Knowledge Check - Email Writing

Thanks for going through the presentation; now it's time to test the knowledge you've gained. This is a mandatory quiz and you must secure 80% to pass the test. Wish you all the best!

Points: **8/9**

1. Please mention your complete name. *

> Pavan Meruva

2. If your email explains everything, spelling and grammar is not taken into consideration by the reader. *
   (1 Point)

   ○ True

   ◉ False

3. What is the last thing you should do before hitting send on your email?
   (1 Point)

   ○ Conclude

   ◉ Proof read the email

4. Which of the following is considered to be poor e-mail etiquette? *
   (1 Point)

   ○ Responding to messages as soon as possible

   ◉ Using lots of capital letters to emphasize certain words

5. Using short abbreviations & chat expressions such as 'Rgds in place of Regards', 'Pls in place of Please', etc. not only saves time but also ensures the reader is in touch with latest trends and expressions being used in todays business communcations. *
   (1 Point)

   ○ True

   ◉ False

6. Selection of precise words in emails helps the reader to quickly read through and understand the mail *
   (1 Point)

   ◉ True

   ○ False

7. The tone of a professional email message should be *
   (1 Point)

   ◉ Conversational

   ○ Formal

   ○ Casual - like the tone you use with friends

   ○ "Yo, dude! Whassup?"

8. You 'CC' someone in an email only if you want to: *
   (1 Point)

   ◉ Keep them informed of the situation outlined in the email

   ○ Want them to do something about what is mentioned in the email

9. We should use *'Italics'* in font in our business emails to give a pretty image. *
   (1 Point)

   ○ True

   ◉ False

10. What are the things you should analyze regarding the tone of an email. *
    (1 Point)

    ○ Style

    ○ Language

    ○ Punctuation

    ◉ All of the above