

**FINAL TERM EXAMINATION**  
**ENG301- Business Communication (Session - 4)**

**Question No: 1 ( Marks: 1 ) - Please choose one**

Letters refusing orders call for the indirect plan or the----- approach.

- ▶ Sandwich
- ▶ Burger
- ▶ Neutral
- ▶ Negative

**Question No: 2 ( Marks: 1 ) - Please choose one**

Circular letters are used:

- ▶ To send information to a group of company.
- ▶ To send the same information to a number of people.
- ▶ To communicate other company.
- ▶ To send information inside of a company

**Question No: 3 ( Marks: 1 ) - Please choose one**

----- is a group of people who are appointed to solve a specific problem.

- ▶ A standing committee
- ▶ A committee
- ▶ A task force
- ▶ A help desk

**Question No: 4 ( Marks: 1 ) - Please choose one**

-----is one of the members who monitors a committee's financial activities.