

For Solved Visit **VU Answer**

## ENG201 Final Term Papers By Waqar (File 1)

The screenshot displays a web browser window titled "VU Examination System (CLIENT) YUTES 6.5: Spring 2012 (FinalTerm) - Windows Internet Explorer". The address bar shows "http://localhost/YUTES/client/Instructions.aspx". The page content includes:

- Question No : 1 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Question: Which one of the following is NOT the purpose of experts while reading a document?
- Answer ( Please select your correct option )
- Four radio button options:
  - to maintain and expand their own general expertise
  - to obtain specific answers to their own research and writing
  - to evaluate a document's technical or scientific content
  - to condemn the document
- Start Time: 4:27 PM
- Time Left: 111:00
- Navigation buttons: back, forward, search, and refresh.

At the bottom of the screenshot, the text "MADE BY WAQAR SIDDHU" is overlaid in a large, stylized font.

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The screenshot displays a web browser window titled "VU Examination System (CLIENT) VUTES 6.5 :... Spring 2012 (FinalTerm) ... - Windows Internet Explorer". The address bar shows "http://localhost/VUTES/client/Instructions.aspx". The page content includes:

- Question No : 2 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Question: "What is the most important implicit goal of a business document?"
- Answer (Please select your correct option )
- Four radio button options:
  - To provide information
  - To give instructions
  - To argue with reader
  - To establish a relationship
- Start Time: 4:27 PM
- Time Left: 111:00
- Navigation buttons: Home, Back, Forward, Stop, Print

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- Question No : 3 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Question: Which one of the following options should be used during business correspondence?
- Answer ( Please select your correct option )
- Options:
  - Choppy sentences
  - Passive sentences
  - Bias-free language
  - Cliches
- Start Time: 4:27 PM
- Time Left: 111:00

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- Question No : 4 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Question: Which one of the following cannot be excluded from a resume?
- Answer ( Please select your correct option )
- Options:
  - Gaps in employment history
  - Contacts
  - Computer skills
  - Hobbies and interests
- Start Time: 4:27 PM
- Time Left: 111:00

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- Question No : 5 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Question: What is meant by group-maintenance roles?
- Answer ( Please select your correct option )
- Four radio button options:
  - Offering to yield on a point in the interest of reaching mutually acceptable decision
  - Drawing out other members by showing verbal support, praise or agreement
  - Drawing out other members by showing non verbal support, praise or agreement
  - Suggesting decision-making procedures that will move the group towards the goal
- Start Time: 4:27 PM
- Time Left: 111:00
- Navigation buttons: back, forward, search, and refresh.

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Question No : 6 of 52 Marks: 1 (Budgeted Time 1 Min)

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

Answer ( Please select your correct option )

- Composing business message
- Defining objectives
- Bad news message
- Planning business message

Start Time: 4:27 PM  
**111:00**  
Time Left

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Question No : 42 of 52 Marks: 2 (Budgeted Time 4 Min)

Define fundamental factors of written communication.

Answer ( Please click here to Add Answer )

Rich text editor toolbar: Normal, Arial, 12, Bold, Italic, Underline, Bulleted List, Numbered List, Indent Left, Indent Right, Undo, Redo, Print, 100%

Start Time: 4:27 PM  
**105:00**  
Time Left

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Question No : 45 of 52 Marks: 3 (Budgeted Time 6 Min)

Which questions one should ask oneself before interview? Explain with examples.

Answer ( [Please click here to Add Answer](#) )

Start Time: 4:27 PM  
**104:00**  
Time Left

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Question No : 47 of 52 Marks: 3 (Budgeted Time 6 Min)

How can 'motivation' be used to write effective instructions?

Answer ( [Please click here to Add Answer](#) )

Start Time: 4:27 PM  
**103:00**  
Time Left

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- Question No : 7 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Question: Which of the following reports is used to establish a record?
- Answer ( Please select your correct option )
- Options:
  - Letter
  - Memorandum
  - Business message
  - Long report
- Start Time: 4:27 PM
- Time Left: 114:00

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YU Examination System (CLIENT) YUTES 6.5 :... Spring 2012 (FinalTerm) ... - Windows Internet Explorer

http://localhost/YUTES/client/Instructions.aspx

File Edit View Favorites Tools Help

Examination VU Examination System (... x)

Question No : 8 of 52 Marks: 1 (Budgeted Time 1 Min)

What is the best answer if the interviewer asks you, "Where do you want to be five years from now"?

Answer ( Please select your correct option )

- This job is a stopover on my way to something bigger.
- I would like to reach one of the highest positions in the company.
- I would like to work at the position I will be hired.
- I would like to see myself contributing significantly to the company's success.

Start Time: 4:27 PM

114:00 Time Left

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paper.aspx VU Examination Syste...

