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*Pro Material Series*

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**IBM 2<sup>nd</sup>-round- communicational Assessment Test:**  
**(22 ques -20 min) No -ve marking (very easy ques)**

Just basic of grammar, tenses, punctuation's, Business mail Formats:

**Note- (same ques will be on paper )**

Q1. Which of the following will you choose **for a short notice to change the lunch hours?**

- 1) Specific details.
- 2) Context and problem.
- 3) Regarding lunch hours**
- 4) All the above.

Q2. kelly is a good babysitter. Qualified, professional and fun

- 1) dangling modifier.
- 2) run on sentence.
- 3) a sentence fragment.**

Q3. The question below consists of a pair of related words followed by four pair of words. Select the pair that best express the relation in the original pair: **Deprecate: Credit**

- a. **enhance: disparage.**
- b. bait: heckle.
- c. unfair: biased.
- d. discourage: force.

Q4. Convert into passive/active voice.

- 1. They objected to my proposal **(My proposal was objected by them).**
- 2. People believe him to be innocent **(He is believed to be innocent by the people).**
- 3. The invigilator was reading out the instructions **(The instructions were being read by the invigilator).**

**Q-5).** Convert in passive voice

Ans- (A) 2 "by" use huwe hai jis sentence me wo correct hai may be answer is (A)-option

Q-6). Convert into direct/ indirect speech.

- 1. The preacher said, "Honesty is the best policy."  
**The preacher said that Honesty is the best policy.**
- 2. I said to my father, "I am coming back after two hours"  
**I told my father that I will be coming back after two hours.**

Q-7. What does sexist language means?

- (A) Language indicating towards woman
- (B) Information conveyed as being a male
- (C) language indicating difference between man and woman
- (d) language that differentiate by gender-neutral language ....**

Q-8. Which is in the correct sense??

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- (A) This child, who was misdiagnosed, thrive by spirit.  
(B) **This child, who was misdiagnosed, thrives by spirit.**  
(C) This child, who was misdiagnosed, thrived by spirit.

Q-9. It is considered a breach of etiquette to have documents signed by **administrative assistant**  
TRUE Or **FALSE??**  
Ans= **FALSE**

Q-10. Sign by blue ink is authentic if done by blue ink **TRUE** or FALSE  
**Ans- TRUE**

Q11. Introduction should be added

- (A) **before brainstorm.**  
(B) same time of body of letter.  
(C) at end of letter.

Q12. Which is the correct use of pronoun ?

- (a) Each executive.  
(b) Few Of the executive.  
(c) **One Of the Executive.**  
(d) All Of the above.

Q13. Which is correct?

- (a) Dear President Smith;  
(b) Dear Mr Smith;  
(c) **Dear Mr Smith:**  
(d) Dear Mr Smith,

Q14. The formal business letter contains.

- 1) Regards.  
2) **Sincerely.**  
3) Respectfully.  
4) 2&3.  
5) All above.

Q15. find which is correct  
**Ranny was with sally and me.**

Ranny was with sally n I.  
Ranny was with me n Sally.

Q16. what to include in business letter.

- purpose.
  - reason of writing.
  - For whom intended.
  - **all of above.**
- 

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Q17. Enclosures (3) means 3 attachments are there in addition to the letter. **true** or false?

**Ans: TRUE**

Q18. Is it necessary to include a table of contents regardless of the size of the document.  
true or false? @

**Ans: False.**

Q19. Name is Roger Smith, who is also the president. What is the proper salutation?

- Dear Mr. Roger Smith,
- Dear Mr. Roger:
- Dear Mr. Smith:**
- Dear President Smith :

Q20. The coachy my best friend play with me everyday. Write the sentence using comma at appropriate position

**Ans: The Coachy, my best friend ,play with me every day.**

Q21). In formal letter for better understanding.

1. Repeat ideas with picture and all.
2. refrain from.....
3. repeat important ideas.
- 4. Refrain from repeating ideas.....**
5. 1 & 2.

22)-In formal document prepared for meeting should contain

1. Purpose of document.
2. User expectation from the document.
3. Brief details & content about document.
- 4. All of these.**

Q.23)- Correct form of English:

- a) Samuel was with Susan and I
- b) Samuel was with Susan and me**
- c) Samuel was with I and Susan
- d) Samuel was with me and Susan
- e) None of these

24)Find the active voice sentence below...

- 1) The car has driven by him
- 2) He cleaned the car**

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3) It will be more complex algorithm

25) The short form of mail to write regarding changing lunch hours, Which of the following options the form contains?

