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## ENG201 Final Term Papers By Waqar (File 2)

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Examination VU Examination System (... x)

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

Choose the correct option:

\_\_\_\_\_ is a quick checking for errors of a document.

Answer ( Please select your correct option )

- Editing
- Proofreading
- Composing
- None of the above

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Question No : 2 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option:

'Analogy' can be defined as:

Answer ( Please select your correct option )

- Explanation of one object or process in terms of another
- Association of similar things or processes by grouping them into classes
- Establishment of a series of events that tells the reader what happened
- None of the above

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Question No : 3 of 52 Marks: 1 (Budgeted Time 1 Min)

Which plan or model is mostly used in business messages?

Answer ( Please select your correct option )

- The logical plan or its variation
- The emotional appeal or its variation
- The AIDA model or its variation
- All of the above

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Question No : 4 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.  
Communication is the \_\_\_\_\_ or accidental transfer of meaning.

Answer ( Please select your correct option )

- Unintentional
- Deliberate
- Strategic
- Conscientious

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Question No : 5 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following should be essentially considered during speeches and presentations?

Answer ( Please select your correct option )

- Dress
- Time
- Appearance
- Microphone

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

Which type of Visual aid is the most difficult to execute effectively?

Answer ( Please select your correct option )

- Graphics
- Projections
- Handouts
- Film and video

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Question No : 7 of 52 Marks: 1 (Budgeted Time 1 Min)

When you are writing a routine message, what kind of approach will be used?

Answer ( Please select your correct option )

- The direct approach
- The indirect approach
- The long approach
- None of the above

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

How appropriate appeal is gained through credibility by supporting relevant facts?

Answer ( Please select your correct option )

- Short report
- Writing persuasive message
- Complimentary report
- Long reports

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Question No : 9 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence from the following:

Answer ( Please select your correct option )

- Ahmed is the skydiver that broke his back last week.
- Ahmed is the skydiver whom broke his back last week.
- Ahmed is the skydiver who broke his back last week.
- Ahmed is the skydiver which broke his back last week.

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

Choose the correct option.

\_\_\_\_\_ is based on observation and experiment instead of theory.

Answer ( Please select your correct option )

- Empirical research report
- Short research report
- Progress report
- Long research report

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

Choose the correct option.

\_\_\_\_\_ is a bottom-up or generative approach to research.

Answer ( Please select your correct option )

- Pattern method
- Hypothesis method
- Inductive method
- Deductive method

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

Choose the correct option.

What does RFP stand for?

Answer ( Please select your correct option )

- RFP stands for "requirement for proposal."
- RFP means "return for proposal."
- RFP stands for "request for position."
- RFP stands for "request for proposal."

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Question No : 13 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

\_\_\_\_\_ belongs to the prefatory part of a report.

Answer ( Please select your correct option )

- Introduction
- Conclusion
- Executive summary
- None of the above

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

Choose the correct option.

Which one of the following is an example of a progress report?

Answer ( Please select your correct option )

- Bid to write training manuals for a health care corporation
- Presentation of the policies and procedures required by a health care corporation
- Report on research done to ascertain whether online multimedia training for health care professionals is a viable option.
- Summary of the end-of-year-one status of a two-year project to develop multimedia-based training modules for healthcare professionals

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Question No : 15 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

\_\_\_\_\_ belongs to the supplementary part of a report.

Answer ( Please select your correct option )

- List of illustrations
- Letter of transmittal
- Letter of authorization
- Index

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

Choose the correct sentence.

Answer ( Please select your correct option )

- A friendly-little dog is all I need for company.
- A friendly little dog is all I need for company.
- A friendly, little dog is all I need for company.
- A friendly; little dog is all I need for company.

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Question No : 17 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer ( Please select your correct option )

- "Do you understand her need for privacy," Wendy asked her husband?
- "Do you understand her need for privacy," Wendy asked her husband.
- "Do you understand her need for privacy?" Wendy asked her husband?
- "Do you understand her need for privacy?" Wendy asked her husband.

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Question No : 18 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.

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Question No : 19 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer ( Please select your correct option )

- It may not be the correct part-but I bet that it works.
- It may not be the correct part-but I bet that it works.
- It may not be the correct part; but I bet that it works.
- It may not be the correct part, but I bet that it works.

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Question No : 20 of 52 Marks: 1 (Budgeted Time 1 Min)

How can you correct a comma splice error?

Answer ( Please select your correct option )

- Replace the comma with a semicolon.
- Make one of the clauses into a subordinate clause.
- Separate the independent clauses into two separate sentences.
- All of the above

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Question No : 21 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer ( Please select your correct option )

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

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Question No : 22 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following is the correct form in most of the situations?

Answer ( Please select your correct option )

- Could you help me?
- Help me?
- Excuse me; I was wondering if you could possibly help me?
- I need help.

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Question No : 23 of 52 Marks: 1 (Budgeted Time 1 Min)

Customer services is a department of an organization that responds to:

Answer ( Please select your correct option )

- Suggestions
- Orders
- Inquiries or complaints
- Explanations

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Question No : 24 of 52 Marks: 1 (Budgeted Time 1 Min)

In which of the following message categories would you place sales and marketing messages?

Answer ( Please select your correct option )

- Persuasive
- Positive
- Negative
- Routine

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Question No : 25 of 52 Marks: 1 (Budgeted Time 1 Min)

Unabridged dictionaries are used for:

Answer ( Please select your correct option )

- Focusing on the pronunciation of American accent
- Identifying the differences between American and British English spellings
- Focusing on the pronunciation of British accent
- Technical use of vocabulary

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Question No : 26 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer ( Please select your correct option )

- Noah's art work is positively beautiful.
- Noah's art work is positively-beautiful.
- Noah's art work is positively, beautiful.
- Noah's art work is positively; beautiful.

