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FINAL TERM EXAMINATION

ENG301- Business Communication

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

In letter writing, the format in which all essential parts are started from the left hand margin along with open punctuation is known as:

- ▶ The semi block
- ▶ **Full block**
- ▶ Modified block
- ▶ Long block

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

Supporters of----- theory believe that communication is not linear, but circular process.

- ▶ Electronic
- ▶ Social environmental
- ▶ **Rhetorical**
- ▶ Electronic and rehtorical

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

It is an analysis of business done during the whole month.

- ☐ ☐ ☐ ☐ ☐ ☐ ▶ ☐ Daily Market Report
- ≡ Weekly Market Report
- ≡ **Monthly Market Report**
- ≡ Quarterly Market Repot

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

Written summary of a business meeting is called:

- ▶ **Minutes**
- ▶ Motion
- ▶ Circular
- ▶ Agenda

Question No: 5 (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