



ENG201 11. 02. 2011

Question: 1

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

Question: 2

Which of the followings are real but unnamed readers?

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

Question: 3

Choose the correct sentence.

- ▶ You may not enter Mr. Harris office without his permission.
- ▶ You may not enter Mr. Harrises' office without his permission.
- ▶ You may not enter Mr. Harrisese' office without his permission.
- ▶ **You may not enter Mr. Harris's office without his permission.**

Question: 4

Choose the sentence with the correct punctuation.

- ▶ The American flag has three colors: namely, red, white, and blue.
- ▶ **The American flag has three colors, namely; red, white, and blue.**
- ▶ The American flag has three colors; namely, red, white, and blue.
- ▶ The American flag has three colors namely, red, white, and blue.

Question: 5

Choose the correct option.

Feasibility reports are used:

- ▶ **To analyze problems and predict practical alternatives.**
- ▶ To control problems, sell products and services.
- ▶ To monitor and control production, sales, shipping, etc.
- ▶ To solve problems and supply facts.

Question: 6

Which of the following should be avoided while writing business message?

Pompous language

Intimacy

Preaching and bragging

All of the above

Question: 7

Which of the following is the process of drafting your message?

- ▶ Planning
- ▶ **Composing**
- ▶ Editing
- ▶ Revising

Question: 8

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

- ▶ **Clarity**
- ▶ Correctness
- ▶ Concreteness
- ▶ Conciseness

Question: 9

Which of the following is the first thing you must consider while writing a resume?

- ▶ **Defining your objectives**
- ▶ Planning your objectives
- ▶ Evaluating your objectives
- ▶ Revising your objectives
- ▶

Question: 10

Which of the following is associated with scholarly writing?

- ▶ Informal writing
- ▶ **Formal writing**
- ▶ Archaic writing
- ▶ Technical writing

Question: 11

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

- ▶ Open-ended questions.
- ▶ **Close-ended questions.**
- ▶ Subjective questions.
- ▶ Objective questions.

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Question No: 12

Choose the correct sentence.

- ▶ I am asking if you would like to rollerblade together tomorrow?
- ▶ I am asking "if you would like to rollerblade together tomorrow"?
- ▶ I am asking "if you would like to rollerblade together tomorrow."
- ▶ **I am asking if you would like to rollerblade together tomorrow.**

Question No: 13

Choose the correct sentence.

- ▶ 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.
- ▶ **That is a problem which can't be solved without a calculator.**

Question No: 14

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

- ▶ Justification of the study
- ▶ **Research question**
- ▶ Definition of terms
- ▶ Purpose of the study

Question No: 15

Which method is a bottom-up or generative approach to research?

- ▶ Pattern method
- ▶ **Hypothesis method**
- ▶ Inductive method
- ▶ Deductive method

Question No: (Marks: 3)

How do Visual Aids support your arguments?

Question No: (Marks: 2)

What is Acronyms?

Question No: (Marks: 5)

What is concreteness and why is it important?

Question No: (Marks: 5)

Write a detailed note on Delivering the Speech.

Question No: (Marks: 3)

Why numerical are used for analysis report?

Question No: (Marks: 5)

British and American Formation of numbers.. p/148

Question No: (Marks: 3)

One question was about transition words. A paragraph was given and we have to point out transition words.