1) Specific details

2) Context and problem

**3) Regarding lunch hours**

4) 1&3

5) all the above

26) Is that emotions used in "formal" emails?? @

True/ **false**

**Ans- false**

Q 27) In formal email personal introduction should be done. @

1. After the body of letter

2. Within body of letter

**3. At the start of body of letter**

**Q-28)** In email we use gender-neutral language then what is sexist language ???

**Ans- Sexist is Gender Discriminatory language .**

**Q-29)** Transform the sentence into complex @

I love you

**Ans--I love a person who is you.**

Q-30) can we write hi in bussiness letters?

ans- **no , (Hi is considered Informal)**

Q-31) Write with punctuation @

My grandmother wants to go outside for the dinner she doesn't know how to drive.

**ANS- My grandmother wants to go outside for the dinner; She doesn't know how to drive.**

Q 32) Using of smileys in formal emails is **inappropriate?**

**true** or false?

Ans-**TRUE**

**NOTE- @ means doubt in the answer plz chek it**

Q 33) Is it possible to not write document content if it exceeds the length?

**Ans- No**

Q 34) Should you include work experiences at religious organizations in a resume?

Ans -**Yes, but do not give the place-name or denomination.**

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Q-35) How does one address a judge?

**Ans- Form of address: The Honorable Judge**

Q36) When sending a hard copy of a business letter, how does one indicate the presence of an electronic copy having been sent as well? @

**Ans- this either in the postscript or in the text.**

Q37) In the inside address of a business letter, does the person's name and title go on the same line?

**Ans- YES**

Q38) Does one capitalize all of the words in "To our customer" in the salutation line of a business letter?

**Ans- No, capitalize only the word "To."**

Q-39 ) In a business letter, where does one place the heading?

**Ans- Place the heading flush with the left margin and above the date**

Q- 40 What is the best salutation for a business letter if the writer does not know the identity of the person receiving the letter?

**Ans- Use "Dear Sir or Ma'am."**

Q- 41) Does one staple a three-page business letter?

**Ans- Put page numbers on pages two and three, but do not staple.**

Q -42) Do two signatures on a business letter go **side-by-side** or one on top of the other?

**Ans-side by side**

Q -43 What is the correct salutation in a letter to the President of the U.S.?

**Ans-Dear Mr. President:**

Q-44 In a memorandum which refers to chairpersons, should "chairpersons" be capitalized?

**Ans- No, only capitalize before a name.**

Q-45 Does the identification number come before or after an enclosure notation in a business letter?

**Ans- it comes before.**

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Q-46 If I am addressing a business letter to an unknown (male or female, title) person, what other

salutation can I use besides "Dear Madam or Sir"? @

Ans- **Use any one of the following: "Gentlepeople," "Gentlepersons," "Dear People" or "Ladies and Gentlemen."**

Q-47 Is it proper to put both a boss's name and a secretary's name at the bottom of a business letter?

Ans- **No**

[SENDER'S ADDRESS]

(optional) [SENDER'S PHONE]

(optional) [THE SENDER'S E-MAIL]

[DATE];

[RECIPIENT W/O PREFIX]

[RECIPIENT'S COMPANY]

[RECIPIENT'S ADDRESS]

(Optional) Attention [DEPARTMENT/PERSON],

Dear [RECIPIENT W/ PREFIX]:

[First Salutation then Subject in Business letters]

[CONTENT.]

[CONTENT.]

[COMPLIMENTARY CLOSING (Sincerely, Respectfully, Regards, etc.)],

[SENDER]

[SENDER'S TITLE]

Enclosures ([NUMBER OF ENCLOSURES])

Business letter: the beginning

A. Your company name followed by all contact details (including address, telephone, fax, company url and email).

B. Recipient's address (including their name and title if you know it).

C. Date on the right- or left-hand side of the page.

D. If required, add the file references, both yours and the recipient's (use 'Ref' as an abbreviation for 'reference').

Business letter : the content

E. The greeting.

Casual: Dear [first name and surname]

Formal: Dear Mr [surname], for a man, or Dear Ms [surname] for a woman. If you don't know the name of the recipient, use Dear Sir or Madam or Dear Sir/Madam.

F. Stating the subject of the letter using Re (used as an abbreviation for regarding).

G. Here are some options for starting your letter:

I would like to enquire about (or whether) ...

I am writing regarding ...

I am writing in response to ...

I am writing to inform you that/of ...

I am writing to complain about ...

Further to my letter of 15th May...

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H. The details of the letter are to be added at this point.

Business letter: the end

I. Here are expressions you can use to end a business letter.

Please let me know if ...

I look forward to receiving your reply.

Thank you in advance for your help.

I would be most grateful if you could inform me ...

J. For a casual ending, use Regards or Best wishes. A formal ending (if you know the recipient), use

Sincerely or Yours sincerely. A formal ending (if you don't know the recipient): Yours truly or Yours

faithfully.

K.

pp: indicates the letter was signed on behalf of someone else

cc: these people have received a copy of the letter

enc: documents are enclosed with this letter

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