

- 8) Clarity in business writing starts with:
- A. Passive voice
 - B. Adaptation
 - C. Personal Communication
 - D. Rumors
- 9) To apply you-attitude use one of the followings principles:
- A. Avoid exaggeration.
 - B. Prepare your clothes very well.
 - C. Don't talk about your own feelings.
 - D. Reply promptly to the feedback.
- 10) Which of followings help(s) in building good will:
- A. Courtesy and consideration
 - B. Positive emphasis
 - C. Reader benefits.
 - D. All of the above.
- 11) In editing the business letter, you should check:
- A. Responses.
 - B. Names, address, number, dates etc
 - C. Printers
 - D. Radio.
- 12) Rather than negative words, use words:
- A. Complex
 - B. active
 - C. Positive
 - D. Long
- 13) The first step in writing business letter is:
- A. Writing first draft
 - B. Planning.
 - C. Gathering information
 - D. Revising
- 14) The last step in writing business letters is:
- A. The evaluation of the feedback
 - B. The noise.
 - C. The proofreading.
 - D. The planning.
- 15) The conclusion could be in the:
- A. Beginning or ending of letter, depending on the situation.
 - B. Beginning of the letter
 - C. Ending of the letter
 - D. Written by the manager

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يرجى نقل رمز الإجابة الصحيحة إلى المربع الموجود أعلى كل صفحة

- 1) Which of the followings is a basic emphasis technique?
 - A. Space
 - B. Adaptation
 - C. Internal
 - D. External

- 2) The headings enable the reader to:
 - A. Finish the letter
 - B. Focus on issue of interest
 - C. Do nothing with the next paragraph
 - D. Recommend action to be taken

- 3) You should use the plan if you expect the reader to react positively to your letter.
 - A. Medium
 - B. Indirect
 - C. Direct
 - D. Rumors

- 4) One of the ways to get the interest of the readers is to use:
 - A. Roundabout style.
 - B. Wordy sentences.
 - C. Underlining.
 - D. None of the above.

- 5) The secondary objective of business writing is:
 - A. The principle of adaptation
 - B. The most important issue of the letter.
 - C. The public relations or the goodwill factor.
 - D. The money you get from the letter.

- 6) Which of the followings is NOT a characteristic of Good Business Writing?
 - A. External communication
 - B. Clarity.
 - C. Coherency
 - D. Completeness.

- 7) Which of the followings is wordy?
 - A. Can
 - B. In line with your suggestions.
 - C. Agree
 - D. Later

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