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- Question No : 9 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Question text: "How can the main idea be grasped at the beginning of the report?"
- Answer section: "Answer ( Please select your correct option )"
- Four radio button options:
  - Through bad judgment
  - Through Good judgment
  - Through Good report
  - Through objectives
- Start Time: 4:27 PM
- Time Left: 114:00
- Navigation buttons: back, forward, search, and refresh.

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Question No : 10 of 52 Marks: 1 (Budgeted Time 1 Min)

The goal of content listening is to .....and retain information imparted by a speaker.

Answer ( Please select your correct option )

- listen
- understand
- sense
- direct

Start Time: 4:27 PM  
114:00 Time Left

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VU Examination System (CLIENT) VUTES 6.5 :... Spring 2012 (FinalTerm) ... - Windows Internet Explorer

http://localhost/VUTES/client/Instructions.aspx

File Edit View Favorites Tools Help

Examination VU Examination System (... x)

Question No : 11 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.  
Feasibility reports are used:

Answer ( Please select your correct option )

- To analyze problems and predict practical alternatives
- To control problems, sell products and services
- To monitor and control production, sales, shipping, etc.
- To solve problems and supply facts

Start Time: 4:27 PM  
114:00  
Time Left

11

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YU Examination System (CLIENT) YUTES 6.5 :... Spring 2012 (FinalTerm) ... - Windows Internet Explorer

http://localhost:YUTES/client/Instructions.aspx

File Edit View Favorites Tools Help

Examination VU Examination System (... x)

Question No : 12 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option from the following:

Abstract stands for:

Answer ( Please select your correct option )

- Condensation of entire reports
- Focusing on the main issues
- a & b
- Writing problems

Start Time: 4:27 PM

114:00 Time Left

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The screenshot displays a web browser window titled "VU Examination System (CLIENT) VUTES 6.5 :... Spring 2012 (FinalTerm) ... - Windows Internet Explorer". The address bar shows "http://localhost/VUTES/client/Instructions.aspx". The page content includes:

- Question No : 13 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Choose the correct option.
- Which of the following should be included in the 'Recommendations' of the long reports?
- Answer ( Please select your correct option )
- Options:
  - Opinions
  - Problems
  - Tables
  - Observations
- Start Time: 4:27 PM
- Time Left: 114:00
- Page number: 13
- Navigation buttons: Home, Previous, Next, End

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VU Examination System (CLIENT) VUTES 6.5 :... Spring 2012 (FinalTerm) ... - Windows Internet Explorer

http://localhost/VUTES/client/Instructions.aspx

File Edit View Favorites Tools Help

Examination VU Examination System (... x)

Question No : 14 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer ( Please select your correct option )

Sharon arriving was unexpected.

Sharons' arriving was unexpected

Sharons arriving was unexpected.

Sharon's arriving was unexpected.

Start Time: 4:27 PM

114:00 Time Left

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The screenshot displays a web browser window titled "VU Examination System (CLIENT) VUTES 6.5 :... Spring 2012 (FinalTerm) ... - Windows Internet Explorer". The address bar shows "http://localhost/VUTES/client/Instructions.aspx". The page content includes:

- Question No : 15 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Question text: ".....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."
- Answer section: "Answer ( Please select your correct option )"
- Options:
  - Apostrophe
  - Hyphen
  - Dash
  - Quotation marks
- Start Time: 4:27 PM
- Time Left: 114:00
- Navigation buttons: back, forward, search, and a slider.

At the bottom of the browser window, the text "MADE BY WAQAR SIDDHU" is overlaid in a large, stylized font.

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VU Examination System (CLIENT) VUTES 6.5 :... Spring 2012 (FinalTerm) ... - Windows Internet Explorer

http://localhost/VUTES/client/Instructions.aspx

File Edit View Favorites Tools Help

Examination VU Examination System (... x)

Question No : 16 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer ( Please select your correct option )

- The argument for negotiating a peaceful resolution was well made.
- The argument for negotiating a peaceful resolution was well-made.
- The argument, for negotiating a peaceful resolution, was well made.
- The argument, for negotiating a peaceful resolution, was well-made.

Start Time: 4:27 PM

114:00 Time Left

16

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The screenshot displays the VU Examination System interface within a Windows Internet Explorer browser. The address bar shows the URL `http://localhost:8080/VUTES/Client/Instructions.aspx`. The page title is "VU Examination System (CLIENT) VUTES 6.5 :... Spring 2012 (FinalTerm) ...". The main content area shows "Question No : 17 of 52" and "Marks: 1 (Budgeted Time 1 Min)". The question text is "Choose the correct sentence." Below this, there are four radio button options, each with the text "Jan asked, 'What did Joe mean when he said, 'I will see you later.''" The interface includes a timer showing "114:00 Time Left" and a progress bar. At the bottom, there are navigation buttons (back, forward, search) and a large watermark that reads "MADE BY WAQAR SIDDHU".

