



ENG201 FINAL TERM SHORT QUESTION 2021

FROM LECTURE 23 TO 45

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Q.NO.1

Difference between vague and ornate language?

## SOLUTION

**Ornate Language** Use the simplest, most direct words possible. simplest Used for their own sake, **ornate** words simply distract the reader from your main point.

**Vague Language** Although the amount of detail in your writing will depend on your audience, use specific facts whenever possible.



## Q.NO.2

what is basic difference between memo and letter?

## SOLUTION

**Business memos** are internal documents sent to employees to convey information about the company. It means its use to talk inside organization.

**business letters** are external communiqués, often related to sales activities or customer needs or to query a vendor or government agency. It means its use to talk outside organization.



## Q.NO.3

What is proposal writing?

## SOLUTION

The **proposal** outlines the plan of the implementing organization about the project, giving extensive information about the intention, for implementing it, the ways to manage it and the results to be delivered from it ..... A **proposal** is a very important document.



## Q.NO.4

What is an example of a dangling modifier?

## SOLUTION

A **modifier** is considered **dangling** when the sentence isn't clear about what is being modified. For **example**, "The big" doesn't make sense without telling what is big which leaves "big" as a **dangling modifier**; but, "the big dog" is a complete phrase.



## Q.NO.5

write any two rules to create visual aids in your communication?

## SOLUTION

Answer: Page10

1. Use color on your slides but avoid orange and yellow which do not show up very well when projected. For text only, white or yellow on blue is pleasant to look at and easy to read.
2. Typically use a minimum 18pt Times Roman on OHPs, and preferably larger. A guideline is: if you can read the OHP from a distance of 2 meters (without projection) then it's probably OK



## Q.NO.6

### **The Qualities of a good manuscript?**

Answer:-Page 126

◆ A manuscript should be visually attractive. This means that it should be orderly, that there should be obvious divisions and subdivisions. A manuscript should invite readership. The type should be clear in a manuscript, and the production should not be sloppy. A report or paper must be sufficiently detailed. There should be enough detail, though, to satisfy the projected readers' needs for information. After this, the document must be proofread, which should not be confused with editing. While editing requires being judgmental, proofreading is a quick checking for errors.



## Q.NO.7

What is the purpose of business message?

## Solution

The general purpose of a business message is to **inform, persuade**, and collaborate with your **audience**.

There are three purposes for a message: **inform, persuade** or goodwill. The first purpose is to **inform** where a message can be used to communicate routine, repetitive, daily tasks, instructions, codes, steps and **procedures** in the workplace.



## Q.NO.8

Write any two rules for capitalization? 2 marks

## Solution

- **Capitalize** the first words of sentences, including sentences cited in quotations.
- **Capitalize** all nouns, pronouns, verbs, adjectives, adverbs, and subordinating conjunctions.



## Q.NO.9

## Solution

**How to conduct a job interview**

1. Prepare for the **interview**.
2. Understand the STAR **interview** process.
3. Describe the company and the position to the interviewee.
4. Explain the **interview** process to your interviewee.
5. Learn about the interviewee's career goals.
6. Ask questions related to the position.
7. Gather more information with follow up questions.



## Q.NO.10

### Solution

There are ways of making an oral communication?

1. Extempore.
2. Impromptu.
3. Memorization.
4. Reading.
5. Modes of Diliver
6. Delivery Guideline



## Q.NO.12

How Formal Speeches and Presentations can be developed?

### Solution

**Answer:**

Developing formal speeches and presentations:

Developing a major speech or presentation is much like writing a formal report, with one unique to an oral communication channel. This is both an opportunity and a challenge. The opportunity lies in the interaction that's possible between you and the audience.



## Q.NO.13

Explain 'Title fly and Title Page'.

## Solution

Answer: Title fly and Title Page:

The title fly is a plane sheet with only the title of the report on it. The title report includes four blocks of information: The title of the report The name, title and address of the person that authorized the report The name, title and address of the person that prepared the report The date on which the report was submitted.



## Q.NO.14

Writer's Block:

## Solution

Writer's block is what we call the experience of getting stuck while writing. Although the results are the same, there are many sources of writer's block: lack of information, lack of a well defined purpose, poor knowledge of the audience, lack of confidence.

