



# Grand Quiz Spring 2021

Subject Code ENG201 lecture 1 to 22

Solved By Riz Mughal



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<https://www.facebook.com/groups/923887914750307>



<https://www.youtube.com/channel/UCINsFwDiB62SValCcPDZbRQ/playlists>

## Dear Viewers:

I'm providing 100% correct quiz solution. You can visit my YouTube channel and get more information about all other subjects' quizzes and final year project (CS619).

RIZ MUGHAL (SQA ENGINEER)


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Question # 1 of 30 ( Start time: 09:53:48 AM, 28 June 2021 )

The word 'peruse' falls in the category of \_\_\_\_\_ words.

Select the correct option

<input type="radio"/>	Ineffective Words
<input type="radio"/>	Familiar Words
<input type="radio"/>	Effective Words
<input checked="" type="radio"/>	Unfamiliar Word



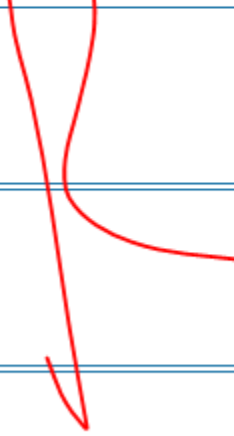
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Question # 2 of 30 ( Start time: 09:54:06 AM, 28 June 2021 )

Articles and pronouns are \_\_\_\_\_.

Select the correct option

<input type="radio"/>	Weak Words
<input checked="" type="radio"/>	Functional Words
<input type="radio"/>	Familiar Words
<input type="radio"/>	Effective Words




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Question # 3 of 30 ( Start time: 09:54:31 AM, 28 June 2021 )

Customers may communicate \_\_\_\_\_ with Customer Services Department.

Select the correct option


- |                                  |                           |
|----------------------------------|---------------------------|
| <input type="radio"/>            | via written communication |
| <input checked="" type="radio"/> | all of the above          |
| <input type="radio"/>            | on telephone              |
| <input type="radio"/>            | in person                 |
- 

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Question # 4 of 30 ( Start time: 09:54:49 AM, 28 June 2021 )

Credible communicators are both \_\_\_\_\_ and \_\_\_\_\_.

Select the correct option

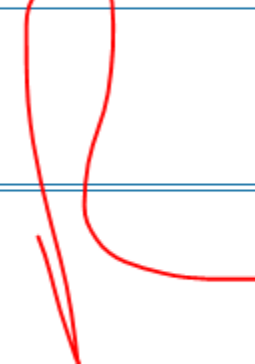
- |                                  |                         |
|----------------------------------|-------------------------|
| <input type="radio"/>            | attractive; intelligent |
| <input type="radio"/>            | intelligent; mature     |
| <input checked="" type="radio"/> | expert; trustworthy     |
| <input type="radio"/>            | expert; attractive      |
- 

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Question # 5 of 30 ( Start time: 09:55:02 AM, 28 June 2021 )

Application letters are usually of \_\_\_\_\_.

Select the correct option

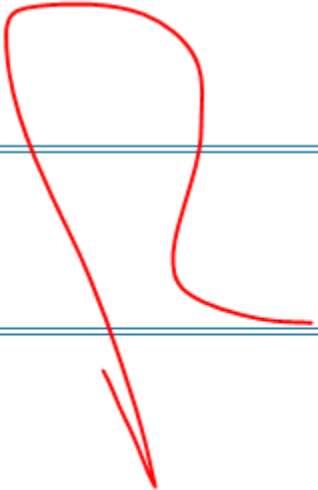
- |                                  |                    |
|----------------------------------|--------------------|
| <input type="radio"/>            | three pages length |
| <input type="radio"/>            | two pages length   |
| <input type="radio"/>            | four pages length  |
| <input checked="" type="radio"/> | one page length    |
- 

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Question # 6 of 30 ( Start time: 09:55:24 AM, 28 June 2021 )

.....are challenging to write because we know our readers will not be happy to receive the news.

