Question # 9 of 10 (Start time: 03:56:06 PM, 31 December 2021)

If you expect your audience to _____ with you, use a structure that focuses attention on conclusion.

Select the correct option

- disagree
- confront
- agree
- argue

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A suggested way to achieve good organization of a message is _____.

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Select the correct option

- to cut it short
- to use figurative language
- all of the above
- grouping and sequencing

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Question # 7 of 10 (Start time: 03:52:55 PM, 31 December 2021)

Choose the right option to fill in the blank.
They talked about things and persons _____ they remembered.

b

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Select the correct option

- what
- who
- which
- that

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Question # 6 of 10 (Start time: 03:52:00 PM, 31 December 2021)

Which of the following is best when you want immediate feedback?

Select the correct option

- (●) Oral medium
- ( ) Electronic medium
- ( ) Written medium
- ( ) All of the given options

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Question # 5 of 10 (Start time: 03:50:14 PM, 31 December 2021)

Choose the right option to fill in the blank.
If you _____ anything to say, just speak out.

b

Select the correct option

- will have
- had had
- had
- have

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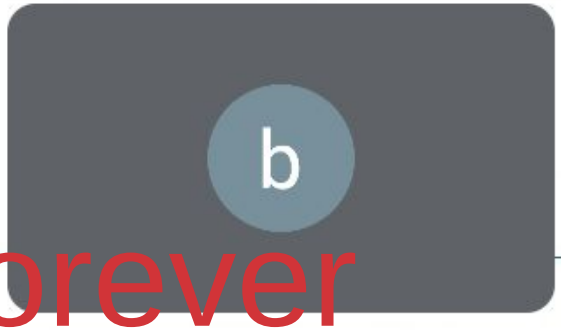
Question # 2 of 10 (Start time: 03:46:07 PM, 31 December 2021)

Everyone on the bus _____ annoyed by the little boy running up and down the aisle.



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Select the correct option

- were
- was

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22°C

Question # 1 of 10 (Start time: 03:44:34 PM, 31 December 2021)

Choose the best option:

Which one of the following approaches should be used when the audience is receptive to the message?

Select the correct option

◉	direct approach
○	persuasive approach
○	informative approach
○	indirect approach

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22°C

Question # 9 of 10 (Start time: 03:43:16 PM, 31 December 2021)

Choose the correct option from the following.

_____ share a general document architecture, which is usually modified to suit specific circumstances.

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Select the correct option

- Report
- Proposals
- Introduction
- End matter

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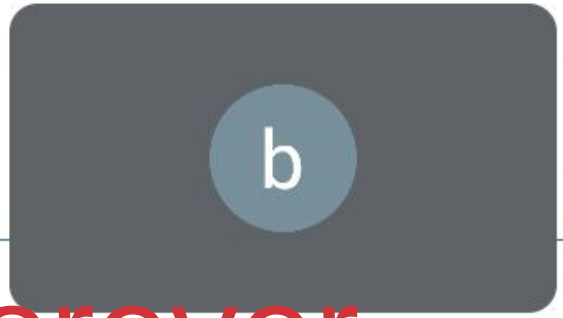
22°C

Question # 8 of 10 (Start time: 03:42:54 PM, 31 December 2021)

Both _____ and _____ mediums don't want immediate feedback and avoid distortion in communication.



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Select the correct option

○	None of the given options
●	written and electronic
○	written and oral
○	oral and electronic

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22°C

Question # 7 of 10 (Start time: 03:42:21 PM, 31 December 2021)

A Bad News message always begins with a _____ that provides a transmission to the refusal.

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Select the correct option

- neutral statement
- dubious statement
- controversial statement
- ambiguous statement

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21°C

Question # 6 of 10 (Start time: 03:41:08 PM, 31 December 2021)

If you expect your audience to _____ with you, use a structure that focuses attention on conclusion.

