

While delivering an oral presentation to large groups, a person should use -----
----- style.

- ▶ Casual
- ▶ Informal
- ▶ **Formal**
- ▶ Interpersonal

What type of questions is used in both factual information and underlying feelings?

- ▶ Multiple questions
- ▶ Objective questions
- ▶ Subjective questions
- ▶ **Open-ended questions (Page 154).**

Which type of sequential number is given to pages in a book or document?

- ▶ Number
- ▶ **Enumeration (Page 148)**
- ▶ Symbol
- ▶ Pagination

Choose the sentence with the correct punctuation.

- ▶ We ask: therefore, that you keep this matter confidential.
- ▶ We ask, therefore; that you keep this matter confidential.
- ▶ **We ask, therefore, that you keep this matter confidential.**
- ▶ We ask; therefore, that you keep this matter confidential.

Choose the correct sentence.

- ▶ Paul Simon sang, "I am a rock, I am an island."
- ▶ Paul Simon sang, I am a rock; I am an island.
- ▶ Paul Simon sang I am a rock, I am an island.
- ▶ **Paul Simon sang, "I am a rock; I am an island."**

Choose the correct sentence.

- ▶ She will go to her grave with some secrets said Wendy.
- ▶ **"She will go to her grave with some secrets," said Wendy.**
- ▶ "She will go to her grave with some secrets" said Wendy.
- ▶ "She will go to her grave with some secrets." said Wendy.

Which of the following aspect represents the act of giving somebody a reason or incentive to do something?

- ▶ **Motivation**
- ▶ Direction
- ▶ Usage
- ▶ Subject

What is meant by intended reader?

- ▶ Simple reader
- ▶ Complex reader
- ▶ **A member of a target audience**
- ▶ Unplanned reader

What is meant by chronology?

▶ **Investigating a chain of events (Page 81)**

- ▶ Information about the relevant subject
- ▶ Specific goals
- ▶ All of the above

Which report share one essential characteristic and is written to help decision makers choose between two or more courses of action?

- ▶ Long report
- ▶ Short report
- ▶ Essential report

▶ **Feasibility report (Page 94)**

Choose the correct sentence.

- ▶ We are willing to work with whoever you recommend.
- ▶ We are willing to work with who you recommend.
- ▶ **We are willing to work with whomever you recommend.**
- ▶ We are not willing to work with who you recommend.

Which type of Visual aid is three-dimensional?

- ▶ **Objects**
- ▶ Graphs
- ▶ Graphics
- ▶ Pictures

How can we make visual aids easy to understand?

- ▶ By Informative titles

- ▶ By using appropriate objects
- ▶ By removing unnecessary details
- ▶ **All of them (Page 116)**

Which of the following you consider while making the framework of your table?

- ▶ How to order the rows and columns
- ▶ How to align entries in the columns
- ▶ Where to place special notes
- ▶ **All of them (Page 117)**

Choose the correct sentence.

- ▶ You are my friend, however, I cannot afford, to lend you any more money.
- ▶ You are my friend, however; I cannot afford to lend you any more money.
- ▶ You are my friend: however I cannot afford to lend, you any more money.
- ▶ **You are my friend; however, I cannot afford to lend you any more money.**

Which of the following can be classified as a bad-news letter?

- ▶ **Letter of resignation**
- ▶ Message of inquiry
- ▶ Request for a time extension
- ▶ None of the above

What is the last thing you need to do before you get ready to distribute your document?

- ▶ Designing
- ▶ Revising

▶ **Proofreading (Page 60)**

- ▶ All of the above

Choose the correct option.

The conclusion or ending paragraph of a document should bring the communication to a polite and ----- close.

▶ **Subtle (Not sure).**

- ▶ measurable
- ▶ interminable
- ▶ businesslike

What is considered as the heart of a report?

▶ **The introduction of a report. (Not sure)**

- ▶ Introduction, body, and a close
- ▶ Only the body of the report
- ▶ A variety of components

Which of the following aims at gathering specific information?

- ▶ Letter of claim
- ▶ Letter of request
- ▶ **Letter of inquiry (Page 66)**
- ▶ Letter of information

Which of the following is the main task of a Conventional Résumé?

- ▶ Provide functions and tasks the applicant can perform
- ▶ Make your name and professional achievements prominent

- ▶ Put the most important information first
- ▶ **Place the name and professional objectives at the top (Page 13)**

Why document objective should be stated at the beginning?

- ▶ **To motivate readers to read further (Page 20)**
- ▶ To gain readers' attention
- ▶ Both i & ii
- ▶ To impress readers

Where we use proper tone from the beginning in a reasonable and understandable way?

