

ENG201 Past Final Term Solved MCQs
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English 201 final term all papers mcqs
FINAL TERM EXAMINATION

1. Choose the sentence with the correct punctuation.

- ?g I wanted a cup of coffee not a glass of milk.
- ?ú I wanted a cup of coffee: not a glass of milk.
- ?á I wanted a cup of coffee, not a glass of milk.
- ?" I wanted a cup of coffee; not a glass of milk.

2.

Choose the correct sentence.

- ?à One-third of the eligible population tend not to vote in national elections.
- ?s One-third of the eligible population are tending not to vote in national elections.
- ?_ One-third of the eligible population have tended not to vote in national elections.
- ?œ One-third of the eligible population tends not to vote in national elections.

3.

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

- ?X Developing the main idea
- ?• Construct an outline
- ?” Estimate the appropriate length
- ?Ñ Handle audience’s questions effectively

4.

Feeling nervous leads speakers to:

- ?œ Improperly evaluate themselves
- ?á Forget their speech
- ?ð Eliminate their anxiety
- ?_ Exaggerate their anxiety.

5.

Which one of the following questions that produce specific information, save time, requires less effort to answer, and eliminate bias and prejudice in answers?

- ?k Open-ended questions
- ?á Close-ended questions 155pg
- ?_ Subjective questions
- ?] Objective questions

6.

AIDS stands for:

- ?† Attention Immunodeficiency Syndrome
- ?á Acquired Implement System
- ?á Acquired Immunodeficiency Syndrome
- ?= Attention Implement System

7.

Which of the following messages aim to influence audiences who are inclined to resist, so they depend heavily on strategic planning?

- ?Ž Considerate messages

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? " Courteous messages
? ¶ Informative messages
? á Persuasive messages

8.

Which form is correct in most situations?

? 1 Could you help me?
? Ä Help me?
? Z Excuse me; I was wondering if you could possibly help me?
? Ú I need help.

9.

Choose the correct sentence.

? " He is a happily-married man.
? á He is a happily married man.
? Ø He is a happily, married man.
? ! He is a happily; married man

10.

In the following sentence, which word is there a missing apostrophe?

My parents and their friends often visit each others houses.

? f House's
? • Parent's
? ¶ Other's
? Y Friend's

11.

What punctuation mark should complete the following sentence?

John was angry and shouted at his son, "Go to your room now!

? ¢ Question mark
? ö Full stop
? D Speech mark
? – Comma

12.

Which of the following proposal section refers to discussion of results?

? û Conclusion
? • Budget
? # Procedure
? · None of the above

13.

Which of the following speech offers a verbal explanation of a complex process?

? 2 Explanatory speech
? Ä Instructional speech
? [Demonstration speech
? ß Oral briefing

14.

_____ is a matter of grouping or clustering ideas clearly.

? a Visualization
? Ó Simplification
? ú Effective organization
? # Word choice

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15. Which of the following would be unethical to use in a persuasive message?

?Ç Consideration of audience needs

?ð The "you" attitude

?á **Manipulation**

?@ Persuasion

16.

Choose the correct sentence.

?Ç Carl worried about the hurricane; but tried to stay calm and help his family.

?_ Carl worried about the hurricane; but tried to stay calm, and help his family.

?g Carl worried about the hurricane but tried to stay calm and help his family.

?á **Carl worried about the hurricane but tried to stay calm, and help his family.**

17.

Choose the sentence with the correct comma placement.

?ý You are I am sure, telling the truth.

?S You are I am sure telling, the truth.

?j You are, I am sure, telling the truth.

?á **You are, I am sure telling the truth.**

18.

Choose the sentence with the correct punctuation.

?g Clothes are often made from synthetic material; for instance, rayon.

?á **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.

19.

Which is farthest in the past?

?• couple of days

?1 last week

?Å a day before yesterday

?[a month ago

20.

Which phrase should be used while making a presentation ?

?á **Please feel free to interrupt me with questions.**

?ª Don't disturb me while I'm presenting these statistics.

?Ñ No, you're wrong. We need more staff.

?ú Please! No interruptions during the presentation.

21.

Which Three types of readers usually exist?

