1006, 1044

Exam questions

Sevinc Yusifova

1. Opinion Essay
2. How to write a Thesis Statement
3. Business letter and memo
4. Punctuation
5. How to write a good introduction. Example
6. Paraphrasing
7. How to motivate high caliber staff
8. What is a motivation letter
9. Reminder letter and collection letter
10. Four main documents demanded by companies during applying for a job
11. List abbreviations used in Business letter
12. Internal and external audiences
13. 7 tips for essay writing
14. What is a CV.
15. Paragraph
16. Cover letter
17. Reference letter
18. What is Headhunting. Advantages and disadvantages.
19. Write the Body Paragraph
20. Who are mentor signals and coaches in the company
21. Complaint letter
22. Topic sentence
23. Types of essays and their structure
24. Ethical communication
25. Types of sentences and their structure
26. Bias-free language
27. Invitation letter
28. How to write an effective business proposal letter
29. Line graphs. Give an example
30. Pie chart. Give an example
31. Bar graph. Give an example.
32. Descriptive Essay. Give an example
33. How to write a Compare and Contrast Essay
34. What is an outline and how do you write it
35. Expository Essay. Give an example
36. Replying a job applicant. Inviting to an interview
37. Replying a job applicant. Rejecting an applicant
38. What is a claim letter
39. Narrative essay. Give an example
40. Argumentative essay. Give an example
41. What is an Adjustment letter
42. Write about recruitment process
43. Parts of the letter.
44. Five Characteristics of Business Messages
45. Cultural pluralism
46. What is an apology letter
47. List and briefly define the eight phases of the communication process.
48. How to write a good conclusion
49. Replying a job applicant. Acknowledgment letter.
50. Pictograph. Give an Example
51. Order letters. Give an example
52. Letter of Resignation. Give an example
53. Write an essay
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