Select the correct option

- |                                  |                    |
|----------------------------------|--------------------|
| <input type="radio"/>            | Persuasive letters |
| <input type="radio"/>            | Claim letters      |
| <input checked="" type="radio"/> | Bad news messages  |
| <input type="radio"/>            | Complain Letters   |
- 

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Question # 7 of 30 ( Start time: 09:55:37 AM, 28 June 2021 )

For courteous ending of a conversation, one should often .....

Select the correct option

- |                                  |   |
|----------------------------------|---|
| <input type="radio"/>            | began to look impatient hoping the other person will get the hint |
| <input type="radio"/>            | All of the above  |
| <input checked="" type="radio"/> | wrap up the conversation with a closing statement                 |
| <input type="radio"/>            | watch the time again and again on the clock                       |

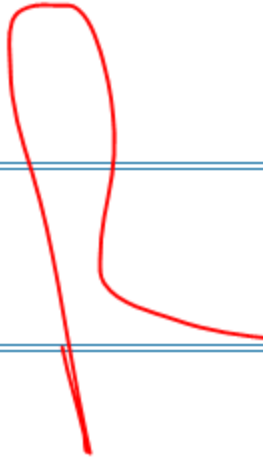


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Question # 8 of 30 ( Start time: 09:55:51 AM, 28 June 2021 )

Letters of recommendation are extremely important:

Select the correct option

- |                                  |                                 |
|----------------------------------|---------------------------------|
| <input type="radio"/>            | To award a scholarship or grant |
| <input type="radio"/>            | To admit an individual          |
| <input checked="" type="radio"/> | All of the given options        |
| <input type="radio"/>            | In decisions to hire            |
- 

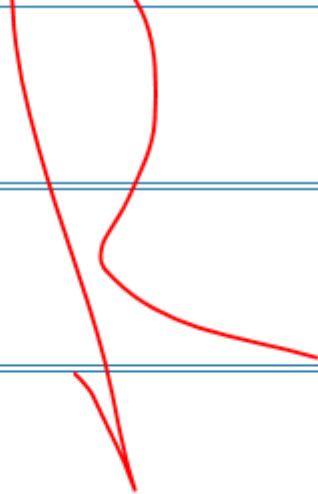
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Question # 9 of 30 ( Start time: 09:56:06 AM, 28 June 2021 )

Bad news is not delivered directly as it falls under the category of \_\_\_\_\_ messages.

Select the correct option

<input checked="" type="radio"/>	negative
<input type="radio"/>	none of the above
<input type="radio"/>	neutral
<input type="radio"/>	positive




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Question # 10 of 30 ( Start time: 09:56:20 AM, 28 June 2021 )

Choose the correct transitional marker.  
To succeed in this task, you will need a journal \_\_\_\_\_ to the calendar on your computer.

Select the correct option

<input type="radio"/>	caused by
<input checked="" type="radio"/>	in addition
<input type="radio"/>	and
<input type="radio"/>	as well as

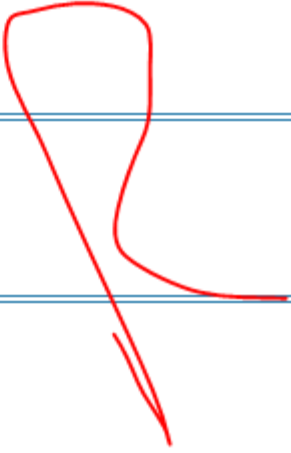


Question # 11 of 30 ( Start time: 09:56:36 AM, 28 June 2021 )

----- reports are written to solve problems, analyze information, draw conclusions, and make recommendations.

Select the correct option

<input type="radio"/>	Feasibility
<input type="radio"/>	Recommendation
<input checked="" type="radio"/>	Analytical
<input type="radio"/>	Informational




Question # 12 of 30 ( Start time: 09:56:51 AM, 28 June 2021 )

Total Marks: 1

In the \_\_\_\_\_ of a job application letter you have to refer to your enclosed résumé and express your desire for an interview, stating when and how you can be contacted.