Lack of Information:

Lack of a Well-Defined Purpose:

Poorly Analyzed Audience:

Lack of Confidence:

Organizational Problems:

Punctuation Problems:



## Q.NO.15

**In how many ways Question Marks are used?**

## Solution

Answer: Page 140

In 3 ways Question Marks can be used.

1. Use a question mark to end an interrogative sentence. Have past efforts to develop an AIDS vaccine been based on the wrong approach?
2. Use a question mark to change a declarative or imperative sentence into a question. Their testing of the system was exhaustive? [declarative changed to interrogative] Start production on Friday? [imperative changed to interrogative]
3. When a directive or a command is phrased as a question, a question mark is optional.



## Q.NO.16

### What Is a Sentence Fragment?

#### Solution

It is missing one of three critical components: a subject, a verb, and a complete thought.

What is an example of a sentence fragment?

Here is a glaring **example of a sentence fragment**: Because of the rain. On its own, because of the rain doesn't form a complete thought. It leaves us wondering what happened because of the rain.



## Q.NO.16

Which is an example of an open ended question?

## Solution

**Open-ended questions** are broad and can be answered in detail (e.g. "What do you think about this product?"), while **closed-ended questions** are narrow in focus and usually answered with a single word or a pick from limited multiple-choice options (e.g. "Are you satisfied with this product?" → Yes/No/Mostly/Not quite).



## Q.NO.17

**Write a note on correctness principle of communication?**

### **Solution**

Answer:-Page 41

The following things are at the core of concreteness.

- Grammar • Punctuation • Spelling



## Q.NO.18

**What are organizational charts?**

Answer: Page 119

An organizational chart uses rectangles and lines to represent the arrangement of people and departments in an organization. It reveals the organization's hierarchy, indicating how the smaller units are combined to create larger units. It also indicates who reports to whom and who gives direction to whom.



## Q.NO.19

**How is a diagram created?**

Answer:-119

- Decide exactly what you want to show.
- Create an appropriate means to represent your subject with geometric shapes, or perhaps sketches that suggest their appearance.
- Provide the explanations people need in order to understand your diagram as a separate key, in the title or as part of the diagram itself.



## Q.NO.20



## **Q: Difference b/w consideration and courtesy?**

Answer:-

The difference between consideration and courtesy is the feeling that goes behind it. Consideration is more compassionate and has more depth because when you are considerate of another person's needs or feelings you care and are concerned about what to do concerning that person. On the other hand, courtesy is mainly because you feel like it's the right thing to do, you don't care as much or you don't have much attachment to why you are doing it.

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## **Extara File You Can Also Read This File**

### **ENG201 SUBJECTIVE**

#### **Q: Difference between letter and memorandum?**

Answer:-

The difference between memo and letter is that letter is used to communicate outside the organization whereas memo is used to communicate inside the organization.

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#### **Q: Write a note on correctness principle of communication?**

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#### **Q: How will you make favorable response to claim and adjustment request?**

Answer: Page 72

Don't blame an individual or a specific department, and avoid such lame excuses as "Nobody's perfect" or "Mistakes will happen."

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#### **Q:What are the general rules for capitalizing letters?**

Answer: Page 146

1. Capitalize the first words of sentences, including sentences cited in quotations.
2. Capitalize all nouns, pronouns, verbs, adjectives, adverbs, and subordinating conjunctions.
3. Capitalize proper names, including any particular person, object, place, project, institution, river, vessel, genus, culture, ethnic group, or formal job title.
4. The letter I, when used as a pronoun referring to yourself must always be written as a capital letter.
5. Capitalize any word, regardless of the part of speech, if it is the first or last word of the title or subtitle or a proper name or if it follows a punctuation mark indicating a break in the title

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#### **Q: What problems do we face while using staked modifies and nouns, and how can we over comes then?**

Answer: Page 130

Avoid using long strings of modifiers or nouns. These stacked modifiers and nouns can be hard to read and sometimes create ambiguity. Add a few words (especially prepositions and conjunctions) to make the relationships between nouns clear to the reader.

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**Q: How is a diagram created?**

Answer:-119

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- Provide the explanations people need in order to understand your diagram as a separate key, in the title or as part of the diagram itself.

