

## Unit 7 - Week 6

### Course outline

How to access the portal?

Week 1

Week 2

Week 3

Week 4

Week 5

Week 6

Types of Business Writing Part II

Business Letters

Business Letters: Format and Style

Types of Business Letters Part I

Types of Business Letters Part II

Quiz : Assignment 6

Week 7

Week 8

Week 9

Week 10

Week 11

Week 12

Text Transcripts

## Assignment 6

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

**Due on 2019-09-11, 23:59 IST.**

1) What is wrong among the following options in terms of writing an email? **1 point**

- Avoid using words in capital
- Avoid sarcasm and satire
- Avoid writing long subject line
- Avoid focusing on punctuation

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
Avoid focusing on punctuation

2) Items of the 'Minute' do not include **1 point**

- It is written on e-platform only
- It has to have the name of the Chairman
- It keeps the record of discussion
- It has to have the signature of the Secretary

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
It is written on e-platform only

3) Business letters are written \_\_\_\_\_ documents through which organizations correspond with customers, clients, shareholders, suppliers, dealers, and distributors to continue business transactions. **1 point**

- Personal
- Formal
- Unassuming
- None of the above

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
Formal

4) What is the correct order of writing a research paper? **1 point**

- Selection of topic  
Literature Review  
Outlining  
Statement of purpose  
Analysis
- Literature review  
Selection of topic  
Statement of purpose  
Outlining  
Analysis
- Selection of topic  
Outlining  
Analysis  
Statement of purpose  
Outlining
- Selection of topic  
Outlining  
Statement of purpose  
Analysis  
Literature review

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
Selection of topic  
Literature Review  
Outlining  
Statement of purpose  
Analysis

5) Full block, modified block, semi-block are the formats of writing **1 point**

- A research paper
- A business letter
- A report
- None of the above

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
A business letter

6) In a sales letter, the main aim is to \_\_\_\_\_ the readers. **1 point**

- Manipulate
- Abuse
- Convince
- Argue with

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
Convince

7) Which among the following is the requirement of a credit letter? **1 point**

- Source information of the product
- Financial credibility
- Supply credit references
- All of the above

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
All of the above

8) In a refusal letter what should be avoided? **1 point**

- Thanking the applicant
- Not stating the reason for granting credit
- Suggesting possibilities of making credit arrangements in the future
- Trying to retain the customer

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
Not stating the reason for granting credit

9) When a customer writes to correct a wrong, the letter written for this purpose is called \_\_\_\_\_ letter. **1 point**

- Refusal letter
- Correction letter
- Claim letter
- Collection letter

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
Claim letter

10) Closing with appreciation should come in **1 point**

- Collection letter
- Claim letter
- Adjustment letter
- All of the above

No, the answer is incorrect.  
Score: 0

Accepted Answers:  
Adjustment letter