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Select the correct option

○	argue
◉	agree
○	confront
○	disagree

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21°C

Choose the best option:

The use of _____ is advisable for devising a business message if the recipients are outside of your technical field.

b

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Select the correct option

- technical vocabulary
- plain English
- scientific language
- jargon

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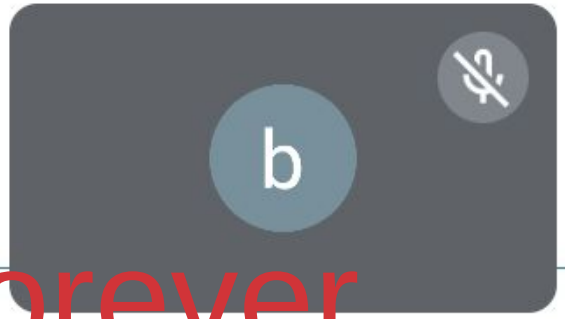
Question # 2 of 10 (Start time: 03:35:48 PM, 31 December 2021)

Which of the following are known as 'Elements of a of a paragraph'?



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Select the correct option

- ○ All of the above
- ◉ Topic sentences
- ○ Transitional elements
- ○ Related sentences

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Question # 1 of 10 (Start time: 03:34:09 PM, 31 December 2021)

Choose the right option to fill in the blank.

_____ comes home back first should cook dinner.

Select the correct option

- Who
- Whoever
- Who ever
- Who that

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Choose the best option:
A memorandum may take the form of _____.

Select the correct option

- (●) Email
- ( ) G Talk chat
- ( ) Twitter tweet
- ( ) Skype chat

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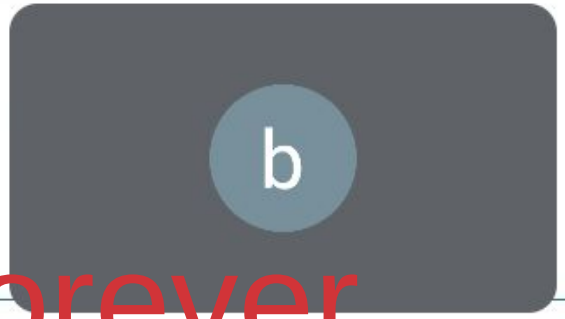
Question # 7 of 10 (Start time: 03:28:04 PM, 31 December 2021)

Choose the right option to fill in the blank.
Do you mind _____ here?



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Select the correct option

- my sitting
- I sit
- I sitting
- mine sitting

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Question # 6 of 10 (Start time: 03:26:59 PM, 31 December 2021)

E-mail messages typically take the form of _____.

Select the correct option

- memoranda
- proposal
- report
- letter

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Question # 4 of 10 (Start time: 03:26:01 PM, 31 December 2021)

_____ without published agendas generally seem unfocused and unproductive.

Select the correct option

- (•) Meetings
- ( ) Agendas
- ( ) Letters
- ( ) Memorandums

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Question # 1 of 10 (Start time: 03:25:28 PM, 31 December 2021)

Which of the following gives you an opportunity to get your message across to a skeptical or hostile audience?

b

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Select the correct option

- Instuctive approach
- Indirect approach
- Direct approach
- Persuasive approach

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Question # 10 of 10 (Start time: 03:24:19 PM, 31 December 2021)

Mathematics _____ John's favorite subject, while Civics is Andrea's favorite subject.

Select the correct option

- (●) is
- ( ) are

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Which of the following help the reader quickly identify the content?

Select the correct option

○	All of the above
○	Font size
◉	Headings and Captions
○	Text Color

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Type here to search

'Umer is an unusually tall Sindhi.'

Which of the following types of biases does it exemplify?

Select the correct option

○	Gender bias
○	Ethnic bias
○	None of the above
◉	Disability

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Question # 4 of 10 (Start time: 03:18:58 PM, 31 December 2021)

Which of the following usually accompanies a document?

b

Select the correct option

- Adjustment letter
- Credit request
- Cover letter
- Correction letter

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Question # 3 of 10 (Start time: 03:17:23 PM, 31 December 2021) Total

Select the right option to fill in the blank.
Our car is old, _____ it drives beautifully.

