

# Eng201

## Bussiness and Technical English Writing

### Midterm Most Repeated MCQs

- |                          |                      |                       |
|--------------------------|----------------------|-----------------------|
| ❖ Midterm Short Notes    | ❖ Important Question | ❖ Accurate Assignment |
| ❖ Final Term Short Notes | ❖ Repeated Question  | ❖ Quiz File           |
| ❖ Mid Term Past Paper    | ❖ Solved Past Paper  | ❖ Accurate GDB        |
| ❖ Final Term Past Paper  | ❖ Moaz & Waqar       | ❖ Current Paper       |
| ❖ Mega File              |                      | ❖ Vu New Update       |

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## Eng201 All Repeated Short & Long Question Midterm

[https://youtu.be/6KP\\_iGMaaKU](https://youtu.be/6KP_iGMaaKU)

Which of the following provides you information, analysis, and recommendations?

- Informal report
- Proposal
- Analytical report
- All of the above

Why information in a message should be well organised?

- It helps motivation the audience to accept your message
- It helps to get your ideas across without upsetting the audience
- People will understand exactly what you mean
- All of the above

Which of the following can be achieved by expressing ideas logically in a specific pattern?

- Clarity
- Coherence
- Conciseness
- Accuracy

I cannot understand my neighbor's accent. I wish she would \_\_\_\_\_.

- Clearer speak
- More clearly speak
- Speak more clearly
- Speak clearer

Which of the following is the most important part of indirect plan?

- Acknowledgements
- Buffer
- Positive Close
- Reasons

What is the first step in using the indirect plan?

- Put the audience in an accepting mood
- Reasons supporting the negative decision
- A helpful, friendly, and positive close
- All of the above

## Most Important & Repeated Mcqs Midterm Eng201

Which of the following things are at the core of concreteness?

- Grammar
- Punctuation
- Spelling
- All of the above

How many punctuation styles are usually used in business communication?

- One
- Two
- Three
- Four

Which of the following are include in Functional words?

- Conjunctions, prepositions, nouns, pronouns
- Conjunctions, prepositions, articles, pronouns
- Conjunctions, prepositions, artickes, adjectives
- Conjunctions, interjections, artickes, pronouns

Content words (nouns, verbs, adjectives, adverbs) have both a denotative meaning as well as connotative meaning.

- False
- True

Which of the following is NOT used in external business communication?

- Memo
- Curriculum Vitae
- Complaint letter
- Enquiries letter

Which one of the following provides instances to clarify topic statement?

- Analysis
- Exemplification
- Enumeration
- Comparison and contrast

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Which of the following traits help in building good will?

- Discriminatory expressions
- Thoughtfulness and Appreciation
- Irritating expression
- **Personal attitude**

E-mail message typically take the form of ..... ?

- Proposal
- **Letter**
- Memoranda
- Report

Which 'transitional word' is used to indicate 'cause or reason'?

- **Due to**
- Consequently
- Thus
- Accordingly

A message is a single that serves as:

- **Stimuli for a receiver**
- Noise reduction
- Stimuli for a speaker
- Stimuli for a mass audience

Which is the first step in using the indirect plan?

- **Put the audience in an according method**
- Reason supporting the negative decision
- A helpful, friendly, and positive close
- All of the above

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Where is the bad news placed in a negative message while using the indirect approach?

- In the end of the message
- **After the buffer, information, and explanation**
- In the beginning of the message
- As a postscript to the message

Which is the appropriate length for letter of recommendation?

- One or two paragraph
- Two or three paragraph
- **Three or four paragraph**
- One or two pages

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

- **Memorandum**
- Report
- Letter
- Proposals

The conclusion or ending paragraph should be the communication to a polite and ..... close.

- Businesslike
- Interminable
- Measurable
- **Subtle**

For what type of audience the direct approach is suitable?

- For the uninterested audiences
- For the displeased audiences
- **For the unwilling audience**
- For the neutral audiences

## Most Important & Repeated Mcqs Midterm Eng201

Which of the following are essential components of employment process?

- Reflection
- **References**
- Fraction
- Recommendations

Marie wanted to buy a new book, \_\_\_\_\_ she could not remember the title or the name of the author.

- **But**
- Nor
- For
- So

Which of the following letter accompanies a larger item, usually a document?

- Job application letter
- Acceptance letter
- Transmittal letter
- **Inquiry letter**

Where is the bad news placed in a negative message while using the direct approach?

