

Time: 120 min
Marks: 75

Question No: 1 (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: 2 (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: 3 (Marks: 1) - Please choose one

Which of the following presents the main idea before the supporting data?

- ▶ Strategic plan
- ▶ Indirect plan
- ▶ **Direct plan**
- ▶ Business plan

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

Which of the following is a nonverbal communication conveyed by posture and movement?

- ▶ Expressions
- ▶ **Body language**
- ▶ Nodding of head
- ▶ Smile

Question No: 4 (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: 6 (Marks: 1) - Please choose one

How can you make the following statement Concise?

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: 7 (Marks: 1) - Please choose one

Why important observations, suggestions, or objections should be written?

- ▶ To persuade the reader
- ▶ **To create permanent records**
- ▶ To make communication more effective
- ▶ To establish credibility

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

What should be the purpose of visual aids?

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

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

How will you define building credibility?

- ▶ Try to earn confidence of strangers especially those predisposed to be skeptical or antagonistic.
- ▶ Giving your audience a preview what's ahead add to your authority and more importantly, helps people understand your message.
- ▶ Arousing audience's interest
- ▶ **The relationship you have with your audience**

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

How can we hold audience's attention?

- ▶ Plan to devote half of your time on audience's behavior
- ▶ **Present every point in light of audience's needs and values**
- ▶ By changing tone of voice
- ▶ None of them

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

In which of the following bars are replaced by drawings that represent the thing described?

- ▶ Bar graphs
- ▶ Line Graphs
- ▶ **Pictographs**
- ▶ Photographs

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

Something that stands for or represents something else, especially an object representing an abstraction is called:

- ▶ Pagination
- ▶ **Symbol**
- ▶ Equation
- ▶ Acronyms

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

is used to enclose one or more entire sentences that add relevant but not essential detail to the main discussion.

- ▶ Ellipses
- ▶ Exclamation marks
- ▶ **Parentheses**
- ▶ Brackets

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

Choose the correct sentence.

- ▶ Your award is richly-deserved.
- ▶ **Your award is richly deserved.**
- ▶ Your award is richly, deserved.
- ▶ Your award is richly; deserved.

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

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: 16 (Marks: 1) - Please choose one

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: 17 (Marks: 1) - Please choose one

How many a progress reports in a year is made?

- ▶ One
- ▶ **Two**
- ▶ Three
- ▶ Four

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

What is meant by the term 'Denotative'?

- ▶ **It refers to the literal meaning of a word.**
- ▶ It refers to the surface meaning of the word.
- ▶ It refers to cognitive meaning of words.
- ▶ It refers simple meaning of words.

Question No: 19 (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: 20 (Marks: 1) - Please choose one

Choose the correct sentence.

- ▶ That is a promise that cannot be broken.
- ▶ That is a promise who cannot be broken.
- ▶ That is a promise whom cannot be broken.
- ▶ **That is a promise which cannot be broken.**

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

Choose the correct sentence.

- ▶ The alarm clock went off at 4:00 o'clock.
- ▶ The alarm clock went off at four p.m. o'clock.
- ▶ **The alarm clock went off at four o'clock.**
- ▶ The alarm clock went off at four o'clock p.m.

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

Choose the correct sentence.

- ▶ She will go to her grave with some secrets said Wendy.
- ▶ **"She will go to her grave with some secrets," said Wendy.**
- ▶ "She will go to her grave with some secrets" said Wendy.
- ▶ "She will go to her grave with some secrets." said Wendy.

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

If your message is specific, definite and vivid; which of the following principle has been applied?

- ▶ Completeness
- ▶ Correctness
- ▶ Conciseness
- ▶ **Concreteness**

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

----- is a list of source materials on a particular subject.

- ▶ Index
- ▶ **Bibliography**
- ▶ Appendixes
- ▶ Glossary

Question No: 25 (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: 26 (Marks: 1) - Please choose one

Which of the following aspect denotes the necessary research and organizing ideas?

- ▶ Informal letter
- ▶ **Report production**
- ▶ Manuscript
- ▶ None of them

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

Choose the correct sentence.

