

## **FINALTERM EXAMINATION**

ENG201- Business and Technical English Writing (Session - 1)

Marks: 75

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

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**What term is used for development, usually of a gradual kind, toward achieving a goal or reaching a higher standard?**

- ▶ **Sample report**
- ▶ **Planning guide**
- ▶ **Introduction**
- ▶ **Progress report**

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

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**Which of the following you consider while making the framework of your table?**

- ▶ **How to order the rows and columns**
- ▶ **How to align entries in the columns**
- ▶ **Where to place special notes**
- ▶ **All of them**

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

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**Which signature is the most formal?**

- ▶ **Love,**

- ▶ Yours faithfully,
- ▶ Best wishes,
- ▶ Best regards,

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

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**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**

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**Which of the following has a single subject and a single predicate?**

- ▶ Complicated sentence
- ▶ Simple sentence
- ▶ Complex sentence
- ▶ Compound sentence

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

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**Which of the following is the primary vehicle for communication within an organization?**

- ▶ Letter
- ▶ Report
- ▶ Memorandum
- ▶ Proposal

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

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**Biased language that might offend the audience is based on -----**

- ▶ Cultural bias, gender bias
- ▶ Cultural bias, nationality bias
- ▶ Unity bias, nationality bias
- ▶ None of them

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

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**Which one of the the following phrases are likely to offend and should be avoided?**

- ▶ We allow, we must reject
- ▶ I prefer, we must deny
- ▶ I must refuse, we must deny
- ▶ We welcome, I must refuse

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

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**Where can we apply seven C's?**

- ▶ To Non verbal communication
- ▶ To Oral communication
- ▶ To Written communication
- ▶ To written and oral communication

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

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**How can we create motivation among the audience during the presentation?**

- ▶ Through visual aids
- ▶ Through simple use of language
- ▶ Through verbose language
- ▶ Through skill

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

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**How can we increase the audience's ability to absorb and remember information from a purely practical standpoint?**

- ▶ Audience attention
- ▶ Presentation

- ▶ Speech
- ▶ The visual aids

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

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

- ▶ Evaluation
- ▶ Understanding
- ▶ Motivation
- ▶ Attention

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

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Which types of tests are designed to check competency or specific abilities of a candidate, needed to perform a job?

- ▶ Psychological tests
- ▶ Drug tests
- ▶ Job skills tests
- ▶ General tests

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

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What happens when you listen effectively?

- ▶ Sensing
- ▶ Resisting

- ▶ Terminating
- ▶ Unreasoning

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

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

- ▶ Number
- ▶ Enumeration
- ▶ Symbol
- ▶ Pagination

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

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Choose the correct sentence.

- ▶ A dimly lit restaurant can be rather romantic.
- ▶ A dimly-lit restaurant can be rather romantic.
- ▶ A dimly, lit restaurant can be rather romantic.
- ▶ A dimly; lit restaurant can be rather romantic.

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

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Choose the correct sentence.

- ▶ Sharon arriving was unexpected.
- ▶ Sharons' arriving was unexpected
- ▶ Sharons arriving was unexpected.
- ▶ Sharon's arriving was unexpected.

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

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-----is used at the end of a line when a word must be divided or to link the parts of a compound word or phrase.

- ▶ Dash
- ▶ Quotation marks
- ▶ Apostrophe
- ▶ Hyphen

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

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Choose the sentence with the correct comma placement.

- ▶ Although, you may be right I cannot take your word for it.
- ▶ Although you may be right, I cannot take your word for it.
- ▶ Although you may be right I cannot take your word for it.
- ▶ Although, you may be right, I cannot take your word for it.

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

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Choose the sentence with the correct comma placement.

- ▶ 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.
- ▶ We will grant you immunity if you decide to cooperate with us.

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

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Choose the correct sentence.

- ▶ The tomatoes whom grow in her garden are unlike those you buy in a store.
- ▶ The tomatoes who grow in her garden are unlike those you buy in a store.
- ▶ The tomatoes that grow in her garden are unlike those you buy in a store.
- ▶ The tomatoes which grow in her garden are unlike those you buy in a store.

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

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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: 23 ( Marks: 1 ) - Please choose one**

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

- ▶ **He** depends on her in times of need.
- ▶ He depends on **her** in times of need.
- ▶ He depends on **her** in times of need.
- ▶ **He** depends on her in times of need.

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

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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: 25 ( Marks: 1 ) - Please choose one**

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Choose the correct sentence.

- ▶ I read in a book, "If all else fails, succeed; if all else succeeds"...
- ▶ I read in a book, "If all else fails, succeed; if all else succeeds...."
- ▶ I read in a book, "If all else fails, succeed; if all else succeeds..."
- ▶ I read in a book, "If all else fails; succeed; if all else succeeds..."

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

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Choose the correct sentence.

- ▶ 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.
- ▶ When I noticed that our dog cut its paw; I called the veterinarian right away.

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

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Discussion of result and finding is found in which section of a proposal?

- ▶ Budget
- ▶ Procedure
- ▶ Conclusion
- ▶ None of these

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

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

- ▶ Letter reports
- ▶ Business reports
- ▶ Formal reports
- ▶ Informal reports

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

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Choose the correct sentence.

- ▶ As the invitation stated, we'll see you on the tenth for our reunion.
- ▶ 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.
- ▶ Like the invitation stated, we'll see you: the tenth for our reunion.

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

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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: 31 ( Marks: 2 )**

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**What is meant by Outline Purpose?**

**Question No: 32 ( Marks: 2 )**

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**Why Inappropriate Shifts in Mood should be avoided?**

**Question No: 33 ( Marks: 2 )**

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**Explain the term Ornate Language.**

**Question No: 34 ( Marks: 3 )**

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**Which questions are generally asked by readers in reports?**

**Question No: 35 ( Marks: 3 )**

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**How Line Graph is constructed?**

**Question No: 36 ( Marks: 3 )**

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**What do you know about Group-maintenance roles in meeting?**

**Question No: 37 ( Marks: 5 )**

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**What are the Functions and Contents of a Progress Reports?**

**Question No: 38 ( Marks: 5 )**

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**Describe different Moods of a Verb.**

**Question No: 39 ( Marks: 10 )**

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**Give a detailed note on Interview Structure.**

**Question No: 40 ( Marks: 10 )**

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**Why good Visual Aids are essential for Instructions? Give details.**

