Mark the following as True or False

Mention 'number of persons' while requesting for a hotel reservation

Select the correct option

- False
- True 

Which of these is most likely to be included in the Appendix of a report?

Select the correct option

- Graphs 
- Names
- Terms
- Findings

Buffer can be of ------- types.

Select the correct option

◉	8 
○	4
○	2
○	6

Choose the correct option:

A statement that is meant to bring the reader to a positive frame of mind is called _____

Select the correct option

○	attention getter
◉	buffer 
○	appraisal
○	compliment

When a writer is psychologically unable to begin composing, he or she has _____.

Select the correct option

- ○ writer's wedge
- ○ writer's jam
- ○ writer's hindrance
- ◉ writer's block



Mark the following as True or False.

A 'Buffer' is a statement that is meant to bring the reader to a troubled frame of mind.

Select the correct option

- ○ True
- ◉ False



In a ------- the writer seeks information without having an intention to buy or sell.

Select the correct option

- ○ Inquiry letter
- ○ Adjustment letter
- ○ Complaint letter
- ◉ General request letter



Appreciation is a type of _____.

Select the correct option

- ○ persuasive plan
- ● buffer 
- ○ letter
- ○ indirect approach

End positively and friendly, stating clearly the desired action and offering any further help is _____.

Select the correct option

○	Inductive Approach
◉	Basic Organizational Plan
○	Agreement
○	Deductive Approach



Which of the following appeals are used to get the attention of the reader?

Select the correct option

- Altruistic Appeal
- All of the above
- Individual responsibility appeal
- Reader-benefit appeal

Question # 2 of 10 (Start time: 07:32:08 PM, 30 December 2022) Total Marks: 1

inductive approach consists of _____ parts

Select the correct option

- 2
- 5
- 3
- 4 

The closing paragraph of a letter refusing a request should _____.

Select the correct option

- include an apology
- none of the above
- close pleasantly with a look towards the future
- re-emphasize the negative for clearer understanding 

Question # 6 of 10 (Start time: 03:41:34 PM, 30 December 2022)

When a document goes from one person to another several times, this is called _____.

Select the correct option

- ○ bypassing
- ◉ transferring
- ○ shifting
- ○ cycling

In an effective refusal, you ask your reader to accept your decision as the only _____answer under the circumstances.

Select the correct option

- fair
- pleasant
- biased
- positive