

**VIRTUAL UNIVERSITY
OF PAKISTAN**



Virtual University

virtual university of chakwal

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**ENG201 Grand Quiz ScreenShots
MidTerm 2020**

Question # 1 of 30 (Start time: 03:01:36 AM, 20 July 2020)

Total Marks: 1

_____ stems from a sincere you-attitude. It is not merely politeness with mechanical insertion of 'please' and 'thank you', but applying socially accepted manners is also a form of it.

Select the correct option

- Courtesy
- Coherence
- Consideration
- Complete

Click to Save Answer & Move to Next Question

Question # 5 of 30 (Start time: 03:05:12 AM, 20 July 2020)

Total Marks: 1

Choose the correct option from the following.
Letters of _____are typically related to employment, admissions to institutions of higher education or scholarship eligibility.

Select the correct option

- references
- inquiry
- recommendation
- job application

Click to Save Answer & Move to Next Question

Question # 7 of 30 (Start time: 03:07:36 AM, 20 July 2020)

Total Marks: 1

Which of the following is not a part of indirect plan for bad news messages?

Select the correct option

- A buffer
- A clear statement of the bad news
- A clear, diplomatic statement of the negative decision
- A helpful, friendly, and positive close

Click to Save Answer & Move to Next Question

Question # 8 of 30 (Start time: 03:08:49 AM, 20 July 2020)

Total Marks: 1

The message senders need to assess their message from the eyes of the _____ to be sure that they have included all the relevant information.

Select the correct option

- | | | |
|----------------------------------|----------------|----|
| <input type="radio"/> | writers | // |
| <input type="radio"/> | administrators | // |
| <input checked="" type="radio"/> | receivers | // |
| <input type="radio"/> | employers | // |

Click to Save Answer & Move to Next Question

Question # 9 of 30 (Start time: 03:09:36 AM, 20 July 2020)

Total Marks: 1

A better organized message has _____ chances of understanding on the part of the audience.

Select the correct option

- low
- increased
- fewer
- medium

 Click to Save Answer & Move to Next Question

Question # 10 of 30 (Start time: 03:11:05 AM, 20 July 2020)

Total Marks: 1

Any information against the expectations of _____ is considered bad news.

Select the correct option

- writer
- audience
- communicator
- all of the above

 Click to Save Answer & Move to Next Question

Question # 11 of 30 (Start time: 03:13:05 AM, 20 July 2020)

Total Marks: 1

The subject of a business report _____its format and vocabulary.

Select the correct option

- affects
- does not effect
- supports
- does not support

Click to Save Answer & Move to Next Question

Question # 12 of 30 (Start time: 03:13:41 AM, 20 July 2020)

Total Marks: 1

Concreteness does not make use of denotative words instead of connotative words.

Select the correct option

- | | | |
|----------------------------------|-------|----|
| <input type="radio"/> | True | // |
| <input checked="" type="radio"/> | False | // |

Click to Save Answer & Move to Next Question

Question # 13 of 30 (Start time: 03:14:31 AM, 20 July 2020)

Total Marks: 1

Which change can make the following sentence correct?

"There have been a lot of rain in the Lower Mainland in the last twenty-four hours."

Select the correct option

- | | | |
|----------------------------------|--------------------------------------|----|
| <input type="radio"/> | Change "have been" to "has" | // |
| <input type="radio"/> | Change "have been" to "has in being" | // |
| <input type="radio"/> | Change "have been" to "is been" | // |
| <input checked="" type="radio"/> | Change "have been" to "has been" | // |

Click to Save Answer & Move to Next Question

Question # 14 of 30 (Start time: 03:15:16 AM, 20 July 2020)

Total Marks: 1

In the body of a business letter, what goes between each paragraph?

Select the correct option

- One space if hand written
- two space if hand written
- two spaces if typed
- both A and C

 Click to Save Answer & Move to Next Question

Question # 15 of 30 (Start time: 03:17:02 AM, 20 July 2020)

Total Marks: 1

Which of the following is not the purpose of informational reports?

Select the correct option

- | | | |
|----------------------------------|---|----|
| <input checked="" type="radio"/> | To Inform or instruct the reader | // |
| <input type="radio"/> | Analyzing the information | // |
| <input type="radio"/> | Giving the details of events and activities | // |
| <input type="radio"/> | None of the above | // |

[Click to Save Answer & Move to Next Question](#)

Question # 16 of 30 (Start time: 03:18:54 AM, 20 July 2020)

Total Marks: 1

Formal minutes are often required by federal, state, or local law, by-laws, charters, or regulations.