- **In the middle of the message**
- In the beginning of the message
- In the end of the message
- In the postscript of the message

Claim letter is also called:

- Transmittal letter
- Credit refusing letter
- Adjustment letter
- **Complaint letter**

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How many aspects does Accuracy have?

- 6
- 5
- 4
- 3

What does 'Good organization' mean?

- The subject and purpose are clear
- All information is related to the subject and purpose
- All necessary information is include
- All of the above

Which of the following are principal meeting documents?

- Agenda and minutes
- Memo and minutes
- Memo and agenda
- Agenda and politic

Which one of the the following phrases are likely to offend and should be avoided?

- We allow, we must reject
- I prefer, we must deny
- I must refuse, we must deny
- We welcome. I must refuse

Which is good advice when writing a memorandum?

- Use a profit style for your colleagues.
- You can correct verbs, but do not be too informal.
- Use a formal register and sign: Your's faithfully.

What is wrong with the following sentence: Since the beginning of this term.

- A coma is missing
- "Beginning" is spelled incorrectly
- It is an incomplete sentence
- "Since" should be changed to "at"

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Which change can make the sentence correct? |The administration of the school district asks that each student bring their identification before enrolling in the ALC. |

- Change “enrolling” to “is enrolling”
- Change “their” to “his or her”
- Change “ask” to “asked”
- Change “their” to “him or she”

Which of the following is associated with scholarly writing?

- Informal writing
- Formal writing
- Archaic writing
- Technical writing

Which of the following have both; a denotative meaning and a connotative meaning?

- Closed words
- Content words
- Structure words
- Strong words

In how many parts the overall structure of a proposal can be broken down?

- 2
- 3
- 4
- 5

Don't worry what other people think.....

- Just take no note of them
- Just take no sign of them
- Just take no hint of them
- Just take no notice of them



Which change can make a sentence correct?

“Both an essay and paragraph is required for successful graduation”

- Change “is” to “are”
- Change “is” to “will being”
- Change “is required” to “would have been requiring”
- Change “is required” to “had requiring”

Which of the following is best when you want immediate feedback?

- Oral medium
- Written medium
- Electronic medium
- All of the above

Which of the following have both; a denotative meaning and a connotative meaning?

- Closed words
- Content words
- Structure words
- Strong words

Which of the following you should avoid while written a claim letter?

- Professional tone
- Direct request
- Specific request
- A complaining tone

Which of the following can be defined as follows? |it is not merely politeness with mechanical insertion of ‘please’ and ‘thank you’, rather it is politeness that grows out of respect and concern for others. |

- Clarity
- Courtesy
- Consideration
- Credibility

## **Most Important & Repeated Mcqs Midterm Eng201**

Letter is written when you want to recognize some one for his help or support when you were in trouble.

- Recommendation
- Approval
- **Appreciation**
- Acknowledgment

It's getting very late.....

- I "ll have to speed you
- **I "ll have to accelerate you**
- I "ll have to hurry
- I "ll have to push you

..... can be achieved if the writer has conceptual mastery over the subject, vocabulary, his or her ability to analyze and sharp data with a minimum of distortion.

- **Stylistic Accuracy**
- Document Accuracy
- Structural Accuracy
- Technical Accuracy

Which is the following is a correct length or an average sentence?

- **17 to 20 words**
- 11 to 20 words
- 20 to 25 words
- 20 to 30 words

Which of the following should be kept in mind to achieve Completeness?

- **Provide all necessary information**
- Use accurate grammar
- Avoid unnecessary details
- Use 'You attitude'

Which of the following complimentary close is accurate letter writing?

- Yours sincerely,
- **Sincerely,**
- Yours respectfully,
- All of the above

Which of the following are real but unnamed readers?

- **Phantom Readers**
- Future Readers
- Complex Readers
- Technical Readers

Which of the following us best when you want immediate feedback?

- **Oral medium**
- Written medium
- Electronic medium
- All of the above

Which guideless should be followed to achieve Courtesy?

- Be sincerely tactful, thoughtful and appreciative.
- Use expressions that show respect.
- Choose nondiscriminatory expressions.
- **All of the above**

Which one of the following is a specialized document prepared to share relevant information with the media?

- **An e-mail**
- A letter
- A news release
- A memo

Which one of the following offers information without analysis or recommendations?

- Analytical report
- **Informal report**
- Proposal
- None of the above

Which one of the following media would be the best choice when you have to deny a promotion to a long-term employee?

- A voice-mail message
- **A fact-to-face meeting**
- An E-mail
- A faxed message

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

- **Official communication**
- Officer Communication
- Administrator communication
- Manager Communication

Which of the following aims at gathering specific information?