- ▶ Neutral news message
- ▶ **Bad news message (Page 174)**
- ▶ Good news message
- ▶ Business message

Which one of the following component is not a part of planning written message?

- ▶ Developing the main idea
- ▶ Construct an outline
- ▶ **Estimate the appropriate length (Page 46)**
- ▶ Handle audience's questions effectively

-----is used at the end of a line when a word must be divided or to link the parts of a compound word or phrase.

- ▶ Dash

- ▶ Quotation marks
- ▶ Apostrophe
- ▶ **Hyphen (Page 143)**

Choose the sentence with the correct punctuation.

- ▶ Clothes are often made from synthetic material; for instance, rayon.
- ▶ **Clothes are often made from synthetic material, for instance, rayon.**
- ▶ Clothes are often made from synthetic material, for instance: rayon.
- ▶ Clothes are often made from synthetic material, for instance; rayon.

Choose the correct sentence.

- ▶ It may not be the correct part-but I bet that it works.
- ▶ It may not be the correct part-but I bet that it works.
- ▶ It may not be the correct part; but I bet that it works.
- ▶ **It may not be the correct part, but I bet that it works.**

Abstract stands for:

- ▶ Condensation of entire reports
- ▶ Focusing on the main issues
- ▶ **a & b (Page 143)**
- ▶ Writing problems

Choose the correct sentence.

- ▶ **All of the class to is willing to take part in the prank.**
- ▶ All of the class were willing to take part in the prank.
- ▶ All of the class are willing to take part in the prank.

- ▶ All of the classes has been willing to take part in the prank.

How many steps a Planning report has?

- ▶ Three
- ▶ **Four (Page 81)**
- ▶ Five
- ▶ Six

What is the concept of dangling modifiers?

- ▶ Modifies a word not clearly stated in the sentence
- ▶ **Modifiers a word clearly stated in the sentence (Page 132)**
- ▶ Modification of complete sentences
- ▶ Modification of phrases

What is the best answer if the interviewer asks you "Where do you want to be five years from now"?

- ▶ This job is a stopover on my way to something bigger.
- ▶ I would like to reach one of the highest positions in the company.
- ▶ I would like to work at the position I will be hired.
- ▶ **I would like to see myself contributing significantly to the company's success.**

A letter or report to a customer from an employer belongs to which kind of communication?

- ▶ **official communication (Page 4)**
- ▶ officer communication
- ▶ administrator communication

- ▶ manager communication

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- ▶ By removing unnecessary details
- ▶ **All of them (Page 116)**

Which format should be used if the information is being sent inside an organization?

- ▶ **Memorandum (Page 67)**
- ▶ Report
- ▶ Letter
- ▶ Proposals

How many elements are present in superstructure for feasibility reports?

- ▶ Four
- ▶ Five
- ▶ Six
- ▶ **Seven (Page 95)**

Which of the following factor is discussed in the data analysis section?

- ▶ The budget
- ▶ How the data will be collected?
- ▶ **Results and findings (Page 84)**
- ▶ All of the above

If you are at a meeting and are asked to report on the progress you have made on a project, what method of delivery you will use.

- ▶ Extempore
- ▶ Impromptu
- ▶ Memorization
- ▶ Reading

To ensure clarity, place your -----carefully.

- ▶ articles
- ▶ **modifiers (Page 132)**
- ▶ semicolon
- ▶ exclamation marks

Which of the following types of interviews will judge interpersonal skills in a better way?

- ▶ Open-ended interview
- ▶ Stress interview.
- ▶ Video interview.
- ▶ **Group interview.**

What kind of paper can be used for a Conventional Résumé?

- ▶ White paper
- ▶ Buff paper
- ▶ Gray paper
- ▶ **All of the above (Page 13)**

“An attachment notation is included to remind the reader to check additional pages of information. This is typed single or double space below the reference initials.”

Match the above statement with one of the followings:

- ▶ Copy Notation
- ▶ **Enclosure(s)**
- ▶ Attention line
- ▶ Postscript

What is meant by the term 'Denotative'?

- ▶ **It refers to the literal meaning of a word.**
- ▶ It refers to the surface meaning of the word.
- ▶ It refers to cognitive meaning of words.
- ▶ It refers simple meaning of words.

How can we create motivation among the audience during the presentation?

- ▶ **Through visual aids**
- ▶ Through simple use of language
- ▶ Through verbose language
- ▶ Through skill

Questions:

1. Describe Types of oral communication.

2. How to develop formal speeches and presentations?
3. Briefly describe correctness in written communication.
4. Briefly describe Tables in visual aids.
5. Pictographs?
6. Enumeration?
7. Commas?
8. Line graph?
9. Buffer?
10. What is a sentence fragment?

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