?ð Phantom Readers, Future Readers, Complicated Readers

?_ Future Readers, Complex Readers, Complicated Readers

?B Future Readers, Complex Readers, Technical Readers

?á **Phantom Readers, Future Readers, Complex Readers**

22.

Which of the following aspect represents a series of events that tells the reader what happened?

?½ Description

?_ Analysis

?á **Narration**

?_ Improved version

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23.

Which of the following feature should be placed either immediately before or immediately after the noun?

?á Adverb modifiers

?¨ Dependent clause

?= None of them

?á **Modifiers of noun**

24.

Choose the correct sentence.

?· I am asking if you would like to rollerblade together tomorrow?

?J I am asking "if you would like to rollerblade together tomorrow"?

?ß I am asking "if you would like to rollerblade together tomorrow."

?s I am asking if you would like to rollerblade together tomorrow.

25.

Choose the correct sentence.

?Ý Jan asked? "What did Joe mean when he said, 'I will see you later.'"

?_ Jan asked, "What did Joe mean when he said, 'I will see you later?'"

?- Jan asked, "What did Joe mean when he said, 'I will see you later?'"

?V Jan asked, "What did Joe mean when he said, 'I will see you later'?"

26.

What is meant by attitudes?

?! Judgments of right and wrong

?J Observable actions

?s Statements of approval or disapproval

?š Statements of truth

27.

Which of the following element refers to brief overview of report's most important point?

?' Synopsis

?¹ Executive Summary

?Ä Contents

?_ Bibliography

28.

What should be the purpose of visual aids?

?á To make the document interesting

?á To provide information

?á To simplify the data

?á All of the above

29.

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

?â Designing

?u Revising

? Proofreading

?• All of the above

30.

Which one of the following should be placed either immediately before or after the noun?

? Misplaced Modifiers

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?1Modifiers of Nouns

?ZAdverb Modifiers

?fDangling Modifiers

FINAL TERM EXAMINATION

Spring 2009

ENG201- Business and Technical English Writing (Session - 2)

Time: 120 min

Marks: 75

31.

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

?á capital

?™enterprise

?× project

?{ venture

32.

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

?f Bar graphs

?_Line Graphs

?á Pictographs

?ÓPhotographs

33.

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

?%Strategic plan

?° Indirect plan

?á Direct plan

?ã Business plan

34.

Which question is used to ask about residential status?

?áWhat's your address?

?ÉWhere are you from?

?^ Where do you belong to?

?â Please sign here.

35.

Which question asks for advice?

?< What would you like to know?

?á What should I do with my plastic bottles?

?ÛI'm afraid I don't know where the entrance is.

?_May I help you in any way?

36.

Why style guides are widely used in organizations?

?ÒTo achieve a uniform document

?û To achieve consistency of style

?\$ To achieve good results

?á Both i & ii

37.

Claim letter is also called:

?ÛTransmittal letter

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? Credit refusing letter

?€ Adjustment letter

?á **Complaint letter**

38.

Which of the following can be defined as follows

39. "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

?á **Courtesy**

?h Consideration

?ü Credibility

40.

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

?á Neutral news message

?5 Bad news message

?É Good news message

?^ Business message

41.

Which of the following composition process is used in general and specific purpose while developing profile?

?Ü Composing business message

?_ Defining objectives

? Bad news message

?á **Planning business message**

Something that stands for or represents something else, especially an object representing an abstraction is called:

?CPagination

?á **Symbol**

?• Equation

?¾ Acronyms

42.

Choose the correct sentence.

?Å Your award is richly-deserved.

?á **Your award is richly deserved.**

?i Your award is richly, deserved.

?» Your award is richly; deserved.

43.

Which word in the following sentence should contain an apostrophe?

44. Phillipa cannot go to her friends party because her parents have no cars.

?Ó can't not

?h parents'

?á friend's

? ' car's

45.

Choose the correct sentence.

?5 The tomatoes whom grow in her garden are unlike those you buy in a store.

?É The tomatoes who grow in her garden are unlike those you buy in a store.

?á **The tomatoes that grow in her garden are unlike those you buy in a store.**

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?â The tomatoes which grow in her garden are unlike those you buy in a store.
46.