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b

Select the correct option

- (●) but
- ( ) when
- ( ) yet
- ( ) rather

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Question # 2 of 10 (Start time: 03:16:44 PM, 31 December 2021)

Choose appropriate preposition to fill in the blank:
Did the doctor look _____ your leg?

b

Select the correct option

- over
- through
- on
- at

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Question # 1 of 10 (Start time: 03:16:02 PM, 31 December 2021) Total

For Routine, Good-News and Goodwill Messages,_____ is/are effective that pleases the reader or causes no particular reactio

b

Select the correct option

- (●) direct approach
- ( ) indirect approach
- ( ) both direct and indirect approaches
- ( ) none of the above

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Question # 10 of 10 (Start time: 03:14:47 PM, 31 December 2021)

Choose the best option.

Memorandum is brief, informal _____.

b

Select the correct option

- (●) report
- ( ) information
- ( ) note
- ( ) letter

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Question # 9 of 10 (Start time: 03:14:11 PM, 31 December 2021)

_____ is the process of drafting your message; polishing it is a later step.

b

Select the correct option

- Completion
- Formulation
- Starting
- Composition

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Question # 8 of 10 (Start time: 03:12:50 PM, 31 December 2021) Total

Choose the correct option.
Verbs and _____ are more concrete than adverbs and adjectives.

b

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Select the correct option

- Pronouns
- Prepositions
- Articles
- Nouns

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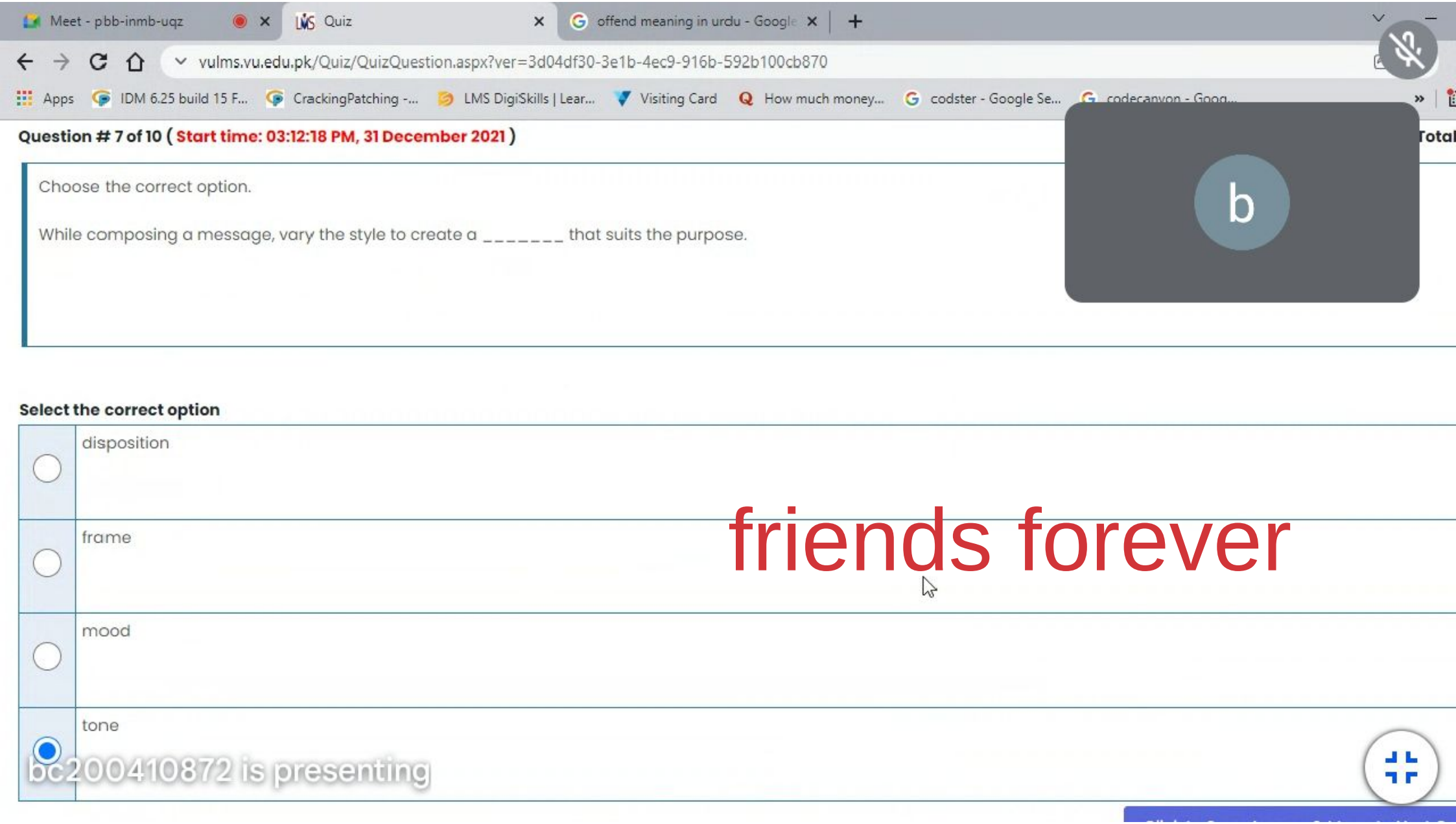
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CrackingPatching -...
LMS DigiSkills | Lear...
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Question # 7 of 10 (Start time: 03:12:18 PM, 31 December 2021)
Choose the correct option.
While composing a message, vary the style to create a _____ that suits the purpose.
b
Select the correct option
disposition
frame
mood
tone
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Question # 6 of 10 (Start time: 03:10:38 PM, 31 December 2021) Total

