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FINALTERM EXAMINATION
Fall 2009
ENG201- Business and Technical English Writing

Question No: 1 (Marks: 1) - Please choose one

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

Question No: 2 (Marks: 1) - Please choose one

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

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

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Question No: 3 (Marks: 1) - Please choose one

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

Question No: 4 (Marks: 1) - Please choose one

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.

Question No: 5 (Marks: 1) - Please choose one

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

Question No: 6 (Marks: 1) - Please choose one

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

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

Question No: 7 (Marks: 1) - Please choose one

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

- Explanatory speech
- Instructional speech
- Demonstration speech
- Oral briefing

Question No: 8 (Marks: 1) - Please choose one

Which is farthest in the past?

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

Question No: 9 (Marks: 1) - Please choose one

Feeling nervous leads speakers to:

- Improperly evaluate themselves
- Forget their speech
- Eliminate their anxiety
- Exaggerate their anxiety.

Question No: 10 (Marks: 1) - Please choose one

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.

Question No: 11 (Marks: 1) - Please choose one

AIDS stands for:

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

Question No: 12 (Marks: 1) - Please choose one

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

Question No: 13 (Marks: 1) - Please choose one

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

Question No: 14 (Marks: 1) - Please choose one

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

Question No: 15 (Marks: 1) - Please choose one

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

Question No: 16 (Marks: 1) - Please choose one

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.

Question No: 17 (Marks: 1) - Please choose one

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.

Question No: 18 (Marks: 1) - Please choose one

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.

Question No: 19 (Marks: 1) - Please choose one

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

Question No: 20 (Marks: 1) - Please choose one

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

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

.

Question No: 21 (Marks: 1) - Please choose one

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: 22 (Marks: 1) - Please choose one

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.

Question No: 23 (Marks: 1) - Please choose one

What is meant by attitudes?

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

Question No: 24 (Marks: 1) - Please choose one

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

- ► Synopsis
- ► Executive Summary

- Contents
- Bibliography

Question No: 25 (Marks: 1) - Please choose one

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'"?

Question No: 26 (Marks: 1) - Please choose one

What should be the purpose of visual aids?

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

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Question No: 27 (Marks: 1) - Please choose one

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

- Conclusion
- Budget
- Procedure
- None of the above

Question No: 28 (Marks: 1) - Please choose one

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

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

Question No: 29 (Marks: 1) - Please choose one

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

- Misplaced Modifiers

- Modifiers of Nouns
- Adverb Modifiers
- Dangling Modifiers

Question No: 30 (Marks: 1) - Please choose one

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

- Designing
- Revising
- Proofreading
- All of the above

Question No: 31 (Marks: 2)

What is the difference between Alphanumeric and Decimal System?

Question No: 32 (Marks: 2)

Define the term Syllable.

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Question No: 33 (Marks: 2)

Define the term "Pagination".

Question No: 34 (Marks: 3)

Why do we use Semicolons?

Question No: 35 (Marks: 3)

Explain 'Title fly and Title Page'.

Question No: 36 (Marks: 3)

What do you know about Hardware Functional Specifications?

Question No: 37 (Marks: 5)

How Formal Speeches and Presentations can be developed?

Question No: 38 (Marks: 5)

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

Question No: 39 (Marks: 10)

Write a detailed note on Delivering the Speech.

Question No: 40 (Marks: 10)

Is poorly organized structure basic drawback in writing problem? Do you agree?

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