Identify the correct subjects and verbs. The subjects are in bold and the verbs are underlined.

?á In the newspaper, an interesting article appeared.

?_ In the **newspaper**, an interesting article appeared.

?: In the **newspaper**, an interesting article appeared.

?c In the newspaper, an interesting **article** appeared.

47.

Choose the sentence with the correct punctuation.

?VI have been to San Francisco, California, Reno, Nevada, and Seattle, Washington.

?§ I have been to San Francisco California; Reno Nevada; and Seattle Washington.

?á I have been to San Francisco, California; Reno, Nevada; and Seattle, Washington.

?OI have been to San Francisco California, Reno Nevada, and Seattle Washington.

48.

Choose the sentence with the correct punctuation.

?á Clothes are often made from synthetic material; for instance, rayon.

?á Clothes are often made from synthetic material, for instance, rayon.

?> Clothes are often made from synthetic material, for instance: rayon.

?ÓClothes are often made from synthetic material, for instance; rayon.

49.

Choose the correct sentence.

?ã The elections will be held on the first Tuesday, of November, 2008.

?wThe elections will be held, on the first Tuesday of November 2008.

?_The elections will be held on the first Tuesday of November, 2008.

?á The elections will be held on the first Tuesday of November 2008.

50.

Choose the correct sentence.

?9 I am asking if you would like to rollerblade together tomorrow?

?b I am asking "if you would like to rollerblade together tomorrow"?

?< I am asking "if you would like to rollerblade together tomorrow."

?á I am asking if you would like to rollerblade together tomorrow.

Choose the correct sentence.

?u Jan asked? "What did Joe mean when he said, 'I will see you later.'"

?ž Jan asked, "What did Joe mean when he said, 'I will see you later?'"

?á Jan asked, "What did Joe mean when he said, 'I will see you later'?"

?ò Jan asked, "What did Joe mean when he said, 'I will see you later'?"

51.

Which of the following report is often used when sending information to a reader outside the organization?

?Ï Letter reports

?! Business reports

?s Formal reports

?á Informal reports

52.

Choose the correct sentence.

?á That is a problem who can't be solved without a calculator.

?©That is a problem that can't be solved without a calculator.

?> That is a problem whom can't be solved without a calculator.

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?á That is a problem which can't be solved without a calculator.

53.

Which of the following reports represent prefatory parts, text and supplementary parts?

?á **Formal reports**

?ã Informal reports

?w Analysis reports

?_ Progress reports

54.

How many elements are found in general superstructure of reports?

?9 Three

?b Two

?á **Six**

?³ Five

55.

While practicing your speech you should do all of the following except:

?á Finish your speech without stopping to correct errors or to restart

?\$ Practice in a singular setting

?M Keep practice sessions brief

?x Practice in various settings

56.

Which of the following proposal section is related to researcher's investigation?

?_ Justification of the study

?á Research question

?Ò Definition of terms

?\$ Purpose of the study

57.

How many elements are found in conventional superstructure for instructions?

?á Three

?h Four

?á **Five**

?' Two

58.

Choose the correct sentence.

?ã You are my friend, however, I cannot afford, to lend you any more money.

?w 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.

?á You are my friend; however, I cannot afford to lend you any more money.

59.

How many categories of role playing are used in meetings?

?á **Three 156**

?< Two

?³ Four

?Ü Five

FINAL TERM EXAMINATION

Fall 2009

ENG201- Business and Technical English Writing (Session - 2)

Time: 120 min

Marks: 75

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60.

Which of the following is unsurpassed in its ability to depict the composition of a whole?

- ?_ Pie Charts
- ?» Flow Charts
- ?_ Organizational Charts
- ? Schedule Charts

61.

Which of the followings are like good mail order forms, although they also provide more room for explaining special needs.

?á Order letters 156

- ?‘ Adjustment letters
- ?% Inquiry letters
- ?° Deposit letters

62.

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

- ?_ Strategic plan
- ? Indirect plan
- ?á Direct plan 73**
- ?É Business plan

63.

Which of the following sentences gives instructions?