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The screenshot displays a web browser window titled "VU Examination System (CLIENT) VUTES 6.5 :... Spring 2012 (FinalTerm) ... - Windows Internet Explorer". The address bar shows "http://localhost/VUTES/client/Instructions.aspx". The page content includes:

- Question No : 18 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Question: Choose the sentence with the correct punctuation.
- Answer ( Please select your correct option )
- Four radio button options, each with the same sentence: "If you believe in magic; magical things will happen, but if you do not believe in magic; you will discover nothing to be magical."
- Start Time: 4:27 PM
- Time Left: 114:00
- Page number: 18
- Navigation buttons: Home, Back, Forward, Stop, Print

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The screenshot shows a web browser window titled "VU Examination System (CLIENT) VUTES 6.5 :... Spring 2012 (FinalTerm) ... - Windows Internet Explorer". The address bar shows "http://localhost/VUTES/client/Instructions.aspx". The page content includes:

- Question No : 19 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Question text: "A letter of inquiry asks for :"
- Answer options (radio buttons):
  - General information
  - Broad information
  - Specific information
  - None of the above
- Start Time: 4:27 PM
- Time Left: 114:00

At the bottom of the browser window, there is a large watermark text: **MADE BY WAQAR SIDDHU**

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- Question No : 20 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Question text: "Which one of the following ensures success to a message by leaving audience with a feeling of their personal welfare in mind?"
- Answer options:
  - Abrupt close
  - Polite close
  - Courteous close
  - Gradual close
- Start Time: 4:27 PM
- Time Left: 114:00
- Navigation buttons: back, forward, search, and a refresh button.

At the bottom of the browser window, there is a watermark that reads "MADE BY WAQAR SIDDHU".

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The screenshot shows a web browser window titled "VU Examination System (CLIENT) VUTES 6.5 :... Spring 2012 (FinalTerm) ... - Windows Internet Explorer". The address bar shows "http://localhost/VUTES/client/Instructions.aspx". The page content includes:

- Question No : 21 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Question: Which one of the following presents supporting data before the main idea?
- Answer ( Please select your correct option )
- Options:
  - Business plan
  - Direct plan
  - Indirect plan
  - Successful plan
- Start Time: 4:27 PM
- Time Left: 114:00
- Page number: 21
- Navigation buttons: info, back, forward, search, print

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The screenshot displays a web browser window titled "VU Examination System (CLIENT) VUTES 6.5 :... Spring 2012 (FinalTerm) ... - Windows Internet Explorer". The address bar shows "http://localhost/VUTES/client/Instructions.aspx". The page content includes:

- Question No : 22 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Question: Which word in the following sentence should contain an apostrophe?  
Phillipa cannot go to her friends party because her parents have no cars.
- Answer ( Please select your correct option )
- Options:
  - can'no parents'
  - parents'
  - friend's
  - car's
- Start Time: 4:27 PM
- Time Left: 114:00
- Page number: 22
- Navigation buttons: Home, Back, Forward, Stop, Print

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The screenshot displays a web browser window titled "VU Examination System (CLIENT) VUTES 6.5 :... Spring 2012 (FinalTerm) ... - Windows Internet Explorer". The address bar shows "http://localhost/VUTES/client/Instructions.aspx". The page content includes:

- Question No : 23 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Question: Which of the following is not used in external business communication?
- Answer ( Please select your correct option )
- Options:
  - Enquiries letter
  - Curriculum Vitae
  - Memo
  - Complaint letter
- Start Time: 4:27 PM
- Time Left: 114:00
- Page number: 23
- Navigation buttons: Home, Back, Forward, Stop, Refresh

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The screenshot displays a web browser window titled "VU Examination System (CLIENT) VUTES 6.5 :... Spring 2012 (FinalTerm) ... - Windows Internet Explorer". The address bar shows "http://localhost/VUTES/client/Instructions.aspx". The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a Favorites bar, and a toolbar. The main content area is titled "Question No : 24 of 52" and "Marks: 1 (Budgeted Time 1 Min)". The question text is "Which one of the following can be classified as a bad-news letter?". Below the question is an "Answer ( Please select your correct option )" section with four radio button options: "Letter of resignation", "Message of inquiry", "Request for a time extension", and "None of the above". At the bottom of the question area, there is a "Start Time: 4:27 PM" and a "Time Left" counter showing "114:00". A progress bar and navigation buttons (back, forward, search) are also visible. The Windows taskbar at the bottom shows the Start button and the "VU Examination System" application icon. A large watermark "MADE BY WAQAR SIDDHU" is overlaid across the bottom of the screenshot.

