MULTIPLE CHOICE QUESTIONS

S.Y.B.Com
Business Communication (2113)
Chapter-VII (Internal and other Correspondence)

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The word _______ has been derived from the Latin word ‘memorare’ which means literally ‘to mention’ or ‘to tell’.

A] Circular
B] Order
C] Memorandum
Office orders are _____ correspondence.

A] external
B] internal
C] public
All information, direction and instruction in office order should always be _______.

A] false
B] authentic
C] baseless
Office _______ are formal in nature for disseminating information to a large number of employees within the organisation.

A] notice
B] orders
C] circulars
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_______ are issued from Head Office to group of employees, hence are free from salutations.

A] Office circulars
B] Office orders
C] Office memo
The ________ should be written in the manner it is written by publishing house.

A] circular letter
B] office order
C] Press release
Issuing a press release is primarily an exercise in ______ department.

A] Personnel  
B] Public relations  
C] Sales
________ is mostly in a standardised format that is sent to different people or large number of recipients.

A] press report  
B] Memo 
C] Press release
The correspondence related with a message for blood donation is known as ________.

A] office circular
B] office memo
C] office order
A memo format may be either _______, or horizontal.

A] circular
B] vertical
Reference

‘A Book of Business Communication’
Authored by Dr. Saroj Hiremath
&
Published by Nirali Prakashan
THANK YOU ...........