- ?9 Open your book and turn to page twenty-five.
- ?b You open your book and turn to page twenty-five.
- ?< Do you open your book and turn to page twenty-five.
- ?³ Can you open your book and turn to page twenty-five.

64.

Which is farthest in the past?

- ?© couple of days
- ?Ò last week
- ?û a day before yesterday
- ?\$ a month ago

65.

How can you make the following statement Concise?

‘There are only four rules of our company and every employee is bound to follow these rules.’

- ?v Four rules must be observed.
- ?Ç There are four rules that must be observed.
- ?3 You must follow the rules.
- ?á Follow the rules.

66.

Which of the following is a nonverbal communication conveyed by posture and movement?

- ?w Expressions
- ?_ Body language
- ? Nodding of head
- ?5 Smile

67.

How will you define building credibility?

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?< Try to earn confidence of strangers especially those predisposed to be skeptical or antagonistic.

?Ü Giving your audience a preview what's ahead add to your authority and more importantly, helps people understand your message.

? . Arousing audience's interest

?W The relationship you have with your audience

68.

How can we hold audience's attention?

?j Plan to devote half of your time on audience's behavior

?Ê Present every point in light of audience's needs and values

?æ By changing tone of voice

?8 None of them

69.

When analyzing an audience during the speech, the first thing the speaker should be aware of is the audience's:

?Ç Evaluation

?3 Understanding

?á Motivation

?© Attention

70.

What is meant by self-oriented roles?

?° Showing relationship among ideas

?N Calling attention to oneself and demanding recognition from others

?ã Drawing out other members by showing verbal and non verbal support, praise or agreement

?_ Suggesting decision-making procedures

71.

-----is used to enclose one or more entire sentences that add relevant but not essential detail to the main discussion.

?9 Ellipses

?b Exclamation marks

?á **Parenttheses 145**

?3 Brackets

72. Identify the correct subjects and verbs. The subjects are in bold and the verbs are underlined.

?÷ The insurance agent gave her sound **advice**.

? The insurance **agent** gave her sound advice.

?K The insurance agent gave **her** sound advice.

?t The insurance **agent** gave her sound advice.

73.

Choose the correct sentence.

?Ô I am asking if you would like to rollerblade together tomorrow?

?& I am asking "if you would like to rollerblade together tomorrow"?

?x I am asking "if you would like to rollerblade together tomorrow."

?Ê I am asking if you would like to rollerblade together tomorrow.

74.

Choose the correct sentence.

?\$ Wherever we go people recognize us.

?á Wherever we go, "people" recognize us.

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?©Wherever we go; people recognize us.

?> Wherever we go, people recognize us.

75.

Choose the correct sentence.

?NWhenever, Cheryl, is in town she visits her sister.

?ã Whenever Cheryl, is in town she visits her sister.

?wWhenever Cheryl is in town she visits her sister.

?_Whenever Cheryl is in town, she visits her sister

76.

Choose the correct sentence.

?^ Carl worried about the hurricane; but tried to stay calm and help his family.

?ã Carl worried about the hurricane; but tried to stay calm, and help his family.

?_Carl worried about the hurricane but tried to stay calm and help his family.

?9 Carl worried about the hurricane but tried to stay calm, and help his family.

77.

Choose the correct sentence.

?_That is a promise that cannot be broken.

? . That is a promise who cannot be broken.

?WThat is a promise whom cannot be broken.

?€ That is a promise which cannot be broken.

78.

Choose the correct sentence.

?\$ The alarm clock went off at 4:00 o'clock.

?MThe alarm clock went off at four p.m. o'clock.

?x The alarm clock went off at four o'clock.

?j The alarm clock went off at four o'clock p.m.

79.

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.

?Ò "She will go to her grave with some secrets" said Wendy.

?\$ "She will go to her grave with some secrets." said Wendy.

80.

Choose the correct sentence.

?á When I noticed that our dog cut it's paw, I called the veterinarian right away.

?©When I noticed that our dog cut it's paw; I called the veterinarian right away.

?> When I noticed that our dog cut its paw, I called the veterinarian right away.

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81.

----- is a list of source materials on a particular subject.

