



Vu Buddy- ENG201

1. **Credit approvals mark the beginning of a business relationship with a**
 - a. corporation
 - b. country
 - c. customer
 - d. company
2. **Which of the following factors should be kept in mind regarding audience while writing persuasive messages?**
 - a. Emotions and logic
 - b. Credibility
 - c. Needs and appeals
 - d. All of the above
3. **Which of the following is often used to display the result of an experiment, investigation, or inquiry?**
 - a. Reports
 - b. All of the given
 - c. E-mails
 - d. Applications
4. **Buffer statement constitutes the _____ part of a bad news message written in indirect organizational plan.**
 - a. last
 - b. first
 - c. middle
 - d. second
5. **_____at the moment, I'll get to the market.**
 - a. As it isn't raining
 - b. For it isn't rain
 - c. Because it isn't raining
 - d. As it doesn't rain

6. Defining purpose is the __task in planning a report or proposal.

- a. third
- b. second
- c. first
- d. last

7. Choose the best option:

In bad news messages, the _____ is of crucial importance.

- a. sender
- b. receiver
- c. length
- d. tone

8. _____at the beginning of a persuasive request shows the reader that you know about his or her concerns and you have some reasons for making such a request.

- a. A request for action
- b. An Attention getting device
- c. A flattering comment
- d. An explanation of benefits

9. The purpose of informational report is to -----.

- a. analyze
- b. explain
- c. contradict
- d. recommend

10. Which of the following offers information without analysis or recommendations?

- a. Proposals
- b. Informational reports
- c. Analytical reports
- d. None of the given

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