Choose the correct option.

Biased language that might offend the audience is based on _____.

b

Select the correct option

- cultural
- all of the above
- disability
- gender bias

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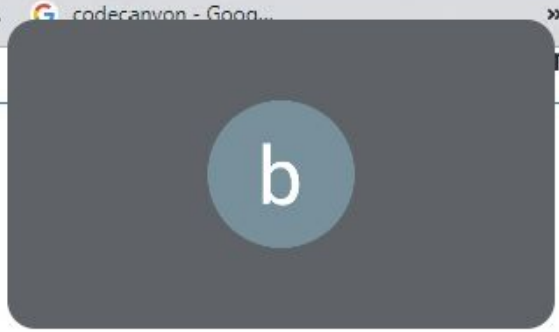
Question # 5 of 10 (Start time: 03:10:15 PM, 31 December 2021) Total

A better organized message has _____ chances of understanding on the part of the audience.



Select the correct option

- medium
- increased
- fewer
- low

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Question # 4 of 10 (Start time: 03:09:14 PM, 31 December 2021) Total

Which of the following are principal meeting documents?

b

Select the correct option

- agenda and minutes
- memo and minutes
- agenda and policies
- memo and agenda

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Question # 3 of 10 (Start time: 03:09:03 PM, 31 December 2021) Total

Choose the correct option from the following.