?NIndex

?ã Bibliography

?wAppendixes

?_Glossary

82.

Choose the correct sentence.

?^ As the invitation stated, we'll see you on the tenth for our reunion.

?á Like the invitation stated, we'll see you on the, tenth for our reunion.

?_As the invitation stated, we'll see you the: tenth for our reunion.

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?9 Like the invitation stated, we'll see you: the tenth for our reunion.

83.

Which of the following aspect denotes the necessary research and organizing ideas?

?W Informal letter

?€ Report production

?© Manuscript

?Ø None of them

84.

Choose the correct sentence.

?x That is a problem who can't be solved without a calculator.

?i That is a problem that can't be solved without a calculator.

?È That is a problem whom can't be solved without a calculator.

?æ That is a problem which can't be solved without a calculator.

85.

How many types of criteria are used in proposal?

?\$ Two

?v Three

?á **Four**

?3 Five

86.

Which of the following statement does not apply to the element of "discussion" in a report?

?º It should be consistent with the study results.

?N It should not go beyond the study results.

?ã It should generally be distinct from the results.

?w In qualitative studies, keeping it distinct from results is difficult.

87.

Which one of the following is more effective Technical Communication?

?â Oral communication

?_ Mata communication

?9 Non verbal communication

?b Written communication

FINAL TERM EXAMINATION

Fall 2009

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88.

. _____ is a matter of grouping or clustering ideas clearly.

?4 Visualization

?, Simplification

?Ø Effective organization

?& Word choice

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Which form is correct in most situations?

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?” Help me?

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?=Excuse me; I was wondering if you could possibly help me?

?ÑI need help

90.

Which phrase should be used while making a presentation ?

?KPlease feel free to interrupt me with questions.

?ßDon't disturb me while I'm presenting these statistics.

?s No, you're wrong. We need more staff.

?_Please! No interruptions during the presentation.

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AIDS stands for:

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- ?ð Acquired Implement System
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- ?@ Attention Implement System

98.

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- ?_ He is a happily-married man.
- ?] He is a happily married man.
- ? He is a happily, married man.
- ?i He is a happily; married man

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In the following sentence, which word is there a missing apostrophe?

100. My parents and their friends often visit each others houses.

- ?€ House's
- ?_ Parent's
- ? Other's
- ?< Friend's

101.

What punctuation mark should complete the following sentence?

John was angry and shouted at his son, "Go to your room now!"

- ?6 Question mark
- ?É Full stop
- ?^ Speech mark
- ?â Comma

102.

Which one of the following questions that produce specific information, save time, requires less effort to answer, and eliminate bias and prejudice in answers?

- ?Û Open-ended questions
- ?Œ Close-ended questions
- ?+ Subjective questions
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103.

Choose the sentence with the correct comma placement.

- ?r You are I am sure, telling the truth.
- ?y You are I am sure telling, the truth.
- ?Â You are, I am sure, telling the truth.
- ?× You are, I am sure telling the truth.

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- ?b 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.

105.

Choose the sentence with the correct punctuation.

- ?û I wanted a cup of coffee not a glass of milk.
- ?• I wanted a cup of coffee: not a glass of milk.

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?# I wanted a cup of coffee, not a glass of milk.

?· I wanted a cup of coffee; not a glass of milk.

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Which of the following feature should be placed either immediately before or immediately after the noun?

?• Adverb modifiers

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?À None of them

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Which of the following aspect represents a series of events that tells the reader what happened?

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?ü Analysis

?# Narration

?L Improved version

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?“ I am asking "if you would like to rollerblade together tomorrow"?

?¼ I am asking "if you would like to rollerblade together tomorrow."

?Ç I am asking if you would like to rollerblade together tomorrow

109.

Choose the correct sentence.

?_ One-third of the eligible population tend not to vote in national elections.

?W One-third of the eligible population are tending not to vote in national elections.

?© One-third of the eligible population have tended not to vote in national elections.

?ö One-third of the eligible population tends not to vote in national elections.

110.

What is meant by attitudes?

?¹ Judgments of right and wrong

?L Observable actions

?á Statements of approval or disapproval

?t Statements of truth

111.

