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Q. Which is in the correct sense??

- (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.

ANS: B

Q. 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

ANS: C

Q. It is considered a breach of etiquette to have documents signed by administrative assistant

TRUE Or FALSE??

ANS: False

Q. Sign by blue ink is authentic if done by blue ink TRUE or FALSE

ANS: TRUE

Q. Introduction should be added

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

ANS: C

Q.

"Enclosure(3)"

means the letter with 3 other documents.

True Or False

ANS: FALSE

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Q. What is the error in the sentence?

"She is a good babysitter. Qualified, professional and fun."

- (A) Dangling Modifier
- (B) Run-on Sentence

....

ANS: A

Q. Which is the correct way to end a business letter?

- (A) Regards
- (B) Sincerely
- (C) Respectfully
- (D) Both B and C

ANS: A

Q. 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

ANS: A

Q. Which is correct?

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

ANS: C

Q. In formal document prepared for meeting should contain

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

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ANS: 3

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

ANS: 3

In formal letter for better understanding

1. Repeat ideas with picture and all
2. repeat important ideas
3. Refrain from repeating ideas
4. One and two

ANS: 3

In email we use gender-neutral language then what is sexist language ???

Q. 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

ANS: B

Find the active voice sentence below...

- 1)The car has driven by him
- 2)He cleaned the car
- 3)It will be more complex algorithm

ANS: 2

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

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- 1) Specific details
- 2) Context and problem
- 3) Regarding lunch hours
- 4) 1&3
- 5) all the above

ANS: 3

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

Q) Is that emotions used in formal emails ?? True/ false

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