

Unit 1: Correspondence - Questions & Answers

1. What do you mean by Correspondence?

Correspondence refers to the exchange of information between two or more parties in written or digital form, including letters, emails, memos, and other formats.

2. What do you mean by Business Correspondence?

Business Correspondence is the written communication used within or between organizations to share information related to inquiries, orders, payments, complaints, or to maintain business relationships.

3. What is the difference between Business Correspondence and Official Correspondence?

Business correspondence focuses on commercial communication and maintaining business relationships, while official correspondence involves formal communication between government or public bodies, emphasizing protocol and designation.

4. How many styles are implemented for Business Correspondence? Explain.

Three styles: (1) Indented Style, (2) Fully Blocked Style (also called American Style), and (3) Semi-Block Style.

5. Explain the difference between Semi-Block and Fully Blocked Style.

Semi-Block: Paragraphs aligned left, some formatting like Indented style. Fully Blocked: Everything starts at the left margin with no indentation.

6. Explain the difference between Indented and Semi-Block Style.

Indented: Paragraphs begin with indentation. Semi-Block: Paragraphs aligned to the left margin, similar layout to Indented style otherwise.

7. Define the different types of Official Correspondence.

Official Letters, Demi-Official Letters, Office Memorandum, Office Order, Unofficial Note, Circular Letters, Endorsements, Notifications, Resolutions, Press Communiqué.

8. Write down the features of Demi-Official (DO) Letters.

Written in first person, informal salutation, no subject line, signed with name only, used for urgency or personal appeal.

9. What is the difference between a Memorandum and an Office Note?

Memo: Internal, used for instructions and communication within an office. Office Note: Horizontal communication between departments or officers of equal rank.

Unit The Cold War Correspondence Studies Answers

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