Which of the following element refers to brief overview of report's most important point?

?á Synopsis

?_ Executive Summary

?1 Contents

?Z Bibliography

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Choose the correct sentence.

?N Jan asked? "What did Joe mean when he said, 'I will see you later.'"

?W Jan asked, "What did Joe mean when he said, 'I will see you later?'"

?žž Jan asked, "What did Joe mean when he said, 'I will see you later'?"

?Ç Jan asked, "What did Joe mean when he said, 'I will see you later'?"

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113.

What should be the purpose of visual aids?

- ?á To make the document interesting to make the document interesting
- ?á To provide information
- ?á To simplify the data
- ?á All of the above

114.

Which of the following proposal section refers to discussion of results?

- ?á Conclusion
- ?ˆ Budget
- ?= Procedure
- ?Ñ None of the above

115.

Which of the following would be unethical to use in a persuasive message?

- ?à Consideration of audience needs
- ?s The "you" attitude

?á Manipulation

?oe Persuasion

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

- ?u Designing
- ?ž Revising
- ?Å Proofreading
- ?† All of the above

Fall 2009

117.

Which of the following is unsurpassed in its ability to depict the composition of a whole?

?á Pie Charts - correct

- ?ˆ Flow Charts
- ?° Organizational Charts
- ?T Schedule Charts

118.

Which of the following accurately convey the actual appearance of things?

?D Graphs

?á Diagrams - correct

- ?á Charts
- ?Ñ Tables

119.

Which of the following are functional units that revolve around a single thought?

?á Paragraphs- correct

- ?à Passages
- ?t Fragments
- ?_ Documents

120.

Which of the following aims at gathering specific information?

- ?ß Letter of claim

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?_ Letter of request

?á Letter of inquiry - correct

?X Letter of information

121.

Which is the most polite expression?

?ú Can I help you?

?# Could I help you?

?á May I help you? - correct

?s Should I help you?

122.

Which signature is the most formal?

?_ Love,

?á Yours faithfully, - correct

?i Best wishes,

?• Best regards,

123.

How many punctuation styles are usually used in business communication?

?_ One

? ^ Two

?ý Three

?á Four - correct

124.

What is meant by the term 'Connotative'?

?> It refers to the literal meaning of words.

?á It refers to the associations that are connected to a certain word. - correct

?f It refers to general meaning of words.

?ù It refers to cognitive meaning of words.

125.

Which of the following composition process is used in general and specific purpose while developing profile?

? Composing business message

?oe Defining objectives

?1 Bad news message

?á Planning business message - correct

126.

Feeling nervous leads speakers to:

?Ó Improperly evaluate themselves

?á Forget their speech - correct

?# Eliminate their anxiety

?L Exaggerate their anxiety.

127.

"I am currently studying veterinary medicine, and I am working part-time at an animal clinic." This statement in the introduction of the speech could best be described as:

?á Gaining attention - correct

?À Revealing the topic

?_ Establishing credibility

?` Bragging

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128.

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

?i Multiple questions

?B Objective questions

?á Subjective questions

?á Open-ended questions - correct

129.

AIDS stands for:

?# Attention Immunodeficiency Syndrome

?· Acquired Implement System

?á Acquired Immunodeficiency Syndrome- correct

?B Attention Implement System

130. Choose the correct sentence.

?B A friendly-little dog is all I need for company.

?á A friendly little dog is all I need for company. - correct

?/ A friendly, little dog is all I need for company.

?X A friendly; little dog is all I need for company.

131.

Choose the correct sentence.

?Z The actresses costumes looked beautiful on them.

?Ç The actresse's costumes looked beautiful on them.

?ò The actresses' costumes looked beautiful on them. - correct

?_ The actress' costumes looked beautiful on them.

132.

Choose the sentence with the correct comma placement.

?á We will grant you immunity, if you decide to cooperate with us. - correct

?½ We will grant you immunity, if you decide, to cooperate with us.

?_ We will grant you immunity if you decide, to cooperate with us.

?] We will grant you immunity if you decide to cooperate with us.

133.

Which of the following punctuation refers to explain some points within the sentence?

?á Dash- correct

?” Colon

?= Semicolon

?Ñ Ellipsis

134.