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The screenshot shows a web browser window titled "VU Examination System (CLIENT) VUTES 6.5 :... Spring 2012 (FinalTerm) ... - Windows Internet Explorer". The address bar shows "http://localhost/VUTES/client/Instructions.aspx". The page content includes:

- Question No : 25 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Question: Which one of the following has a single subject and a single predicate?
- Answer ( Please select your correct option )
- Options:
  - Complicated sentence
  - Simple sentence
  - Complex sentence
  - Compound sentence
- Start Time: 4:27 PM
- Time Left: 114:00
- Page number: 25
- Navigation buttons: Home, Back, Forward, Stop, Print

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The screenshot displays a web browser window titled "VU Examination System (CLIENT) VUTES 6.5 :... Spring 2012 (FinalTerm) ... - Windows Internet Explorer". The address bar shows "http://localhost/VUTES/client/Instructions.aspx". The page content includes:

- Question No : 26 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Question text: "The brief and informal reports used to establish a record are called...."
- Answer options:
  - archives
  - formal requests
  - formal reports
  - memoranda
- Start Time: 4:27 PM
- Time Left: 114:00
- Navigation buttons: back, forward, search, and a question number indicator (26).

At the bottom of the browser window, a watermark reads "MADE BY WAQAR SIDDHU".

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http://localhost/VUTES/client/Instructions.aspx

File Edit View Favorites Tools Help

Examination VU Examination System (... x)

Question No : 27 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option from the following:

We can categorize specification ---.

Answer ( Please select your correct option )

- through Requirement specs and Functional specs
- through Open ended specs and Requirement specs
- through Orientation specs and Functional specs
- All of the above

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114:00 Time Left

27

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Question No : 28 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the sentence having correct grammatical structure from the following:

Answer ( Please select your correct option )

I have learned that it's better to be proactive than to have regrets.

I have learned that its better to be pro-active than to have regrets.

I have learned that its better to be proactive than to have regrets.

I have learned that it's better to be pro-active than to have regrets.

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114:00  
Time Left

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The screenshot displays a web browser window titled "VU Examination System (CLIENT) VUTES 6.5 :... Spring 2012 (FinalTerm) ... - Windows Internet Explorer". The address bar shows "http://localhost/VUTES/client/Instructions.aspx". The page content includes:

- Question No : 29 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Question: RAM stands for:
- Answer ( Please select your correct option )
- Options:
  - Random-Access Memory
  - Random Access Memorial
  - Random Access Memorization
  - Regular Access Memory
- Start Time: 4:27 PM
- Time Left: 114:00
- Page number: 29
- Navigation buttons: Home, Back, Forward, Stop, Refresh

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The screenshot displays a web browser window titled "VU Examination System (CLIENT) VUTES 6.5 :... Spring 2012 (FinalTerm) ... - Windows Internet Explorer". The address bar shows "http://localhost/VUTES/client/Instructions.aspx". The page content includes:

- Question No : 30 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Choose the correct option from the following:
- The act of considering or examining something in order to judge its value shows:

Below the question, there are four radio button options:

- Credibility
- Evaluation
- Conciseness
- All of them

At the bottom of the interface, there is a timer showing "Start Time: 4:27 PM" and "114:00 Time Left". A navigation bar with various icons is also visible.

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- Question No : 31 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Choose the correct option.
- What is considered as the heart of a report?
- Answer ( Please select your correct option )
- Four radio button options:
  - The introduction of a report
  - Introduction, body, and a close
  - Only the body of the report
  - A variety of components
- Start Time: 4:27 PM
- Time Left: 114:00
- Page number: 31
- Navigation buttons: Home, Back, Forward, Stop, Refresh

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The screenshot shows a web browser window titled "VU Examination System (CLIENT) VUTES 6.5 :... Spring 2012 (FinalTerm) ... - Windows Internet Explorer". The address bar shows "http://localhost/VUTES/client/Instructions.aspx". The page content includes:

- Question No : 32 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Choose the correct sentence.
- Answer ( Please select your correct option )
- Four radio button options:
  - All of the class to is willing to take part in the prank.
  - All of the class were willing to take part in the prank.
  - All of the class are willing to take part in the prank.
  - All of the classes has been willing to take part in the prank.
- Start Time: 4:27 PM
- Time Left: 114:00
- Page number: 32
- Navigation buttons: Home, Back, Forward, Stop, Print

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The screenshot displays a web browser window titled "VU Examination System (CLIENT) VUTES 6.5 :... Spring 2012 (FinalTerm) ... - Windows Internet Explorer". The address bar shows "http://localhost/VUTES/client/Instructions.aspx". The page content includes:

- Question No : 33 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Question: How many steps are essential for a successful oral presentation?
- Answer ( Please select your correct option )
- Options: Five, Six, Seven, Eight
- Start Time: 4:27 PM
- Time Left: 114:00
- Page number: 33
- Navigation buttons: back, forward, search, etc.

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