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**Q: Difference b/w consideration and courtesy?**

Answer:-

The difference between consideration and courtesy is the feeling that goes behind it. Consideration is more compassionate and has more depth because when you are considerate of another person's needs or feelings you care and are concerned about what to do concerning that person. On the other hand, courtesy is mainly because you feel like it's the right thing to do, you don't care as much or you don't have much attachment to why you are doing it.

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**Q: Difference b/w Table of content and appendix of a report?**

Answer:-Page123

The table of contents provides an outline of analysis reports for readers who do not wish to read the entire report or flip through it looking for the section which contains what they are looking for. On the other hand, appendix would include derivations of equations, tables of raw data, sample equations, and so forth. But the only way to be certain that what is placed in the appendix belongs there is to assess it within the context of audience needs

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**Q: The Qualities of a good manuscript?**

Answer:-Page 126

A manuscript should be visually attractive. This means that it should be orderly, that there should be obvious divisions and subdivisions. A manuscript should invite readership. The type should be clear in a manuscript, and the production should not be sloppy. A report or paper must be sufficiently detailed. There should be enough detail, though, to satisfy the projected readers' needs for information. After this, the document must be proofread, which should not be confused with editing. While editing requires being judgmental, proofreading is a quick checking for errors.

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**Q: what is the common ways establishing credibility while organizing a business message?**

Answer:- Page 54

Don't make a false promise. People are more likely to react positively to your message when they have confidence in you. Example Instead of this We hope this recommendation will be helpful. Use this we're glad to make this recommendation. Be Polite: Try to express facts in a kind and thoughtful manner. Use extra tact when writing and when communicating with higher-ups. Promptness is a form of courtesy. Project the Company Image: Subordinate your own style to that of the company

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**Q: Write any two rules to create visual aids in your communication?**

Answer: Page10

1. Use color on your slides but avoid orange and yellow which do not show up very well

when projected. For text only, white or yellow on blue is pleasant to look at and easy to read.

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**Q: Explain dangling modifier?**

Answer: Page 132

A modifier whose connection to the sentence is implied or intended but not actually made explicit is said to dangle. Dangling modifiers detract from the clarity of your writing, so you should make sure your modifiers are properly connected to the words they modify

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**Q: What is Basic difference between vague and ornate language?**

Answer: Page 136

These facts make the difference between vague assertions and accurate scientific reporting. In ornate language Use the simplest most direct words possible. Used for their own sake, ornate words simply distract the reader from your main point.

Vague Language: Although the amount of detail in your writing will depend on your audience use specific facts whenever possible.

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**Q: How can we create a pie chart?**

Answer: Page 118

To create a pie chart, you draw a circle and draw lines that slice it into wedges. Each wedge occupies a portion of the circle's circumference proportional to the amount of the total pie that the wedge represents. Arrange the wedges in a way that helps your audience determine the rank order of the wedges and compare the relative sizes of particular wedges

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**Q: What are the basic purposes of business message?**

Answer: Page 47

Common purpose of Business messages: Inform Persuade Collaborate

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**Q: How can you conducting interview on job?**

Answer: Page 152

The conversation bounces back and forth from interviewer to interviewee. Although the interviewer guides the conversation, the interviewee may also seek to accomplish a purpose, perhaps to:

- obtain or provide information,
- solve a problem
- to create goodwill
- persuade the other person to take action.

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**Q: What is the problem with a double negative in a sentence?**

Answer:

Use only one negative word to express a negative idea. In English, using two negative words to express one negative idea creates a positive rather than a negative interpretation.

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**Q:What is Analogy?**

Answer:

An analogy is a comparison of certain similarities between things which are otherwise unlike. Discussion In education, teachers commonly uses analogies to introduce something new to students. They compare the new material to something the students already know and understand. Example

Here is an example of an analogy: • A Street light is like a star. Both provide light at night, both are in predictable locations, both are overhead, and both serve no function in the

daytime.

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**Q:What is coherence and why is it important?**

Answer:

Coherence underlies a variety of physical phenomena, such as interference and diffraction. Coherence is also responsible for many of the remarkable properties of laser radiation; laser light is coherent, which is to say that the light waves from a laser are all in phase.

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**Q; Differentiate between Graphic visual aids and Text visuals.**

Ans:

Two types of visual aids are used to supplement speeches and presentations Text visuals consist of words and help the audience follow the flow of ideas. Because text visuals are simplified outlines of your presentation, you can use them to summarize and preview the message and to signal major shifts in thought. On the other hand, graphic visual aids illustrate the main points they help the audience grasp numerical data and other information that would be hard to follow if presented orally.

