

Multiple Choice Questions of Business communications

By: Prof. Fazal Rehman Shamil Last Modified: June 16, 2019

Multiple Choice Questions of Business communications

1. _____ often leads to one party gaining an advantage over the other, if it can negotiate at the expense of the other's needs.

- A. Compromise
- B. Accommodation
- C. Collaboration
- D. Competition

Answer - Click Here:

D

2. Prefatory Parts, Text Parts, Supplementary Parts are usually short messages with natural, casual use of language.

- A. Progress report
- B. Informal reports
- C. Formal reports
- D. Short reports

Answer - Click Here:

B

3. While giving an interview, be _____ in your salary expectations.

- A. modest
- B. realistic
- C. unrealistic
- D. none of the above

Answer - Click Here:

B

4. Sales letters start with _____

- A. Buffer
- B. An easy and effective way.
- C. A smooth story.
- D. An attention-getting device.

Answer - Click Here:

D

5. _____ is not the part of different negotiation methods.

Search

MCQS MANAGEMENT SCIENCES

SET 1: Business law

SET 2: Business law

SET 3: Business law

SET 4: Business law

SET 4: Principle of Accounting

SET 5: Principle of Accounting

SET 6: Principle of Accounting

SET 7: Principle of Accounting

SET 8: Principle of Accounting

SET 9: Principle of Accounting

SET 10: Principle of Accounting

SET 11: Principle of Accounting

SET 12: Basic MCQs

SET 13: HRM

SET 14: HRM

SET 15: HRM

SET 16: HRM

SET 17: Business Finance

SET 18: Entrepreneurship and Innovation

SET 19: Business communications

SET 20: Business communications

SET 21: Leadership

Management Sciences MCQs Homepage

Marketing MCQs

Peach Tree MCQs Questions Answers - Exercise

Digital Marketing Solved MCQs

Digital Marketing MCQs questions and answers pdf

Commercial Activities MCQs Questions Answers

Commercial Activities MCQs Questions Answers

- A. Competition
- B. Collaboration
- C. Compromise
- D. Cognition

Answer - Click Here:

D

6. Circular letters are used _____.

- A. To send information to two people.
- B. To communicate to other company.
- C. To send the same information to a number of people.
- D. To send information inside a company.

Answer - Click Here:

C

7. Which assumption is considered while writing collection letter?

- A. Not pay
- B. Ignore
- C. Pay
- D. Delay

Answer - Click Here:

C

8. Complaint letter should be called _____.

- A. Sales letters
- B. Claim letter
- C. Inquiry letters
- D. Persuasive letters

Answer - Click Here:

B

9. Which goal is the important for business communications?

- A. favourable relationship between sender and receiver
- B. receiver understanding
- C. receiver response
- D. organizational goodwill

Answer - Click Here:

B

10. Letter refusing adjustment is written when _____.

- A. When the third party is at fault.
- B. The seller is at fault.
- C. The buyer is at fault.
- D. When nobody is at fault.

Answer - Click Here:

C

11. Downward communication flows from _____ to _____.

- A. Lower to upper
- B. Diagonal
- C. Horizontal
- D. upper to lower

Answer - Click Here:

D

12. A task force is _____ after solving a specific problem, assigned to them.

- A. Engaged to other problems.
- B. Disbanded.
- C. Sent on leave
- D. Engaged to routine work.

Answer - Click Here:

B



Prof. Fazal Rehman Shamil

CEO @ **T4Tutorials.com**

I welcome to all of you if you want to discuss about any topic. Researchers, teachers and students are allowed to use the content for non commercial offline purpose. Further, You must use the reference of the website, if you want to use the partial content for research purpose.