

**Soft Skills, Assignment
(Week 6)**

Full Marks- 15

I. Given below are some statements based on video lectures. Identify them and write (T) against True statements and (F) against False statements. 5 Marks

1. Minutes serve as records for future references in business meetings. **True**
2. Complimentary close and signature are placed on the left side in a semi block format. **False**
3. Claim letter open with the statement of the problem. **True**
4. MOV stands for Memorandum of understanding. **(Nullified)**
5. List of items to be discussed in the minutes is called Minutes Discussion. **False**

II. Given below are multiple choice questions having four options. Select the most suitable option as your answer. 4 Marks

6. What is the format of writing a date in a business letter
 - a) 10 April, 2017
 - b) 2017, 10 April
 - c) 2017, April, 10
 - d) April 10, 2017**
7. What isn't a goal of adjustment letters?
 - a) To recommend an employee**
 - b) Rectification of the wrong
 - c) Promotion of further business
 - d) Regaining customer confidence
8. When a writer is not aware of the status/gender of the receiver, _____ is used.
 - a) Semi-block format
 - b) Simplified format**
 - c) Oversimplified format
 - d) Regular format
9. The style of a research paper should be-

- a) Subjective
- b) Informative
- c) Selective
- d) Objective**

III. Fill in the blanks with appropriate words given in the brackets:

2 Marks

10. _____ type of circular is used for a wider population. (Public circular/ **Official circular**)
11. _____ comes after the date in a business letter. (**Reference** /Inside address)

IV. Given below are multiple select questions having five options. Select the most suitable options as your answer.

4 Marks

12. Which one of the following are different types of format of various business letters.

- a) Full block format**
- b) Full modified format
- c) Semi-modified block format
- d) Simplified format**
- e) Full simplified format

13. In a business letter, double space is followed between

- a) Date and Inside Address
- b) Salutation and Subject line**
- c) The end of the body paragraph and the complimentary close**
- d) Date and Salutation
- e) Date and Signature