

**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. GDP represents the total value of **2pts**

- All goods and services produced
- Some goods and services produced
- services
- goods

7. If a country has an unemployment rate of 5%, it means that **2pts**

- 5% of its workforce is currently without a job
- 7% of its workforce is currently without a job
- 50% of its workforce is currently without a job
- 15% of its workforce is currently without a job

8. needs (food) are stuff we must have to 2pts

- Survive
- Enjoy
- like
- collect

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

- 's
- s'
- s

10. factors of production are 2pts

- Three
- Five
- Four
- two

