

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

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

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?

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

A Yes, but do not give the place-name or denomination. (Wright on Target pg 153)

Q How does one address a judge?

A Form of address: The Honorable Judge John Doe Salutation: Dear Judge Doe (Real Good Grammar, Too)

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

A Note this either in the postscript or in the text. (Real Good Grammar, Too)

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

A YES

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

A No, capitalize only the word "To." (Webster's Secretarial Handbook)

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

A Place the heading flush with the left margin and above the date (Holt Handbook)

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

A Use "Dear Sir or Madam." (Secretary's Handbook)

Q Does one staple a three-page business letter?

A Put page numbers on pages two and three, but do not staple. (Millward Handbook and Lurlene, Bus. Dept. sec'y)

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

A BOTH

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

A You may use either "Mr. President" or "Dear Mr. President." (Real Good Grammar, Too)

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

A No, only capitalize before a name. (Guide to Grammar & Usage)

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

A it comes before.

Q 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"?

A        Use any one of the following: "Gentlepeople," "Gentlepersons," "Dear People" or "Ladies and Gentlemen." (Webster's Secretarial Handbook 149)

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

A        Yes

[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...

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