_____minutes are often required by federal, state, or local law, by-laws, charters, or regulations in any organization.

b

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Select the correct option

- Informal
- Sample
- Meeting
- Formal

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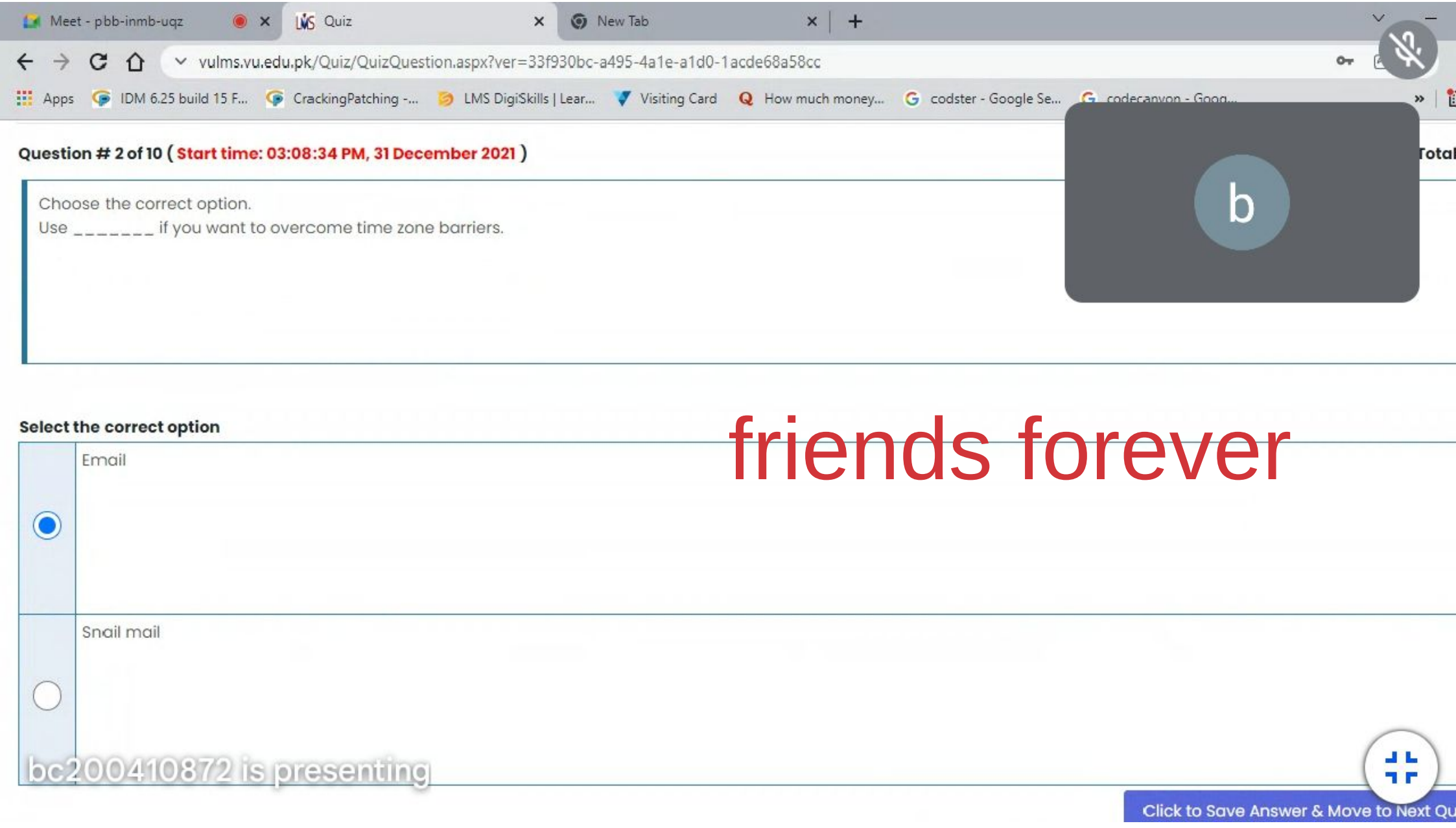
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Question # 2 of 10 (Start time: 03:08:34 PM, 31 December 2021)
Choose the correct option.
Use _____ if you want to overcome time zone barriers.
b
Select the correct option
Email
Snail mail
friends forever
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Question # 1 of 10 (Start time: 03:08:00 PM, 31 December 2021)

A _____ sentence expresses two or more independent but related thoughts.

b

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Select the correct option

- single
- complex
- simple
- compound

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Question # 10 of 10 (Start time: 03:06:14 PM, 31 December 2021)

The _____ should normally begin with a brief summary statement, in one or two sentences, identifying the key topic and the scope of the memorandum.

b

Select the correct option

- (●) memorandum
- ( ) meeting
- ( ) letter
- ( ) agenda

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Question # 9 of 10 (Start time: 03:09:02 PM, 31 December 2021)

Business messages generally have ..... purposes.