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**Q:Define the term Diagram.**

Answer: Page 119

A diagram is much like a drawing except that drawings accurately convey the actual appearance of things, diagrams depict subjects more abstractly.

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**Q:Define the term Conflict Phase.**

Answer: Page 157

In the conflict phase members begin to discuss their positions on the problem

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**Q: How Line Graph is constructed?**

Answer: Page 118

In line graphs, you generally show how variation in dependent variable is affected by variation in the independent variable. Line graphs almost always show the dependent variable on the vertical axis and the independent variable on the horizontal one. Time is usually treated as an independent variable so it goes on the horizontal axis. Mark off each axis at regular intervals, using labeled tick marks.

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**Q:What is the purpose of using Quotation Marks?**

Answer: Page 141

1. To enclose the names of articles, short reports, and other brief documents cited in your document o
2. To indicate direct quotations of speech or excerpts from other documents.

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**Q: What are the major components of Letter of Recommendation?**

Answer: Page 174

Major Components of a letter of Recommendation are: • Head • Body • Footer • Headings

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**Q: In how many ways Question Marks are used?**

Answer: Page 140

In 3 ways Question Marks can be used.

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3. When a directive or a command is phrased as a question, a question mark is optional. -

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**Q: Which steps should be followed while writing Persuasive Messages?**

Answer: Page 77

Following steps are involved in writing persuasive messages.

1. Determine the main idea.
2. Define the audience.
3. Choose the approach and format.

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**Q: What is Ownership of a writer's work? Explain with an example.**

Answer: Page 4

Ownership of a writer's work is very important. While at school your communication only belongs to you, at work however, your communication will belong only partly to you. They will belong to your employer. What you write at work represents not only you but also your department or your employer. Example If you write a letter or report to a customer, the customer views it as an official communication from your employer. If you write a proposal, your employer will get the contact - or lose it. Employees often work on committees that write reports, proposals, and other documents collaboratively. The final version cannot be accredited to only one individual. People often write communications that are sent under someone else's name. It is common for departmental reports to be signed by Head of Department, even though are written by staff members.

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**Q: Which steps should be followed while addressing a large audience?**

Answer: Page 163

While addressing a large audience, you'll want to establish a more formal atmosphere. Hold the presentation in an auditorium or in Hall. Show slides on films to dramatize your message. Ask people to hold their questions until after you've completed your remarks.

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**Q:) Name the 'Specifications' that are commonly used in computer industry.**

Answer: Page 121

Specifications which are commonly used in computer industry are:

- Requirement specs
- Functional specs
- Design specs
- Test specs

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**Q: How does Lack of a Well-Defined Purpose make writing difficult?**

Answer: Page 124

A poorly defined purpose of your communication will inevitably make writing more difficult, and may block it altogether. Sometimes you will experience this as a lack of information; often you will notice it as paragraphs, sections, or entire reports or papers that shift topic in the middle.

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**Q: How can listening skill be improved?**

Answer: Page 151

You can improve your listening ability by becoming more aware of the habits that distinguish good listeners from bad. In addition, put nonverbal skills to work as you listen:

- Maintain eye contact
- React responsively with head nods or spoken signals
- Pay attention to the speaker's body language You might even test yourself from time to time: when someone is talking, ask yourself whether you're actually listening to the speaker or mentally rehearsing how you'll respond.

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**Q: What is the difference between Formal and Informal letter?**

Answer:

1. A formal letter is a letter written to a business, a college, or any professional that is not considered friends or family. While an informal letter is a letter you would write to a friend

of family member. It doesn't necessarily need a format, but there is a standard.

2. A formal greeting would include a title such as Mr. or Mrs. an informal would be addressing them by first name or nickname, i.e. Dear Susie instead of Dear Mrs. Smith.

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**Q: Which points should be kept in mind while composing the 'Title Page' of a Report?**

Answer: Page 123

1. A title page should be designed with visual order in mind.
2. It should be balanced from top to bottom and from left to right.
3. It should provide enough information for readers to be able to tell what the context of the report is and what the report is about.