- Letter of claim
- Letter of request
- **Letter of inquiry**
- Letter of information

Which of the following is best when you want immediate feedback?

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- Written medium
- Electronic medium
- All of the above

## Most Important & Repeated Mcqs Midterm Eng201

Which phrase is correct?

- When were you born?
- When you are born?
- When are you born?
- When you born?

Which is farthest in the past?

- couple of days
- last week
- a day before yesterday
- a month ago

Which phrase is used during a presentation?

- Thanks for giving me a hand.
- Thank you very much for your time today.
- Thank you for your quick response.
- Thank you for your corporation.

Which of the followings are included in Functional words?

- Conjunctions, prepositions, nouns, pronouns
- Conjunctions, prepositions, articles, pronouns
- Conjunctions, prepositions, articles, adjectives
- Conjunctions, interjections, articles, pronouns

Which of the following is achieved through a balance between precise language and familiar language?

- Clarity
- Correctness
- Concreteness
- Conciseness

## Most Important & Repeated Mcqs Midterm Eng201

(Application) Letters are usually just one page and consist of three sections -----

- Salutation, subject matter, references
- Front matter, summary, conclusion
- Body, references, end matter
- **Front matter, body, end matter**

Which of the following is used in a letter to emphasize a point or to include a brief personal message?

- **Foot notes**
- Post script
- End notes
- All of the above

Which of the following should be essentially considered during speeches and presentations?

- Dress
- Time
- **Appearance**
- Microphone

Which of the followings use Salutations?

- Memorandums
- **Letters**
- Informal speech
- Proposals

What strategies should be opted for writing to Technicians?

- Keep introductions and background information brief
- **Make information accessible**
- Provide short definitions or explanations of any unfamiliar term
- All of the above

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## Most Important & Repeated Mcqs Midterm Eng201

While writing persuasive messages which four things should be kept in mind about your audience?

- Main idea, consideration, needs and appeals, logic
- Semantics, emotion and logics, clarity, consideration
- Needs and appeals, emotion and logic, credibility, semantics
- Credibility, logics, main idea, emotion

Which of the following can be defined as follows

“It is not merely politeness with mechanical insertion of ‘please’ and ‘thank you’, rather it is politeness that grows out of respect and concern for others.”

- Clarity
- Courtesy
- Consideration
- Credibility

Best communicated across cultures by using the tone, organization, and other cultural conventions that your audience expects?

- bad-news messages
- good-news messages
- a,b both
- None of them

The indirect plan consists \_\_\_ parts?

- 5
- 2
- 3
- 4

Part of indirect plan, except!

- A buffer
- Reasons supporting the negative decision
- A clear, diplomatic statement of the negative decision
- Weak speaking

## Most Important & Repeated Mcqs Midterm Eng201

• Needs and appeals • Emotion and logic • Credibility • Semantics Related to?

➤ Audience

- Judges
- Advocates
- Business Man

The ways of gaining credibility are:

- Being enthusiastic
- Being sincere
- Being an expert
- All of them

Which of the following suggests 'Implication of a word or a suggestion separate from the usual definition'?

- Denotation
- Connotation
- Implementation
- Abstraction

Which of the following is generally organized by direct approach and receives a favorable reaction?

- Business message
- Bad news message
- Good news message
- Routine message

----- have little practical purpose and should not be composed at all.

- Business messages
- Bad news messages
- Good news messages
- Routine messages



Which of the followings are real but unnamed readers?

- Phantom Readers
- Future Readers
- Complex Readers
- Technical Readers

How many aspects does Accuracy have?

- 6
- 5
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- 3

What can be considered as the heart of a report?

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

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

- Designing
- Revising
- Proofreading
- All of the above

Which of the following is not used in external business communication?

- Enquiries letter
- Curriculum Vitae
- Memo
- Complaint letter

## Most Important & Repeated Mcqs Midterm Eng201

Choose the correct option.

To decode a message is to:

- reject a message
- **translate ideas into code**
- evaluate a message
- interpret a message

Which type of Visual aid is the most difficult to execute effectively?

- Graphics
- Projections
- Handouts
- **Film and video**

Which one of the following can create immense difference between class room communication and job communication?

- Age of audience
- **Behavior of audience**
- Size of audience
- None of the above

Which of the following have both; a denotative meaning and a connotative meaning?

- Closed words
- **Content words**
- Structure words
- Strong words

Which of the following can be defined as “the words one chooses to state one’s message, say much more than their dictionary definitions”?