b

Select the correct option

- two
- five
- four
- three

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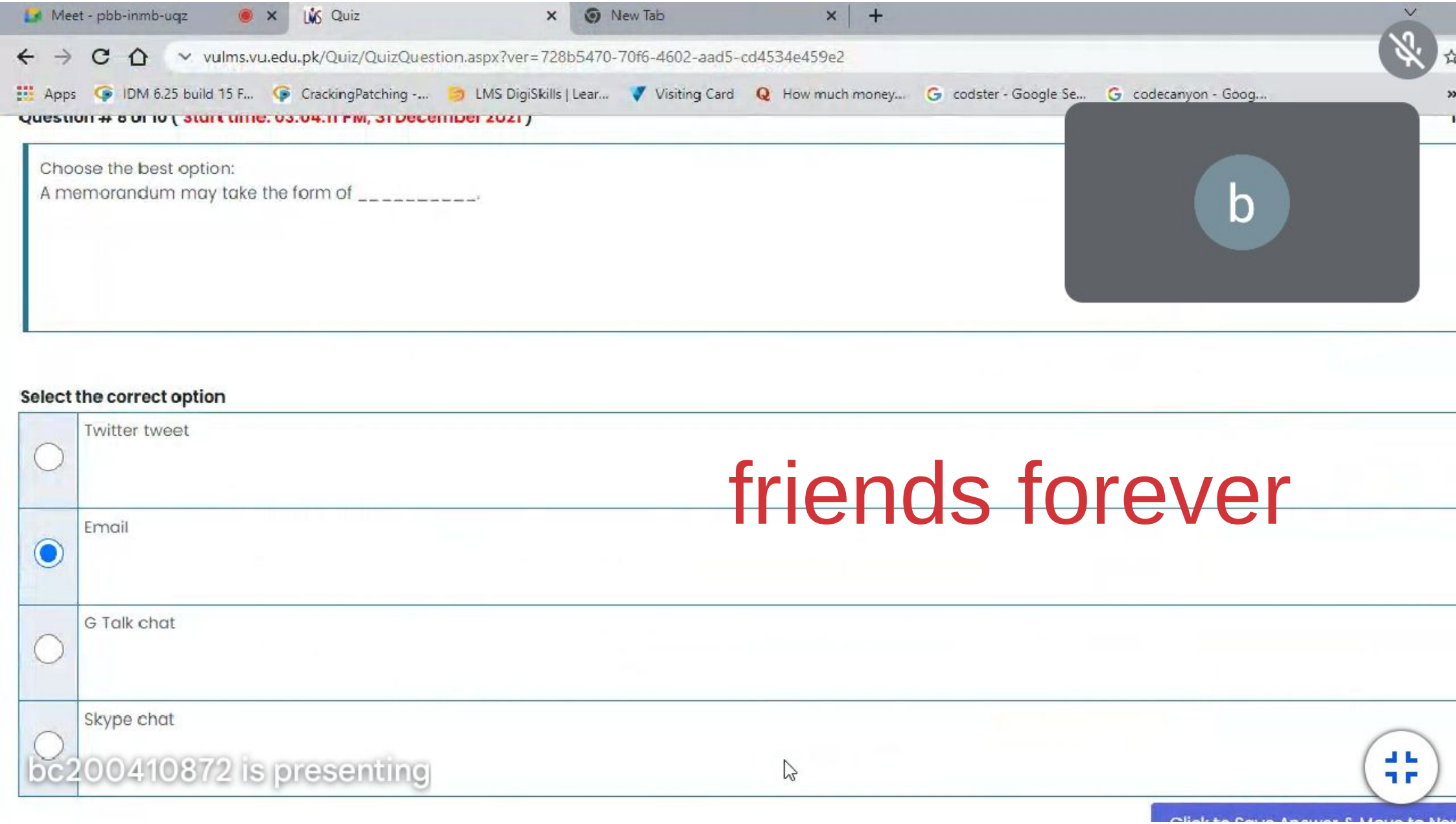
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Question # 8 of 10 (Start time: 03:04:11 PM, 31 December 2021)
Choose the best option:
A memorandum may take the form of _____.
b
Select the correct option
Twitter tweet
Email
G Talk chat
Skype chat
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Question # 7 of 10 (Start time: 03:02:38 PM, 31 December 2021)

Choose the correct option.
How can business messages be more effective?

b

Select the correct option

- By demonstrating that the writer worked hard on the message
- By being business-centered and using impressive wording
- By taking a specific point-of-view and using collaboration
- By being purposeful, audience-centered, and concise

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Question # 6 of 10 (Start time: 03:01:04 PM, 31 December 2021)

.....is a very vital step in composing a business message, and if one commits an error in this stage, it will be irreversible.

b

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Select the correct option

- (●) Communication
- ( ) Concluding
- ( ) Planning
- ( ) Drafting

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Question # 5 of 10 (Start time: 03:00:13 PM, 31 December 2021)

Choose the correct option.