Choose the sentence with the correct punctuation.

?à I need a few items at the store clothespins, a bottle opener, and napkins.

?á I need a few items at the store; clothespins, a bottle opener, and napkins. - correct

?ø I need a few items at the store: clothespins, a bottle opener, and napkins.

?1 I need a few items at the store, clothespins, a bottle opener, and napkins.

135.

Choose the sentence with the correct punctuation.

?• Clothes are often made from synthetic material; for instance, rayon.

?ª Clothes are often made from synthetic material, for instance, rayon.

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?Ñ Clothes are often made from synthetic material, for instance: rayon.

?á **Clothes are often made from synthetic material, for instance; rayon. - correct**

136.

Identify the correct subjects and verbs. The subjects are in bold and the verbs are underlined.

?\ The insurance agent gave her sound **advice**.

?á **The insurance agent gave her sound advice. - correct**

?X The insurance agent gave **her** sound advice.

?| The insurance **agent** gave her sound advice.

137.

Choose the correct sentence.

?' Please contact me, if you have any questions.

?á **If you have any questions, please contact me. - correct**

?2 Please contact me if you have any questions.

?_ If you have any questions; please contact me.

138.

Choose the correct sentence.

?\$ Wherever we go people recognize us.

? , Wherever we go, "people" recognize us.

?L Wherever we go; people recognize us.

?á **Wherever we go, people recognize us. - correct**

139.

Software functional specs usually contain:

?Æ Assumptions, resources

?[Cost target, Maintenance

?á **A & b - correct**

?_ Orientation specs and Functional specs

140.

Choose the correct sentence.

?^a "Your right to be concerned" said one veterinarian. "I would like to take a look at your dog."

?^ü "Your right to be concerned, said one veterinarian, "I would like to take a look at your dog."

?^L "You're right to be concerned" said one veterinarian. "I would like to take a look at your dog."

?á **"You're right to be concerned," said one veterinarian. "I would like to take a look at your dog." - correct**

141.

The act of considering or examining something in order to judge its value shows:

?| Credibility

?á **Evaluation - correct**

?O Conciseness

?½ All of them

142.

Which of the following mechanics are used to shorten phrases in order to save space or to avoid awkward repetition of phrases?

? Abbreviations

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Capitalizations

Acronyms- correct

None of the above

143.

Which of the following mechanics is used to denote a number of things on a list one by one?

Symbols

Equations

Acronyms

Enumeration - correct

144.

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

1 Include only relevant and factual information.

2 Avoid value judgments.

3 Balance criticisms with favorable points.

All of the above- correct

145.

The **Introduction** of a report answers:

L Proposal

Z Facts of report

o Conclusions and Recommendations

Reader questions- correct

146.

Which one of the following is an example of a progress report?

1 Bid to write training manuals for a health care corporation.

2 Presentation of the policies and procedures required by a health care corporation.

3 Report on research done to ascertain whether online multimedia training for health care professionals is a viable option.

4 Summary of the end-of-year-one status of a two-year project to develop multimedia-based training modules for healthcare professionals. - **correct**

2010 papers

147.

Whose needs are most important to be fulfilled while composing a document?

o speakers'

readers'

o listeners'

o writers'

148.

Which of the following significantly improves the interest of a presentation?

K Illustration

Visual aids

s Image

Reflection

149.

A suggestion or intention, especially one put forward formally or officially denotes.....

+Conclusion

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¶ Recommendation

¶ Resources

¶ Proposals

150.

How can we make visual aids easy to understand?

¶ Informative titles

¶ Using appropriate objects

¶ Removing unnecessary details

¶ All of them

151.

Which of the following shows changes in one quantity as a function changes in another quantity?

¶ Bar graphs

¶ Line Graphs

¶ Pictographs

¶ Photographs

152.

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?

153.

Choose the best option for the following statement in terms of Conciseness.

'The reports are to be submitted by employees prior to 5:00 pm at which time they will be received by Ali.'

¶ Our reports will not be accepted after 5:00 pm.

¶ Ali will receive reports before 5:00 pm.

¶ Employees should submit reports to Ali.

