

Larbi Ben Mhidi University \_Oum El Bouaghi

Name:

Faculty of Economic Sciences

level: Master Two M.B

Teacher: Aouam.R

**First Term Exam CORRECTION MODEL**

Put a tick next to the correct answer.

1. Business correspondence (business letter) is an umbrella term for all **2pts**

- Written communication
- Spoken communication
- Verbal communication
- Daily communication

2. We can present the importance of business correspondence in **2pts**

- sale of a product or service
- Creating Goodwill
- statements of accounts
- money

3. Sales Correspondence includes **2pts**

- marketing letters
- invoices
- discount letters
- all of the above

4. the main part of business correspondence is **2pts**

- Second pages
- Reference No
- Attention Line
- The heading

5. Internal correspondence can be **2pts**

- Normal
- Formal and informal
- Dynamic
- Concise

6. Financial economics is one of the branches of economics that focuses on **2pts**

- Business
- Money
- Banks
- Science

7. External audits are conducted by 2pts

- Independent Certified Public Accounting (CPA) firms.
- Dependent certified public Accounting (CPA) firms.
- Company
- Manager

8. the types of financial audit are 2pts

- Three
- Two
- Four
- five

9. Children... likes and dislikes can change quickly. 2pts

- 's
- s'
- s

10. Internal audits are performed by a company's own employees or 2pts

- an internal audit department
- external audit
- manager
- banks

