed in a bio-date?

a) Career aim b) Address

c) Name d) References

21) The application letter is.....

a) A Foreword

b) a description of your main strenghts and suitability for the job

c) a summary of your qualifications and experiences.

d) astatment of your job objective.

22) 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.

23) Cover letters starting with explaining how applicant

- a) Found out about the job
- b) spend their free time
- c) began their education

24) How much you ... the company it should be mentioned in your cover letter.

- a) Charge
- b) benefit
- c) Disrupt

25) Where should your name be in the letter?

- a) at the top
- b) at the bottom
- c) in the middle

26) Most employees will ... the applicant if a cover letter is poorly written.

- a) Forgive
- b) Contact
- c) Reject

27) ... is also known as cover letter.

- a) a letter of application
- b) a CV sales letter
- c) a resume or CV

28) Name of organization, Date, Name/designation of the sender, Name/designation of the receiver, subject, Body

The signature of the sender is the structure of ... Format

- a) Manuscript
- b) Memo
- c) letter
- d) none of these

Subject _____

Day Month year
☐ ☐ ☐

29) A Successful e-mail contains:

a) a subject line with a topic and a focus.

b) an introduction, a body, and references.

c) Date. Address of the sender. subject

30) Which of the following components is unique to the letter?

a) Typed name

b) subject

c) Date