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FINAL TERM EXAMINATION  
ENG301- Business Communication (Session - 3)

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

As good-news plan is similar to direct-request plan, so is persuasive plan to----- plan.

- ▶ good news
- ▶ bad news
- ▶ pleasant news
- ▶ moderate news

Reference : Page # 67 Basic Organizational Plans

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

Unsolicited letters are written on ADIA plan which is ----- step approach.

- ▶ five

▶ two

▶ four Reference : Page # 161

- ▶ one

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

In circular letters personal interest is created by using the word -----.

▶ you Reference : Page # 115

- ▶ our customers
- ▶ everybody
- ▶ dear customers

**Question No: 4 ( 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 Reference : Page # 117
- ▶ A help desk