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**Q: What are Group Interviews?**

Answer

In this type of interview interviewees meet several candidates simultaneously. This is the best type of interview to judge the inter-personal skills of a candidate.

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**Q: Name the types of Oral Communication.**

Answer: Page 172

Types of Oral communication are as follows:

- Extempore • Impromptu • Memorization • Reading • Modes of delivery • Delivery guidelines

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**Q: Is it possible that a visual aid can be displayed without a title? Discuss.**

Answer: Page 116

Yes, it's possible that a visual aid can be displayed without a title. Sometimes you don't need to provide a title for a visual aid. That happens, for instance, when you are including a very short table in your text in a way that makes perfectly clear what it contains. Similarly, the visual aids in brochures are often untitled, though they are much rarer in reports and proposals.

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**Q: Why Visual Aids should be made easy?**

Answer: Page 111

Visual aids should be made easy for audiences. They should be made without any hazards or problems. Attention of audiences is very important for the presentation, report etc. Well designed visual aids are much more economical than words. Visual aids that are poorly planned and prepared can be just as confusing and frustrating for readers as poorly written prose.

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**Q: What are the various purposes of Abbreviations?**

Answer: Page 147

Abbreviations, shortened forms of words, are commonly employed in scientific and technical writing. However, avoid unnecessary abbreviations which can confuse a reader. Some abbreviations are always followed by a period.

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**Q: How 'document accuracy' differs from 'technical accuracy'?**

Answer: Page 27

1. The 'document accuracy' refers to the proper coverage of your topics in appropriate details. Whereas 'technical accuracy' requires stylistic accuracy but is not based solely on it.
2. Technical accuracy depends on the writer's conceptual mastery of the subject and its vocabulary, as well as on his or her ability to analyze and shape data with a minimum of distortion while Document accuracy is generally cultivated by a clear problem statement and by a preliminary outline.

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

Answer: Page 113

The conventional superstructure for instructions contains five elements • Introduction • Description of the equipment

- Theory of operations • Lists of material and equipment • Guide to trouble shooting

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**Q: Differentiate between Self-oriented roles and Task-facilitating roles performed by the members of a meeting.**

Answer: Page 157

Self oriented roles:

- Controlling: dominating other by exhibiting superiority or authority.
- Withdrawing: retiring from the group either by becoming silent or by refusing to deal with a particular aspect of the group's work.
- Attention seeking: calling attention to one and demanding recognition from others.
- Diverting: focusing group discussion on topics of interest to the individual rather those relevant to the task.

Task facilitating roles:

- Initiating: getting the group started on a line of inquiry.
- Information giving or seeking: offering (or seeking) information relevant to questions facing the group.
- Coordinating: showing relationships among ideas, clarifying issues, summarizing what the group has done.
- Procedure setting: suggesting decision-making procedures that will move the group toward the goal.

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**Q: What are the Technical Terms? Explain in detail.**

Answer: Page 136

Technical terms are an essential part of all technical and scientific writing. Each field and specialty typically uses a vocabulary that relays a variety of specialized concepts by means of technical language. These special terms convey concentrated meanings that have been built up over significant periods of study of a field. It is important that you should be aware of your audience's level of understanding. If they are not experts in your field, you will need to substitute more general terms for your specialized terms. That means that you may not be able to write with great accuracy about your topic.

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**Q: What are the characteristics of a good interviewer?**

Answer: Page 154

Good interviewers are good at collecting information, listening, and probing, so should develop set of interview questions and decide on their sequence

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**Q: What is coherence and why is it important?**

Answer: Page 28 and 37

In a coherent sentence the words are arranged so that the ideas clearly express the intended meaning. It is important because it is the quality of hanging together, of providing the reader an easily followed path. Coherence can dramatically improve the reader's ability to understand your material by promoting its flow or readability. Coherence is especially valued in technical communication and writing because of the inherent complexity of the subjects. At the level of the whole document, coherence helps to provide the larger picture, in which the connections among the parts of the document are made clear by the writer.

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**Q: What are Test Specifications?**



Answer:

It is the way in which you test something. It includes the requirements for the test equipment, how you connect the test equipment to what is being tested, what you do during each test, and the acceptable results for each test.

**Q: What is the disadvantage of close-ended questions?**

Answer:

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

**ALLAH**

**HAFIZ**

**and JAZAK ALLAH.**

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