

Name: _____

Sub-office: _____

Date: _____

Post Test

I. Read the statements carefully. Encircle the letter of your answer.

1. Which issuance prescribes the handbook, guide, or reference book when preparing official issuances and communication?

- | | |
|-------------------------------|--------------------------------|
| a. DepEd Order No. 9, s. 2005 | c. DepEd Order No. 19, s. 2008 |
| b. DepEd Order No. 3, s. 2024 | d. DepEd Order No. 30, s. 2019 |

2. Which principle of effective business writing addresses the need for a logical sequence in the discourse?

- | | |
|--------------|-----------------|
| a. Clarity | c. Completeness |
| b. Coherence | d. Consistency |

3. This refers to the material that is part of the Enclosure:

- | | |
|-----------------|-------------|
| a. Annex | c. Footnote |
| b. Abbreviation | d. Appendix |

4. This refers to anything that distorts or blocks the communication process:

- | | |
|-------------|-----------------|
| a. Receiver | c. Environment |
| b. Channel | d. Interference |

5. True or False: Written communication should be clear and concise without the need for politeness.

True False

6. This type of correspondence is mainly used to build trust:

- | | |
|-------------|---------------------|
| a. Official | c. Personal |
| b. Business | d. All of the above |

7. This category of communication refers to body language, gestures, how we dress or act, where we stand, and even our scent:

- | | |
|-----------------------------------|----------------------------|
| a. Spoken or Verbal Communication | c. Written Communication |
| b. Non-verbal Communication | d. Personal Correspondence |

8. This category of communication includes face-to-face, telephone, radio or television and other media:

- | | |
|-----------------------------------|----------------------------|
| a. Spoken or Verbal Communication | c. Written Communication |
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9. This application keeps your files and memories protected, up to date, and easily accessible across all devices.

Answer: _____

10. This application serves as one cross-functional notebook for all your notetaking needs:

Answer: _____

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ANSWER SHEET

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