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FINALTERM EXAMINATION
Fall 2009
ENG201- Business and Technical English Writing (Session - 1)

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

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

- ► **Pie Charts - correct**
- ► **Flow Charts**
- ► **Organizational Charts**
- ► **Schedule Charts**

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

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

- ► **Graphs**
- ► **Diagrams - correct**
- ► **Charts**
- ► **Tables**

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

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

- ► Paragraphs**- correct**
- ► Passages
- ► Fragments
- ► Documents

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

Which of the following aims at gathering specific information?

- ► Letter of claim
- ► Letter of request

- ► Letter of inquiry - correct
- ► Letter of information

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

Which is the most polite expression?

- ► Can I help you?
- ► Could I help you?
- ► May I help you? **- correct**
- ► Should I help you?

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

Which signature is the most formal?

- ► Love,
- ► Yours faithfully, **- correct**
- ► Best wishes,
- ► Best regards,

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

How many punctuation styles are usually used in business communication?

- ► One
- ► Two
- ► Three
- ► Four**- correct**

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

What is meant by the term 'Connotative'?

- ► It refers to the literal meaning of words.
- ► It refers to the associations that are connected to a certain word. **- correct**
- ► It refers to general meaning of words.
- ► It refers to cognitive meaning of words.

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

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

- ► Composing business message
- ► Defining objectives
- ► Bad news message
- ► Planning business message**- correct**

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

Feeling nervous leads speakers to:

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

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

"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:

- ► Gaining attention **- correct**
- ► Revealing the topic
- ► Establishing credibility
- ► Bragging

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

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

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- ► Multiple questions
- ► Objective questions
- ► Subjective questions
- ► Open-ended questions **- correct**

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

AIDS stands for:

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

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

Choose the correct sentence.

- ► A friendly-little dog is all I need for company.
- ► A friendly little dog is all I need for company. **- correct**
- ► A friendly, little dog is all I need for company.
- ► A friendly; little dog is all I need for company.

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

Choose the correct sentence.

- ► The actresses costumes looked beautiful on them.
- ► The actresse's costumes looked beautiful on them.
- ► The actresses' costumes looked beautiful on them. **- correct**
- ► The actress' costumes looked beautiful on them.

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

Choose the sentence with the correct comma placement.

- ► We will grant you immunity, if you decide to cooperate with us. **- correct**
- ► 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.

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

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

- ► Dash**- correct**
- ► Colon
- ► Semicolon
- ► Ellipsis

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

Choose the sentence with the correct punctuation.

- ► I need a few items at the store clothespins, a bottle opener, and napkins.
- ► I need a few items at the store; clothespins, a bottle opener, and napkins. **- correct**
- ► I need a few items at the store: clothespins, a bottle opener, and napkins.
- ► I need a few items at the store, clothespins, a bottle opener, and napkins.

Question No: 19 (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. **- correct**

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

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. **- correct**
► The insurance agent gave **her** sound advice.
► The insurance **agent** gave her sound advice.

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

Choose the correct sentence.

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► Please contact me, if you have any questions.
► If you have any questions, please contact me. **- correct**
► Please contact me if you have any questions.
► If you have any questions; please contact me.

Question No: 22 (Marks: 1) - Please choose one

Choose the correct sentence.

► Wherever we go people recognize us.
► Wherever we go, "people" recognize us.
► Wherever we go; people recognize us.
► Wherever we go, people recognize us. **- correct**

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

Software functional specs usually contain:

► Assumptions, resources
► Cost target, Maintenance
► A & b **- correct**
► Orientation specs and Functional specs

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

Choose the correct sentence.

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

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

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

► Credibility
► Evaluation **- correct**
► Conciseness
► All of them

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

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

► Abbreviations
► Capitalizations
► Acronyms**- correct**
► None of the above

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

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

► Symbols
► Equations
► Acronyms
► Enumeration **- correct**

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

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**- correct**

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

The **Introduction** of a report answers:

► Proposal

► Facts of report

► Conclusions and Recommendations

► Reader questions**- correct**

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

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

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

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

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

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

Question No: 31 (Marks: 2)

What are Analytical assignments?

These assignments are written to analyze any problems such as why a company is having problems in hiring secretaries, low wage, location of office etc.

Question No: 32 (Marks: 2)

What is the disadvantage of close-ended questions?

The close-ended questions require yes or no answers. Questioner does not receive full response but just a short response.

Question No: 33 (Marks: 2)

Elaborate a few sources of Writer's Block.

Few sources are lack of information, lack of confidence, not having a well defined objective.

Question No: 34 (Marks: 3)

Explain the term Budget Statement.

Budget statement is a table that lists how much money will be spent and collected.

Question No: 35 (Marks: 3)

How can visual aids be helpful in oral presentation?

Visual aids help in delivering the speeches and to accommodate audience's questions and help audiences in understanding the purpose of the presentation.

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Question No: 36 (Marks: 3)

Describe how an organization produces formal reports.

Formal reports usually include:

Research work, collecting ideas, visual aids, writing the material and formatting

Question No: 37 (Marks: 5)

How Fog Index should be used? Explain with examples.

Question No: 38 (Marks: 5)

What are the Functions and Contents of a Progress Report?

To report your progress on any specific work or project.

To report your progress on all activities whole year and by the end of year.

Question No: 39 (Marks: 10)

As a Chairman of a Commission appointed by the Government write a Short Report on the causes of corruption prevailing in an over-staffed government office, make feasible suggestions how to eradicate this evil.

Question No: 40 (Marks: 10)

How can we overcome common writing problems in business communication?

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