Select the correct option

- | | | |
|----------------------------------|-------|---|
| <input checked="" type="radio"/> | True | / |
| <input type="radio"/> | False | / |

Click to Save Answer & Move to Next Question

Question # 17 of 30 (Start time: 03:19:42 AM, 20 July 2020)

Total Marks: 1

Fill in the blank with appropriate option to ensure concreteness.
He _____ with his boss tomorrow.

Select the correct option

- will have discussion
- shall discuss
- will discuss
- shall have discussion



Click to Save Answer & Move to Next Question

Question # 18 of 30 (Start time: 03:21:10 AM, 20 July 2020)

Total Marks: 1

A letter of inquiry asks someone for specific information.

Select the correct option

- False
- True

[Click to Save Answer & Move to Next Question](#)

Question # 19 of 30 (Start time: 03:21:53 AM, 20 July 2020)

Total Marks: 1

Choose the correct option.
_____ is one of the cores of concreteness.

Select the correct option

- | | | |
|----------------------------------|------------------|---|
| <input type="radio"/> | Grammar | / |
| <input type="radio"/> | Formal writing | / |
| <input type="radio"/> | Informal writing | / |
| <input checked="" type="radio"/> | Clarity | / |



Click to Save Answer & Move to Next Question

Question # 21 of 30 (Start time: 03:27:28 AM, 20 July 2020)

Total Marks: 1

Choose the correct option.
There are _____ types of writing.

Select the correct option

- | | | |
|----------------------------------|-------|----|
| <input type="radio"/> | five | // |
| <input checked="" type="radio"/> | four | // |
| <input type="radio"/> | three | // |
| <input type="radio"/> | two | // |

Click to Save Answer & Move to Next Question

Question # 23 of 30 (Start time: 03:29:12 AM, 20 July 2020)

Total Marks: 1

A message organized by using direct plan starts with a buffer statement.

Select the correct option

True



False



Click to Save Answer & Move to Next Question

Question # 24 of 30 (Start time: 03:30:22 AM, 20 July 2020)

Total Marks: 1

Communicating concretely does not mean being _____.

Select the correct option

- | | | |
|----------------------------------|--|----|
| <input type="radio"/> | vague and general in one's writing | // |
| <input type="radio"/> | direct and explicit in one's writing | // |
| <input type="radio"/> | specific and definite in one's writing | // |
| <input checked="" type="radio"/> | All of the above | // |



Click to Save Answer & Move to Next Question

Question # 26 of 30 (Start time: 03:33:39 AM, 20 July 2020)

Total Marks: 1

Which of the following parameters defines demographics of consumers?

Select the correct option

- | | | |
|----------------------------------|-------------|----|
| <input type="radio"/> | Personality | // |
| <input type="radio"/> | Attitude | // |
| <input type="radio"/> | Lifestyle | // |
| <input checked="" type="radio"/> | Income | // |

[Click to Save Answer & Move to Next Question](#)

Question # 27 of 30 (Start time: 03:34:37 AM, 20 July 2020)

Total Marks: 1

In a business message, talk to your audience in a way that they are left with no -----.

Select the correct option

- certainty
- hope
- confusion
- none of the above



Click to Save Answer & Move to Next Question

Question # 28 of 30 (Start time: 03:36:10 AM, 20 July 2020)

Total Marks: 1

_____ are considered binding contracts, so one should avoid implying offers or promises that can't be delivered.

Select the correct option

- | | | |
|----------------------------------|--------------------------|----|
| <input type="radio"/> | Acceptance letters | // |
| <input checked="" type="radio"/> | Sales letters | // |
| <input type="radio"/> | Claim letters | // |
| <input type="radio"/> | Job applications letters | // |

[Click to Save Answer & Move to Next Question](#)

Question # 29 of 30 (Start time: 03:36:53 AM, 20 July 2020)

Total Marks: 1

In many organizations the final piece of writing is a team effort; with more than one writer working on a single document is called _____.

Select the correct option

- | | | |
|----------------------------------|---------------|----|
| <input checked="" type="radio"/> | collaboration | // |
| <input type="radio"/> | scheduling | // |
| <input type="radio"/> | technology | // |
| <input type="radio"/> | all of above | // |

Click to Save Answer & Move to Next Question

Question # 30 of 30 (Start time: 03:37:35 AM, 20 July 2020)

Total Marks: 1

In the composition of a business message technology like Microsoft Word affects the composing process by _____.

Select the correct option

- | | | |
|----------------------------------|--|----|
| <input type="radio"/> | decreasing productivity | // |
| <input type="radio"/> | increasing effectiveness | // |
| <input type="radio"/> | decreasing both productivity and effectiveness | // |
| <input checked="" type="radio"/> | increasing both productivity and effectiveness | // |



Click to Save Answer & Move to Next Question

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