¶ Please submit your reports to Ali by 5:00 pm.

154.

Which of the following is used as brief, informal reports within an organization?

¶ Letter

¶ Memo

¶ Preproposal

¶ Report

155.

Which of the followings appear at the end of the report?

¶ Citations

¶ Footnotes

¶ Endnotes

¶ All of the above

156.

What do you mean by oral communication?

¶ The way a word or a language is customarily spoken.

¶ Memorizing some facts

¶ Identifying audience type

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Generalizing communication process

157.

How can we hold audience's attention?

Plan to devote half of your time on audience's behavior

Present every point in light of audience's needs and values

By changing tone of voice

One of them

158.

"You now know that the three steps in making a cake are gathering the materials, mixing the batter, and baking the cake."

This statement in the conclusion of a speech could best be described as:

Signaling the end of the speech

A dissolve ending

A crescendo ending

Reinforcement of the central idea

159.

What is meant by group-maintenance roles?

Offering to yield on a point in the interest of reaching mutually acceptable decision

Drawing out other members by showing verbal support, praise or agreement

Drawing out other members by showing non verbal support, praise or agreement

Suggesting decision-making procedures that will move the group towards the goal

160.

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

Number

Enumeration

Symbol

Pagination

161.

Choose the sentence with the correct comma placement.

The left Albany New York, on January 18 of that year.

The left Albany, New York on January 18, of that year.

The left, Albany New York, on January 18 of that year.

The left Albany, New York, on January 18 of that year.

162.

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.

163.

Choose the correct sentence.

Whenever, Cheryl, is in town she visits her sister.

Whenever Cheryl, is in town she visits her sister.

Whenever Cheryl is in town she visits her sister.

Whenever Cheryl is in town, she visits her sister

164.

Which types of problems are discovered during the editing phase?

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?á_?W_riting problems
?''?O`rganizational problems
?á<S?<ylistic problems
?Ñ?AÑbtract problems

165.

Abstract stands for:

?¶á?C¶ondensation of entire reports

?J?FoJcusing on the main issues

?ßa?ß& b

?s?Wsrting problems

166.

Choose the correct sentence.

?-áj?u-st to be sure, I called three more D.V.M.s' offices.

?XJ?uXst to be sure, I called three more D.V.M.s offices.

?•J?u•st to be sure, I called three more, D.V.M.'s offices.

?`J?u`st to be sure, I called three more D.V.M. offices'.

167.

Choose the correct sentence.

?áÁI?Áhave learned that it's better to be proactive than to have regrets.

?đI?đhave learned that its better to be pro-active than to have regrets.

?_I?_have learned that its better to be proactive than to have regrets.

?@I?@have learned that it's better to be pro-active than to have regrets.

168.

The act of considering or examining something in order to judge its value shows:

?_?C_redibility

?]_?E]valuation

?_?C_onciseness

?áy?Aýll of them

169.

Choose the correct sentence.

?áÑ?WÑhom are you voting for?

?f ?Wfho are you voting for?

?ú?Foúr who are you voting?

?Ž@WŽbomever are you voting for?

170.

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

?•?T•he budget

?1?H1ow the data will be collected?

?Á?RÁresults and findings

?áz?AZll of the above

171.

Which of the following mark is used to separate parts of sentence and indicates a pause longer than a comma but shorter than a period?

?ü?Cüolon

?%?B%rackets

?L?HLyphen

??sás?esmicolon

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172.

Which of the following mechanics are used to shorten phrases in order to save space or to avoid awkward repetition of phrases?

?I ?Abbreviations

?“?C“apitalizations

?»á?A»cronyms

?Ç?NÇone of the above

173.

Which of the following quality signifiers on an absolute scale?

?a?Faake attention

?_?R_ esist difficult expository

?áy?Gýood listener

?W?AWll of the above

174.

Which of the following problem refers to non alphabetical symbols which are used to make the meaning clear?

- Functional problem
- Punctuation problem**
- Writing problem
- None of the above

175.

Why effective communication is important to your success in today's business environment?

?Ý It increases productivity.

?3 It improves professional image.

?ÇIt forges stronger business relationships.

?áAll of the above