- **Semantics**
- Phonetics
- Synonyms
- Phonemes

## **Most Important & Repeated Mcqs Midterm Eng201**

Which of the following concerns the careful use of language to express meaning?

- Stylistic accuracy
- Stylistic clarity
- Contextual clarity
- Contextual accuracy

If you are writing a persuasive message, what are the common ways of establishing your credibility?

- Naming your sources when you use information from others
- Demonstrating expertise
- Supporting your message with factual evidence
- All of the above

How can you make your messages effective?

- Make them practical and factual but not persuasive.
- Make them practical and factual but include your impression.
- Make them practical, factual, concise, clear, and persuasive.
- Omit key facts

Which section of a résumé creates most disagreements among experts about its relative advantages and disadvantages?

- Skills
- Work experience
- Career objective
- Education

Which of the following should be done when writing recommendation letters?

- Include only relevant and factual information.
- Avoid value judgments.
- Balance criticisms with favorable points.
- All of the above

## Most Important & Repeated Mcqs Midterm Eng201

Which one of the following is more effective Technical Communication?

- Oral communication
- Mata communication
- Non verbal communication
- Written communication

Which one of the following options should be used during business correspondence?

- Choppy sentences
- Passive sentences
- Bias-free language
- Cliches

Which one of the following can create immense difference between class room communication and job communication?

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- Behavior of audience
- Size of audience
- None of the above

Which one of these words is not a synonym for “business”?

- Capital
- Enterprise
- Project
- Venture

In which of the following bars are replaced by drawings that represent the thing described?

- Bar graphs
- Line Graphs
- Pictographs
- Photographs

## Most Important & Repeated Mcqs Midterm Eng201

Which of the following presents the main idea before the supporting data?

- Strategic plan
- Indirect plan
- **Direct plan**
- Business plan

Which question is used to ask about residential status?

- What's your address?
- **Where are you from?**
- Where do you belong to?
- Please sign here.

Which question asks for advice?

- What would you like to know?
- What should I do with my plastic bottles?
- I'm afraid I don't know where the entrance is.
- **May I help you in any way?**

Why style guides are widely used in organizations?

- To achieve a uniform document
- To achieve consistency of style
- To achieve good results
- **Both I & ii**

Which of the following can be defined as follows

“It is not merely politeness with mechanical insertion of ‘please’ and ‘thank you’, rather it is politeness that grows out of respect and concern for others.”

- Clarity
- **Courtesy**
- Consideration
- Credibility

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

- Neutral news message
- Bad news message
- **Good news message**
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- **Courtesy**
- Consideration
- Credibility

----- is a nonverbal communication conveyed by posture and movement.

- Expressions
- **Body language**
- Nodding of head
- None of the above

“Establish credibility” means to make capable of being

- Believed
- **Reliable**
- All of the above
- None of the above

A semicolon is more ----- than the comma.

- **Formal**
- Informal
- Useful
- None of above

Salutations are used in

- Memorandums
- **Letters**
- Informal speech
- None of the above

## Most Important & Repeated Mcqs Midterm Eng201

All seven C's can apply to

- Oral communication
- Written communication.
- Both of the above.
- None of the above

Which one of the following is the most formal way of saying, "To obtain outside funding?"

- To get cash
- To request outside help
- To acquire external capital
- To collect money

An idea is more likely to win approval when the ----- is / are up.

- Profits
- Income
- Wages
- Rates

Which one of the following provides information and advice for the decision makers in an organization?

- Advisor
- Customer
- Consultant
- Layman

What is the extremely important implicit goal of a business document?

- To provide information
- To give instructions
- To argue with reader
- To establish a relationship

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## Most Important & Repeated Mcqs Midterm Eng201

آپ سب سے گزارش ہے پلیز دعاؤں میں یاد رکھیں  
مزید ایسی پوسٹ حاصل کرنے کیلئے ہمارا یوٹیوب چینل سبسکرائب کریں  
اللہ پاک آپ سب کو اور مجھے اپنے مشن میں کامیابی عطا فرمائے۔۔۔ آمین

- ❖ Short Notes
- ❖ Important Question
- ❖ Repeated Question
- ❖ Final term
- ❖ Mid term
- ❖ Current Paper
- ❖ Moaz Past Solved Paper

- ❖ Waqar Siddu Past Solved Paper
- ❖ Solved Paper
- ❖ Past Paper
- ❖ Quiz File
- ❖ Assignment
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