

## Unit 6 - Week 5

### Course outline

How to access the portal?

Week 1

Week 2

Week 3

Week 4

Week 5

○ Communication Breakdown Part I

○ Communication Breakdown Part II

○ Advanced Writing Skills

○ Principles of Business Writing

○ Types of Business Writing Part I

○ Quiz : Assignment 5

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Text Transcripts

## Assignment 5

The due date for submitting this assignment has passed. As per our records you have not submitted this assignment.

**Due on 2019-09-04, 23:59 IST.**

1) "The difference between the right word and the almost right word is the difference between lightning and a lightning bug." Who said this? **1 point**

- Mark Twain
- Karl Marx
- Fredrich Engels
- Fredrich Nietzsche

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
Mark Twain

2) Which of the following is not a measure to overcome the hindrances of communication? **1 point**

- Non judgmental
- Proper selection of words
- Empathetic
- Assuming too much

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
Assuming too much

3) What should be the correct order of an advance writing? **1 point**

- Conceptualising  
Researching  
Revising  
Drafting
- Drafting  
Researching  
Revising  
Conceptualising
- Researching  
Conceptualising  
Revising  
Drafting
- Conceptualizing  
Researching  
Drafting  
Revising

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
Conceptualizing  
Researching  
Drafting  
Revising

4) While classifying the *breakdown of communication*, we come across certain points in the category of *breakdown at source*. Which among these is not a point of this category? **1 point**

- Poor listening
- Faltering with words
- Wrong inferences
- Categorical thinking

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
Poor listening

5) What should be the aim of Business Writing? **1 point**

- To impress
- To express
- To depress
- All of the above

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
To express

6) Which among these is mandatory for a good writing? **1 point**

- Jargons
- Obscurity
- Conciseness
- Opacity

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
Conciseness

7) What according to you does not conform to a good writing? **1 point**

- Courtesy
- Cordiality
- Pessimism
- None of the above

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
Pessimism

8) What among these is not associated with a memo? **1 point**

- It is also called intra-office memo.
- It is informal in nature.
- It is a short piece of writing.
- It is circulated among the members of an organization.

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
It is also called intra-office memo.

9) Which of the following is true about Letter Report? **1 point**

- It is always formal.
- It is circulated within the members of an organization.
- It has some scope for illustrations.
- All of the above

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
It has some scope for illustrations.

10) Who wrote, "I celebrate myself, and sing myself"? **1 point**

- Homer
- Dante
- Shakespeare
- Whitman

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
Whitman