Select the correct option

<input type="radio"/>	end notations
<input checked="" type="radio"/>	end matter
<input type="radio"/>	body
<input type="radio"/>	front matter




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Question # 13 of 30 ( Start time: 09:57:08 AM, 28 June 2021 )

Concise business writing includes \_\_\_\_\_.

Select the correct option

<input type="radio"/>	Compound words
<input type="radio"/>	Complex words
<input type="radio"/>	Long words
<input checked="" type="radio"/>	Short words



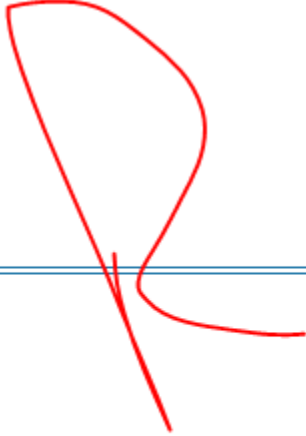
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Question # 14 of 30 ( Start time: 09:57:36 AM, 28 June 2021 )

\_\_\_\_\_ the news on at five or six?

Select the correct option

<input type="radio"/>	is
<input checked="" type="radio"/>	are




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Question # 15 of 30 ( Start time: 09:58:04 AM, 28 June 2021 )

Nobody \_\_\_\_\_ the trouble I've seen.

Select the correct option

<input checked="" type="radio"/>	knows
<input type="radio"/>	know






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Question # 16 of 30 ( Start time: 09:58:17 AM, 28 June 2021 )

Prepositions and articles are included in \_\_\_\_\_ words.

Select the correct option

<input type="radio"/>	concrete
<input checked="" type="radio"/>	functional
<input type="radio"/>	content
<input type="radio"/>	strong

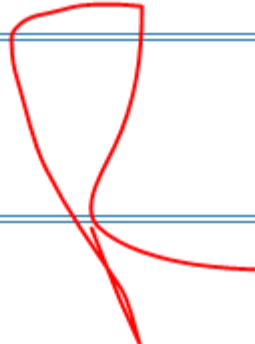


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Question # 17 of 30 ( Start time: 09:58:32 AM, 28 June 2021 )

A sales letter is a document designed to generate sales; therefore, it persuades the reader to \_\_\_\_\_

Select the correct option


- |                                  |                                |
|----------------------------------|--------------------------------|
| <input type="radio"/>            | Lend support to the product    |
| <input type="radio"/>            | Take specific action           |
| <input checked="" type="radio"/> | All of the above               |
| <input type="radio"/>            | Request additional information |
- 

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Question # 18 of 30 ( Start time: 09:59:16 AM, 28 June 2021 )

Which of the following should be kept in mind to achieve Completeness?

Select the correct option


- |                                  |                                   |
|----------------------------------|-----------------------------------|
| <input checked="" type="radio"/> | Provide all necessary information |
| <input type="radio"/>            | Use accurate grammar              |
| <input type="radio"/>            | Use 'You attitude'                |
| <input type="radio"/>            | Avoid unnecessary details         |
- 

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Question # 19 of 30 ( Start time: 09:59:36 AM, 28 June 2021 )

If you expect your audience to \_\_\_\_\_ with you, use a structure that focuses attention on conclusion.

Select the correct option

- |                                  |          |
|----------------------------------|----------|
| <input type="radio"/>            | confront |
| <input checked="" type="radio"/> | agree    |
| <input type="radio"/>            | disagree |
| <input type="radio"/>            | argue    |
- 

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Question # 20 of 30 ( Start time: 10:00:11 AM, 28 June 2021 )

Functional words express relationships among.....

