

Unit 4 - Week 3

Course outline

How does an NPTEL online course work?

Week 1

Week 2

Week 3

Lecture 11: Business Writing and its Functions

Lecture 12: Mechanics of Business Writing

Lecture 13: Business Letters and Memos

Lecture 14: Format of Business Letters and Memos

Lecture 15: Types of Business Letter

Quiz : Assignment 3

Solution For Assignment 3

Week 4

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Assignment 3

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

Due on 2020-02-19, 23:59 IST.

1) Which of the following should be avoided in effective writing? 0 points

- Sincerity and confidence
- Use of proper punctuation
- Repetitive use of ambiguity
- Use of colloquial languages

No, the answer is incorrect.
Score: 0

Accepted Answers:
Use of colloquial languages

2) MLA is a standard format in academic writing which stands for 1 point

- Medical Library Association
- Museums and Libraries Council
- Music Library Association
- Modern Language Association

No, the answer is incorrect.
Score: 0

Accepted Answers:
Modern Language Association

3) Which of the following helps in understanding the gaps or inadequacies 1 point

- Introduction
- Literature review
- Body
- Conclusion

No, the answer is incorrect.
Score: 0

Accepted Answers:
Literature review

4) "Sheep should sleep in a shed" the literary device used in this line is called 1 point

- Alliteration
- Simile
- Metaphor
- Assonance

No, the answer is incorrect.
Score: 0

Accepted Answers:
Alliteration

5) _____ is the use of components in a sentence that are grammatically the same; or similar in their construction, sound, meaning, or meter. 1 point

- Parallelism
- Anaphora
- Climax
- Zeugma

No, the answer is incorrect.
Score: 0

Accepted Answers:
Parallelism

6) Who wrote the poem "The Second Coming"? 1 point

- John Keats
- Ruskin Bond
- William B. Yeats
- John Hopkins

No, the answer is incorrect.
Score: 0

Accepted Answers:
William B. Yeats

7) Which of the following is not a stage of writing 1 point

- Pre writing
- Drafting
- Revising
- Publishing without editing

No, the answer is incorrect.
Score: 0

Accepted Answers:
Publishing without editing

8) "If you pretend to be good, the world takes you very seriously. If you pretend to be bad, it doesn't. Such is the astounding stupidity of optimism." Whose lines are these? 1 point

- William Congreve
- Oscar Wilde
- William Hazlett
- Raja Rao

No, the answer is incorrect.
Score: 0

Accepted Answers:
Oscar Wilde

9) Memorandum is a written message that may be used in 1 point

- Business Organizations
- Short Stories
- Letters
- Academic writing

No, the answer is incorrect.
Score: 0

Accepted Answers:
Business Organizations

10) Which characteristic best suits report writing? 1 point

- Subjective
- Objective
- Imaginative
- Fictitious

No, the answer is incorrect.
Score: 0

Accepted Answers:
Objective