

# BUSINESS ENGLISH FINAL EXAM

SAJAWAL HUSSAIN

ID : 14067

## **Q1. Define business letters. And explain its major kinds. Explain it with example.**

ANS : Here are some of the most commonly used types of business letters

1. Cover letters. Cover letters accompany your application when applying for a new position
2. Letters of recommendation
3. Interview follow-up letters
4. Offer letters
5. Sales letters
6. Letters of commendation
7. Letters of resignation

Business letter is a letter which is used by company to company work or company to organization and only used by business purpose.

EXAMPLE :

Hussain Lastname  
(Street Address)  
(City), (State) (Zip Code)  
555-555-5555  
email@email.com

June 17, 2020

Sajawal Lastname  
Manager  
The Company Name  
{Street Address}  
{City}, {State} {Zip Code}

Dear Mrs. Lastname:

Thank you so much for taking the time to meet with me to discuss selling my handmade sweaters in your wonderful shop.

As I mentioned in our conversation, I've been a customer of your store since I used my third-grade allowance to buy my very first pair of knitting needles. I'm honored that you'd consider selling one of my original creations at The Yarn Company alongside your own work.

We discussed a trial consignment arrangement in which a portion of the sales would go to the store. This is more than agreeable to me.

Let me know how you want to proceed. I'm available most afternoons at 555-555-5555, or you can email me at email@email.com, and I'll respond to your message ASAP.

Thanks, and best,

Hussain Lastname

## **Q2. Define speaking. What are the barriers in speaking?**

The first duty of a man is to speak .

Business people spend 30% of their time on speaking in a vast context .speaking mens making a speech .we mean giving a speech to a small group of a large audience.

### **PURPOSE OF SPEAKING**

Speaking has general the following purpose

1. To inform
2. To persuade
3. To explain
4. Moderate vocal behaviour

### **Technique to improve speaking**

1. Prepare well
2. Know the situation
3. Choose the right way of delivery
4. Display proper physical behavior

### **Barriers in speaking effectively**

Sometimes a speech fails to bring desired results.

Here are some reasons

1. Lack of planning
2. Poor atmosphere
3. Wrong diction
4. Poor body language

Q3. What is extemporaneous delivery in presentation?

“Impromptu speaking involves delivering a message on the spur of the moment, as when someone is asked to say a few words. Extemporaneous speaking consists of delivering a speech in a conversational fashion using notes. This is the style most speeches call for.”

**There are four basic types of speech delivery:**

1. Impromptu **Delivery**. As the name implies, this is **delivery** with little or no preparation  
Extemporaneous **Delivery**
2. Manuscript **Delivery**
3. Memorized **Delivery**.

“It could be to thank someone, to persuade a jury, to make an **audience** laugh, or to inspire a team. The purpose of an extemporaneous speech is less straightforward. In extemp, we speak about current events”

“Speaking extemporaneously has some advantages. It promotes the likelihood that you, the speaker, will be perceived as knowledgeable and credible. In addition, your audience is likely to pay better attention to the message because it is engaging both verbally and nonverbally”.

**Q5. What is meant by consideration and correctness in message? Explain it with examples.**

What is consideration explain?

All words any words phrase. consideration.

- 1) payment or money.
- 2) a vital element in the law of contracts

**consideration** is a benefit which must be bargained for between the parties, and is the essential reason for a party entering into a contract.

What is consideration example?

“ The definition of **consideration** is careful thought or attention or compassionate regard for someone or something. An **example** of **consideration** is someone deciding between two options for dinner. An **example** of **consideration** is someone bringing a friend dinner who just had a baby.”

What is correctness in communication?

“DON'T Tell them show them”

Informative writing shows as well as tells concreteness.

Mens choosing words that show definitely what you mean concrete and specific information is not only more informative but also more convincing.we have to make the reader “see”

Himself.

Concreteness come in a message through these ways

1. Choose vivid,image bulding words
2. Provide solid figure
3. Put action in your verbs
4. Use word that appeal to five senses.

What is an example of concreteness?

“Concreteness is an aspect of communication that means being specific, definite, and vivid rather than vague and general.often prod their interviewees to speak with greater **concreteness**. For instance, if a witness says he gave his wife a bit of a slap, the cross-examining lawyer might ask how hard he hit her.

#### **Q4. Define “Deciphering” and “Storing” in the listening process.**

Definition

Listening is the complex and selective process of receving,focusing. deciphering accepting and strong what we hear listening does not occur without thess five .yet distinct process –dumont and lannon

Purpose of listing

1. To get information
2. To analyze the message
3. To be inspired
4. To improve communication
5. Active and passive listening
6. Listening problems

How to improve listening skills

1. Be prepared
2. Be open-minded
3. Avoid distractions
4. Avoid prejudice
5. Use nonverbal skills
6. Have empathy
7. Take selective notes
8. Practice listening.