Select the correct option

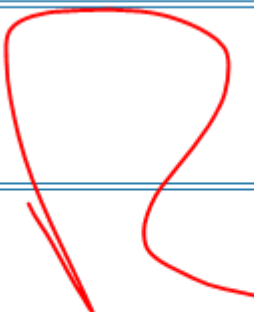
<input type="radio"/>	prepositions
<input checked="" type="radio"/>	content words
<input type="radio"/>	lexical meanings
<input type="radio"/>	words

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Question # 21 of 30 ( Start time: 10:00:26 AM, 28 June 2021 )

Short \_\_\_\_\_ are usually more vivid than long ones and improve the readability of a document.

Select the correct option

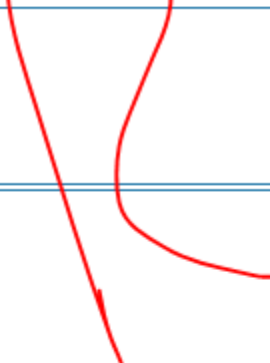
- |                                  |           |
|----------------------------------|-----------|
| <input checked="" type="radio"/> | words     |
| <input type="radio"/>            | idioms    |
| <input type="radio"/>            | phrases   |
| <input type="radio"/>            | fragments |
- 

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Question # 22 of 30 ( Start time: 10:00:40 AM, 28 June 2021 )

What is the most important implicit goal of a business document?

Select the correct option

- |                                  |                             |
|----------------------------------|-----------------------------|
| <input checked="" type="radio"/> | To establish a relationship |
| <input type="radio"/>            | To give instructions        |
| <input type="radio"/>            | To provide information      |
| <input type="radio"/>            | To argue with reader        |
- 

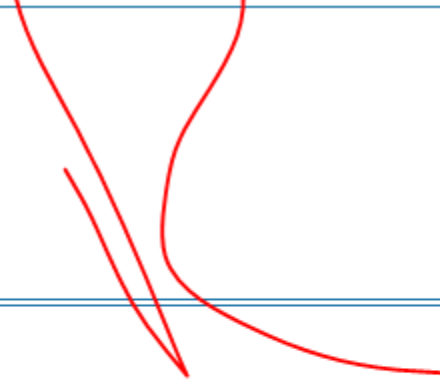
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Question # 23 of 30 ( Start time: 10:01:12 AM, 28 June 2021 )

Job application letter should accurately restate the key terms of employment.

Select the correct option

<input type="radio"/>	True
<input checked="" type="radio"/>	False





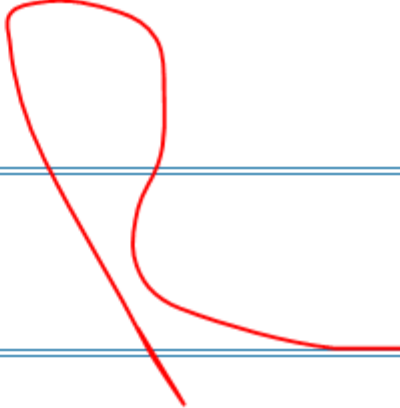
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Question # 24 of 30 ( Start time: 10:01:32 AM, 28 June 2021 )

Select the right option to fill in the blank.  
The children forgot their homework, \_\_\_\_\_ the teacher was angry with them.

Select the correct option

<input type="radio"/>	while
<input checked="" type="radio"/>	so
<input type="radio"/>	after
<input type="radio"/>	because

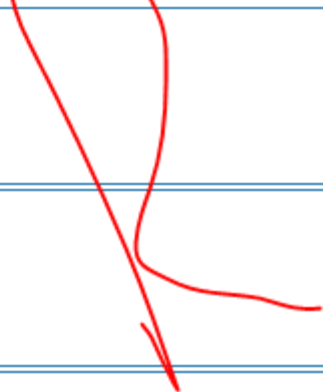


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Question # 25 of 30 ( Start time: 10:01:46 AM, 28 June 2021 )

Choose the best option:  
One of the major flaws of a failed communication is \_\_\_\_\_.