A subject and a _____ are the two parts of a sentence.

Select the correct option

- clause
- phrase
- fragment
- predicate

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Question # 4 of 10 (Start time: 02:59:57 PM, 31 December 2021)

In the composition of a business message technology like Microsoft Word affects the composing process by _____.

b

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Select the correct option

- [x] increasing both productivity and effectiveness
- [ ] decreasing productivity
- [ ] increasing effectiveness
- [ ] decreasing both productivity and effectiveness

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Ben has__terrible headache fill article - Brainly.in
brainly.in

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Question # 3 of 10 (Start time: 02:58:31 PM, 31 December 2021)

Choose correct article to fill in the blank.
Ben has_____ terrible headache.

b

Select the correct option

- an
- no article
- the
- a

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Question # 1 of 10 (Start time: 02:57:54 PM, 31 December 2021)

_____ medium is the best when you don't need immediate feedback, but you do need speed.

b

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Select the correct option

- (●) Electronic
- ( ) Written
- ( ) All of above
- ( ) Oral

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Question # 10 of 10 (Start time: 02:56:51 PM, 31 December 2021)

In many organizations the final piece of writing is a team effort; with more than one writer working on a single document is ca

b

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Select the correct option

- collaboration
- all of the given options
- scheduling
- technology

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Question # 8 of 10 (Start time: 02:53:45 PM, 31 December 2021)

Choose the correct option from the following.

_____minutes are often required by federal, state, or local law, by-laws, charters, or regulations in any organization.

b

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Select the correct option

- ○ Informal
- ○ Sample
- ◉ Formal
- ○ Meeting

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Question # 7 of 10 (Start time: 02:52:31 PM, 31 December 2021)

_____ words are usually more vivid than long ones and improve the readability of a document.

b

Select the correct option

- (●) Short
- ( ) Concrete
- ( ) Strong
- ( ) Familiar

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Question # 6 of 10 (Start time: 02:51:09 PM, 31 December 2021)

'Eriq is just like all the French, so dismissive of Americans.' The sentence contains _____.

Select the correct option

- ○ Gender Bias
- ○ Disability Bias
- ◉ Racial Bias
- ○ Cultural Bias

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Question # 5 of 10 (Start time: 02:50:32 PM, 31 December 2021)

Which of the following gives you an opportunity to get your message across to a skeptical or hostile audience?

b

Select the correct option

- (●) Persuasive approach
- ( ) Direct approach
- ( ) Indirect approach
- ( ) Instuctive approach

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Question # 4 of 10 (Start time: 02:49:08 PM, 31 December 2021)

Which of the following medium is the best when you don't need immediate feedback?

Select the correct option

- ○ Oral
- ○ All of the given options
- ○ Electronic
- ◉ Written

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Question # 3 of 10 (Start time: 02:48:12 PM, 31 December 2021)

'Crippled workers face many problems on the job.'

Which of the following types of biases does it exemplify?

b

Select the correct option

- Disability bias
- Gender bias
- Cultural bias
- Radical bias

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Question # 2 of 10 (Start time: 02:47:33 PM, 31 December 2021)

Choose the correct option.

'To inform' is the _____ purpose of a business message.

b

Select the correct option

- ○ indirect
- ◉ general
- ○ specific
- ○ implicit

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Question # 1 of 10 (Start time: 02:45:59 PM, 31 December 2021)

How many types of sentences are used to give your sentence variety?

b

Select the correct option

○	5
○	6
○	4
●	3

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