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FINALTERM EXAMINATION
Fall 2009
ENG201- Business and Technical English Writing

Choose the sentence with the correct punctuation.

► I wanted a cup of coffee not a glass of milk.
► I wanted a cup of coffee: not a glass of milk.
► **I wanted a cup of coffee, not a glass of milk.**
► I wanted a cup of coffee; not a glass of milk.

Choose the correct sentence.

► One-third of the eligible population tend not to vote in national elections.
► 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.
► One-third of the eligible population tends not to vote in national elections.

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

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► Developing the main idea
► Construct an outline
► Estimate the appropriate length
► Handle audience's questions effectively

Feeling nervous leads speakers to:

► Improperly evaluate themselves
► **Forget their speech**
► Eliminate their anxiety
► Exaggerate their anxiety.

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

► Open-ended questions
► Close-ended questions
► Subjective questions
► **Objective questions**

AIDS stands for:

- ► Attention Immunodeficiency Syndrome
- ► Acquired Implement System
- ► **Acquired Immunodeficiency Syndrome**
- ► Attention Implement System

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

- ► Considerate messages
- ► Courteous messages
- ► Informative messages
- ► **Persuasive messages**

Which form is correct in most situations?

- ► **Could you help me?**
- ► Help me?
- ► Excuse me; I was wondering if you could possibly help me?
- ► I need help.

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Choose the correct sentence.

- ► He is a happily-married man.
- ► **He is a happily married man.**
- ► He is a happily, married man.
- ► He is a happily; married man

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

My parents and their friends often visit each others houses.

- ► House's
- ► Parent's
- ► **Other's**
- ► Friend's

What punctuation mark should complete the following sentence?

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

- ► Question mark
- ► Full stop
- ► **Speech mark**
- ► Comma

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

- ► **Conclusion**
- ► Budget
- ► Procedure
- ► None of the above

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

- ► Explanatory speech
- ► Instructional speech
- ► Demonstration speech
- ► **Oral briefing**

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_____ is a matter of grouping or clustering ideas clearly.

- ► **Visualization**
- ► Simplification
- ► Effective organization
- ► Word choice

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

- ► Consideration of audience needs
- ► The "you" attitude
- ► **Manipulation**
- ► Persuasion

Choose the correct sentence.

- ► 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.

► 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.**

Choose the sentence with the correct comma placement.

► You are I am sure, telling the truth.
► You are I am sure telling, the truth.
► You are, I am sure, telling the truth.
► **You are, I am sure telling the truth.**

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.

Which is farthest in the past?

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► couple of days
► last week
► a day before yesterday
► **a month ago**

Which phrase should be used while making a presentation ?

► **Please feel free to interrupt me with questions.**
► Don't disturb me while I'm presenting these statistics.
► No, you're wrong. We need more staff.
► Please! No interruptions during the presentation.

Which Three types of readers usually exist?

► Phantom Readers, Future Readers, Complicated Readers
► Future Readers, Complex Readers, Complicated Readers
► Future Readers, Complex Readers, Technical Readers
► **Phantom Readers, Future Readers, Complex Readers**

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

- ► Description
- ► Analysis
- ► **Narration**
- ► Improved version

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

- ► Adverb modifiers
- ► Dependent clause
- ► None of them
- ► **Modifiers of noun**

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.

Choose the correct sentence.

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

What is meant by attitudes?

- ► Judgments of right and wrong
- ► **Observable actions**
- ► Statements of approval or disapproval
- ► Statements of truth

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

- ► Synopsis
- ► **Executive Summary**
- ► Contents
- ► Bibliography

What should be the purpose of visual aids?

- ► To make the document interesting
- ► To provide information
- ► To simplify the data
- ► **All of the above**

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

- ► Misplaced Modifiers
- ► **Modifiers of Nouns**
- ► Adverb Modifiers
- ► Dangling Modifiers

(Marks: 2)

What is the difference between Alphanumeric and Decimal System?

(Marks: 2)

Define the term "Pagination".

(Marks: 2)

Define the term Syllable.

(Marks: 3)

What do you know about Hardware Functional Specifications?

(Marks: 3)

Why do we use Semicolons?

(Marks: 3)

Explain 'Title fly and Title Page'.

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How Formal Speeches and Presentations can be developed?

What is Conventional Superstructure for Instructions and why is it important in Technical English?

(Marks: 10)

poorly organized structure

(Marks: 10)

Write a detailed note on Delivering the Speech.