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

Which one of the following requests get straight to the point because the audience usually wants to respond?

Answer ( Please select your correct option )

- Credit requests
- Direct requests
- Plain requests
- Formal requests

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

Which one of the following messages may be neutral?

Answer ( Please select your correct option )

- Informative messages
- Good news messages
- Bad news messages
- None of the above

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Question No : 29 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following confidence building tips means the same as pretending to make the speech before the mirror?

Answer ( Please select your correct option )

- Be prepared
- Recreate the speech environment when you practise
- Visualize your success
- Look for positive listener support

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Question No : 30 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following is often used to send information to a reader outside the organization?

Answer ( Please select your correct option )

- Letter report
- Business report
- Formal report
- Informal report

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Question No : 31 of 52 Marks: 1 (Budgeted Time 1 Min)

RAM stands for:

Answer ( Please select your correct option )

- Random-Access Memory
- Random Access Memorial
- Random Access Memorization
- Regular Access Memory

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Question No : 32 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer ( Please select your correct option )

- Either of us were capable of winning.
- Either of us is capable of winning.
- Either of us are capable of winning.
- Either of us have been capable of winning.

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Question No : 33 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

The coordination of separate components into a unit or structure is called...

Answer ( Please select your correct option )

- scope
- background
- organization
- instruction

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Question No : 34 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option from the following:

While making the framework of your table you consider:

Answer ( Please select your correct option )

- how to order the rows and columns
- how to align entries in the columns
- where to place special notes
- All of the above

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Question No : 35 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option from the following:

--- show changes in one quantity as a function changes in another quantity.

Answer ( Please select your correct option )

- Bar graphs
- Line graphs
- Pictographs
- Photographs

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Question No : 36 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:

How many elements are there in general superstructure of reports?

Answer ( Please select your correct option )

- Three
- Two
- Six
- Five

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Question No : 37 of 52 Marks: 1 (Budgeted Time 1 Min)

Which details are necessary for organizing positive messages?

Answer ( Please select your correct option )

- Satisfy reader's information needs.
- Reinforce positive tone.
- Emphasize positive aspects of disappointing news.
- All of the above

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Question No : 38 of 52 Marks: 1 (Budgeted Time 1 Min)

.....reports can be structured in several ways.

Answer ( Please select your correct option )

- Memo
- Progress
- Feasibility
- Sales

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Question No : 39 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:

Technical-information letters and \_\_\_\_\_ are short documents that announce new technical information, such as a software bug and its solution, or a new feature.

Answer ( Please select your correct option )

- proposal
- memoranda
- report
- all of the above

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Question No : 40 of 52 Marks: 1 (Budgeted Time 1 Min)

The Internet comprises:

Answer ( Please select your correct option )

- E-mail
- The World Wide Web
- Newsgroups
- All of the above

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Question No : 41 of 52 Marks: 2 (Budgeted Time 4 Min)

Make the following statements considerate:

1. We are delighted to announce that we are opening a new store in Karachi.
2. We don't accept your claim of purchased goods but we have replacement for other goods.

Answer ( Please click here to Add Answer )

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

Define the term 'conflict phase'.

Answer ( Please click here to Add Answer )

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Question No : 43 of 52 Marks: 2 (Budgeted Time 4 Min)

Briefly explain the following line.  
'Consider your readers' tasks while choosing visual aids.'

Answer ( Please click here to Add Answer )

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Question No : 44 of 52 Marks: 2 (Budgeted Time 4 Min)

Rewrite the following words in non-sexist expression.  
Chairman, Headmaster, Businessman, Fireman, Salesman/girl

Answer ( Please click here to Add Answer )

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

Read the following paragraph and identify the Transition Words.

When I played in Little League, he'd drive me. The Conservation Club was next to the park. He'd hang out there until practice was over. Once, he came to pick me up a little early. He interrupted the coach and insisted on explaining the infield fly rule— not just once, but three times. He'd have gone on like a broken record if the coach hadn't stopped him and thanked him. Luckily, the coach quickly dismissed the team.

Answer ( Please click here to Add Answer )

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Question No : 46 of 52 Marks: 3 (Budgeted Time 6 Min)

How can we avoid common mistakes while constructing a 'Pictograph'?

Answer ( Please click here to Add Answer )

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

What are the general guidelines for using "Numbers in Non-technical Prose"?

Answer ( Please click here to Add Answer )

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Question No : 48 of 52 Marks: 3 (Budgeted Time 6 Min)

What is the purpose of writing 'References' in CV or Resume?

Answer ( Please click here to Add Answer )

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Question No : 49 of 52 Marks: 5 (Budgeted Time 10 Min)

What is the difference between acronyms and abbreviations? Explain with the help of examples.

Answer ( Please click here to Add Answer )

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Question No : 50 of 52 Marks: 5 (Budgeted Time 10 Min)

What are modifiers? Give examples.

Answer ( Please click here to Add Answer )

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Question No : 51 of 52 Marks: 5 (Budgeted Time 10 Min)

Explain the term 'Pie Chart' with reference to visual aids. How can we transfer information through it?

Answer ( Please click here to Add Answer )

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Question No : 52 of 52 Marks: 5 (Budgeted Time 10 Min)

What points should be kept in mind while editing a business message?

Answer ( Please click here to Add Answer )

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