

1. I hereby move for the ____ of the meeting.
Adjournment
2. One of the following determines the length of a PSA.
Broadcast station
3. Discussion on the death of a member's grandmother will most likely be included in one of the following sections of the minutes of the meeting.
Preamble
4. One of the following issues can be addressed before the adoption of the minutes of the last meeting.
Remarks on a members new house
5. The signatures of the Chairperson and the ____ are required at the end of the minutes.
Secretary
6. One of the following options is common to both informal and formal letter writing.
Address and date
7. The closing of a formal letter will usually include ____
Yours faithfully, full name of the writer and signature
8. One of the following types of correspondence looks like a memo.
E-mail
9. The question: "how are you?" as a feature of an informal letter, is meant to be ____
Rhetorical
10. All public service announcement requests are sent to one of the following staff of a media outlet.
Public Service Director

Whatsapp: 08089722160 or click here for TMA assistance

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