

Course No: DAUT2208
Course Title: Business Correspondence
Date: /05/2018
No. of Questions: (6)
Time: 2hours
Using Calculator (No)

University of Palestine

Final Exam
Second Semester
2017/2018
Total Grade:50 Marks

Instructor Name: _____
Student No.: _____
Student Name: _____
College Name Diploma College
Dep. / Specialist: _____
Using Dictionary (No)

Q1 (10)	Q2 (6)	Q3 (4)	Q4 (10)	Q5 (5)	Q6 (15)	Total (50)

Question One: Complete the sentences with the suitable concept. {10Marks}

1. (_____) A letter sent by someone seeking information about something
2. (_____) A letter prepared and sent by a person seeking a job.
3. (_____) A promise of future payment against a present money, goods or services.
4. (_____) The exchange of information in a written format for the process of business activities.
5. (_____) Using proper grammar, punctuation, and spelling
6. (_____) Giving the meaning from the senders head to the readers head accurately..
7. (_____) A letter written without an invitation from any person, but the sender wants to inform others with something, such as a sale or an event.
8. (_____) An application letter submitted by a person without an advertisement.
9. (_____) A letter accompanies a written document and draws the attention of the reader to the subject of the document.
10. (_____) Appeals that affect how a buyer feels, smells, hears, and sees.

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Question Four : Write your resume (C.V) {10Marks}

Question Five: Determine the mistakes in writing the following business letter : {5Marks}

Bredgade 51.
DK1260
Copenhagen K,
DENMARK

Please would you send me details of your quadraphonic sound systems which were advertised in the April edition of sound monthly?
I'm particularly interested in the Omega range of equipment that you specialize in

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

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Question Six: Translate the words in column)? {15Marks}

	The word	الترجمة
1.	Selling features	
2.	Neutral message	
3.	Buying motive	
4.	Congratulation letter	
5.	Adjustment letter	
6.	Condolence letter	
7.	Organizational plan	
8.	A letter of order	
9.	Compliant letter	
10.	General Inquiry	
11.	Job acceptance letter	
12.	Good- news message	
13.	Sales appeal	
14.	C.V	
15.	Persuasive letter	