Select the correct option

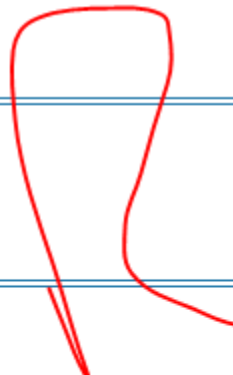
- |                                  |                                    |
|----------------------------------|------------------------------------|
| <input type="radio"/>            | elaborated details                 |
| <input type="radio"/>            | fixed explanations                 |
| <input checked="" type="radio"/> | the disorganization of the content |
| <input type="radio"/>            | short and compact content          |
- 

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Question # 26 of 30 ( Start time: 10:01:59 AM, 28 June 2021 )

Reports cover everything including:

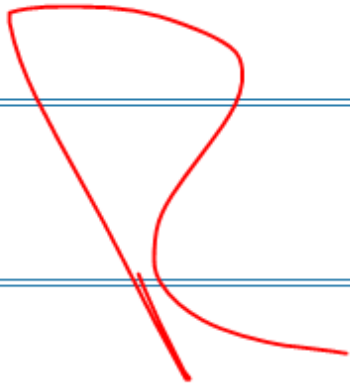
Select the correct option

- |                                  |                         |
|----------------------------------|-------------------------|
| <input checked="" type="radio"/> | All of the given        |
| <input type="radio"/>            | Brief, informal letters |
| <input type="radio"/>            | Memos                   |
| <input type="radio"/>            | Preprinted forms        |
- 

Question # 27 of 30 ( Start time: 10:02:14 AM, 28 June 2021 )

Which type of letter can be used as a legal document to show the transaction between the customer and vendor?

Select the correct option

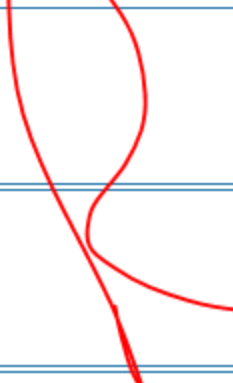
- |                                  |                    |
|----------------------------------|--------------------|
| <input type="radio"/>            | Inquiry letter     |
| <input checked="" type="radio"/> | Order letter       |
| <input type="radio"/>            | Request letter     |
| <input type="radio"/>            | Transmittal letter |
- 

## Question # 28 of 30 ( Start time: 10:02:28 AM, 28 June 2021 )

Choose the correct option from the following.  
\_\_\_\_\_ are like good mail order forms, although they also provide more room for explaining special needs.

## Select the correct option

<input checked="" type="radio"/>	Order Letters
<input type="radio"/>	Acceptance Letters
<input type="radio"/>	Complaint Letter
<input type="radio"/>	Transmittal Letters

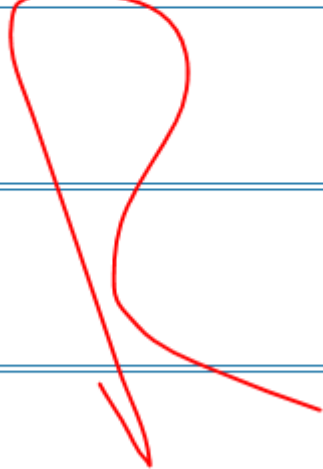


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Question # 29 of 30 ( Start time: 10:02:42 AM, 28 June 2021 )

\_\_\_\_\_ at the moment, I'll get to the market.

Select the correct option

- |                                  |                          |
|----------------------------------|--------------------------|
| <input type="radio"/>            | For it isn't rain        |
| <input type="radio"/>            | As it doesn't rain       |
| <input checked="" type="radio"/> | As it isn't raining      |
| <input type="radio"/>            | Because it isn't raining |
- 


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Question # 30 of 30 ( Start time: 10:02:57 AM, 28 June 2021 )

Which of the following parameters defines psychographics of consumers?

Select the correct option

<input checked="" type="radio"/>	Attitudes
<input type="radio"/>	Income
<input type="radio"/>	Occupation
<input type="radio"/>	Education





# Thank you for watching

Please share it with your friends 😊

RIZ MUGHAL (SQA ENGINEER)

