Topic no.-2 MCQ & True or False

1. Social letters include _____ letters
   a) friendly
   b) business
   c) formal
   d) order
   Ans.-b.-business

2. Which of these is not a type of letter?
   a) Friendly
   b) Business
   c) Application
   d) Musical

Ans.-d.-Musical.

3. Which of these is not a part of a letter?
   a) Date
   b) Greeting
   c) Photo
   d) Signature
   Ans.-c.-Photo.

4. Which of these is used as a form of greeting for business people?
   a) Dear Nitin
   b) Dear Father
   c) Dear Sir
   d) Dear Mr.Patel
   Ans.-c.-Dear Sir

5. Which of the following statements is incorrect?
   a) A letter must be written in one single paragraph.
   b) A letter must be complete in all respects.
   c) A letter must be written in legible handwriting.
   d) A letter must be properly punctuated.
   Ans.-a.- A letter must be written in one single paragraph.

6. Which of these is an example of courteous leave taking?
   a) Yours Sincerely
   b) Yours sincerely,
   c) Yours sincerely
   d) Sincerely

Ans.- b) Yours sincerely,

7. Where should the signature of the writer be placed?
   a) Above the courteous leave taking
   b) Below the courteous leave taking
   c) Next to the courteous leave taking
   d) On the envelope

   Ans.- b) Below the courteous leave taking

8. What is the information endorsed on the envelope?
   a) Name
   b) Address
   c) Name and address
   d) Name and date

   Ans.- c) Name and address

9. How would you address the recipient of an informal letter?
   a) Dear Mr.
   b) My dear.
   c)Dear Sir/Madam.
   d)Hello Sir

Ans.- c) My dear.

10. If you didn't know the recipient's name, how would you close the letter?
    a) With love.
    b) Yours sincerely.
    c) Yours faithfully.
    d) Affectionately yours.

Ans.-b) Yours faithfully

11. The main point is written in which part of a formal letter?
    a) Post script.
    b) Closing.

c) Opening.
d) Body.

Ans.- d) Body.

12. In order to have the desired effect on the recipient what should a formal letter be?
a) In the proper format.
b) To the point and relevant.
c) Grammatically correct.
d) All the above.

Ans.- d) All the above.

13. What would you say in the opening part of a formal letter?
a) Ask how good the weather is in the recipient's city.
b) Talk about how good the weather is in your city.
c) Ask the recipient if he is hale and hearty.
d) Inform the recipient why you are writing the letter.

Ans.- d) Inform the recipient why you are writing the letter.

14. In a formal letter what is the name given to the address and date at the top?
a) Starting.
b) Closing.
c) Body.
d) Heading.

Ans.-d) Heading.

15. If you didn't know the recipient's name, how would you address the person?
a) Dear Mr/Mrs.
b) Dear Sir or Dear Madam.
c) My dear.
d) Hello.

Ans.- b) Dear Sir or Dear Madam.

16. How do you end the main body of a formal letter?
a) By telling the recipient what he should be doing next.

b) By talking about the weather in your city.
c) By talking about the weather in the recipient's city.
d) By expressing your love for the recipient.

Ans.- a) By telling the recipient what he should be doing next.

17. In an informal letter you should do what?
a) Scribble.
b) Ignore grammar.
c) Leave out the date.
d) Write legibly in simple English.

Ans.- d) Write legibly in simple English.

True or False

1. letter of application should have the same form as a business letter.
   a) True
   b) False

Ans.-a) True

2. Solicited letters of application are written of one's own accord.
   a) True
   b) False

Ans.-b) False

3. The writer's address is placed at the top left corner.
   a) True
   b) False

Ans.- b) Fales

4. The salutation is placed at the extreme left hand of the first page.
   a) True
   b) False

Ans.- a) True

5. Business letters should be concise.
   a) True
   b) False

Ans.-a) True

6. The mode of payment must be stated in business letters.
   a) True
   b) False

Ans.-a) True

7. Friendly letters can contain many subjects.
   a) True
   b) False

Ans.-a) True

8. A formal invitation should be written in third person.
   a) True
   b) False

Ans.- a) True

9. A letter of application should have the same form as a business letter.
   a) True
   b) False

10. Sales related enquiries seek information regarding the business practice of enterprises.
    a) True
    b) False

Ans.-b) Fales

11. A letter main part usually contains the subject matter of the letter.
    a) True
    b) Fales

Ans.- a) True

12. The date is normally written on the left hand side corner after the heading as the day.

a) True
b) False

Ans. b) False

13. A good letter can open up new channels of business get better results from the customers.

a) True
b) False

Ans. a) True.

14. A business letter acts as a temporary record which can be referred to when needed.

a) True
b) False

Ans.- b) False

15. The primary purposes of business letters are to inform, instruct, request, inquire, remit, order, advice, correct and to question.

a) True
b) False

Ans. a) True.
