No. _____742_____

Roll No. (in fig.)_____

Roll No. (in words)_____
_____

Candidate's Signature.
_____

Signature of Addl. Supdt.
_____

SECTION: I (MCQ's)

Time Allowed: 20 Minutes　　　　　**Max. Marks: 24**

NOTE: Encircle the correct/ best answer in each of the followings. Each Question carries 1.5 mark. Use of remover carries zero mark. Cutting and Overwriting is not allowed.

Q1.

- ………………is the way you write something.
  - a. Format
  - b. style
  - c. objective
  - d. conclusion

- ……………… is aimed at reader while handling any text.
  - a. reader
  - b. writing
  - c. writer
  - d. cohesive devices

- up and down head motion is part of ……………..
  - a. verbal language
  - b. style
  - c. gesture
  - d. posture

- ……………….are used to involve all the senses.
  - a. visuals
  - b. information
  - c. purpose
  - d. sounds

- Effective Descriptions have accurate ……………….
  - a. prepositions
  - b. writers
  - c. modifiers
  - d. scenes

- ……………….does not demand any new idea.
  - a. body
  - b. intro
  - c. detail
  - d. conclusion

- Memos are used to communicate with ………….employees.
  - a. No
  - b. new
  - c. other
  - d. experienced

- ………………is prepared according to the form laid down by law.
  - a. Statutory report
  - b. letter
  - c. application
  - d. clues

- Minutes can serve to notify individuals of …………. assigned to them.
  - a. tasks
  - b. application
  - c. report
  - d. letter

- Reports by ………… or sub-committees are sent on the basis of number.
  - a. Subject
  - b. institution
  - c. content
  - d. committee

- …………. is purpose of a good report.
  - a. Value
  - b. weakness
  - c. clarity
  - d. length

- Business report makes recommendation for ……………
  - a. Excuse
  - b. future
  - c. past
  - d. nothing

- Memo is used where everyone has not access to…………..
  - a. Essay
  - b. subject
  - c. report
  - d. email

- No ……………… is necessary in drafting a memo.
  - a. format
  - b. formality
  - c. style
  - d. language

- …………… letters contain commercial information such as quotations.
  - a. Additional
  - b. new
  - c. job
  - d. Business

- A job letter is known as …………… letter.
  - a. cover
  - b. business
  - c. employ
  - d. formal