

For Solved Visit **VU Answer**

ENG201 Final Term Papers By Waqar (File 3)

VU Examination System (CLIENT) VUTES 6.5 Fall 2012 (Final Term) - Windows Internet Explorer

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

ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

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

Claim letter is also called:

Answer (Please select your correct option)

- Transmittal letter
- Credit refusing letter
- Adjustment letter
- Complaint letter

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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

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

Which of the following does significantly improve the interest of a presentation?

Answer (Please select your correct option)

- Illustration
- Visual aids
- Image
- Reflection

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ENG201 Business and Technical English Writing **BC120202108 (SAAD HABIB)**

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

Which type of English is used while speaking to a friend?

Answer (Please select your correct option)

- Formal
- Informal
- Polite
- Impolite

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ENG201 Business and Technical English Writing **BC120202108 (SAAD HABIB)**

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

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

Answer (Please select your correct option)

- To provide information
- To establish a relationship
- To give instructions
- To persuade the reader

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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

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

If you are writing a persuasive message, what are the common ways of establishing your credibility?

Answer (Please select your correct option)

- Naming your sources when you use information from others
- Demonstrating expertise
- Supporting your message with factual evidence
- All of the above

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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

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

When analyzing an audience during the speech, the first thing the speaker should be aware of is the audience's:

Answer (Please select your correct option)

- Evaluation
- Understanding
- Motivation
- Attention

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ENG201 Business and Technical English Writing

Question No : 7 of 52

Marks: 1 (Budgeted Time 1 Min)

BC120202108 (SAAD HABIB)

What is the typical sequence of interviews?

Answer (Please select your correct option)

- Screening stage and final stage.
- Screening stage, selection stage, and final stage.
- Selection stage and final stage.
- There is no typical sequence of interviews.

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ENG201 Business and Technical English Writing

Question No : 8 of 52

Marks: 1 (Budgeted Time 1 Min)

BC120202108 (SAAD HABIB)

Which of the following speech is not one of the forms of an informative speech?

Answer (Please select your correct option)

- Explanatory speeches
- Oral briefings
- Actuation speeches
- Definitional speeches

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

How can the main idea be grasped at the beginning of the report?

Answer (Please select your correct option)

- Through bad judgment
- Through Good judgment
- Through Good report
- Through objectives

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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

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

What is meant by chronology?

Answer (Please select your correct option)

- Investigating a chain of events
- Information about the relevant subject
- Specific goals
- All of the above

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ENG201 Business and Technical English Writing

Question No : 11 of 52

Marks: 1 (Budgeted Time 1 Min)

BC120202108 (SAAD HABIB)

Choose the correct sentence.

Answer (Please select your correct option)

- 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.

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ENG201 Business and Technical English Writing

Question No : 12 of 52

Marks: 1 (Budgeted Time 1 Min)

BC120202108 (SAAD HABIB)

Choose the correct option.

What is the first step in making your 'Recommendations' for an analytical report?

Answer (Please select your correct option)

- Introduce the benefit for the reader from your recommendations.
- Briefly describe the problem or opportunity that's addressed in the recommendations.
- Provide justification for your recommendations.
- Start with the most important recommendation.

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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

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

Choose the correct sentence.

Answer (Please select your correct option)

- The baker which baked that bread should win an award.
- The baker whom baked that bread should win an award.
- The baker that baked that bread should win an award.
- The baker who baked that bread should win an award.

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

The three types of listening differ not only in but also in the amount of that occurs.

Answer (Please select your correct option)

- feedback, response
- reply, response
- purpose, feedback
- information, feedback

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ENG201 Business and Technical English Writing
Question No : 15 of 52
Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.
How many types of criteria are used for writing a proposal?

Answer (Please select your correct option)

- Two
- Three
- Four
- Five

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ENG201 Business and Technical English Writing
Question No : 16 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

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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 17 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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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 18 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- Wherever we go people recognize us.
- Wherever we go, "people" recognize us.
- Wherever we go; people recognize us.
- Wherever we go, people recognize us.

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- Page title: ENG201 Business and Technical English Writing
- Question No: 19 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Question: Choose the sentence with the correct punctuation.
- Answer options:
 - The American flag has three colors: namely, red, white, and blue.
 - The American flag has three colors, namely; red, white, and blue.
 - The American flag has three colors; namely, red, white, and blue.
 - The American flag has three colors namely, red, white, and blue.
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- Page title: ENG201 Business and Technical English Writing
- Question No: 20 of 52
- Marks: 1 (Budgeted Time 1 Min)
- Question: Choose the correct sentence.
- Answer options:
 - I asked Ella, "Did he ask for his ring back?"?
 - I asked Ella, "Did he ask for his ring back?"
 - I asked Ella, "Did he ask for his ring back"?"
 - I asked Ella? "did he ask for his ring back?"
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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

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

What is "Grapevine"?

Answer (Please select your correct option)

- Grapevine is an upward communication flow.
- Grapevine is an informal communication network that operates in an organization when two or more employees are in contact.
- Grapevine is a horizontal communication flow.
- Grapevine is a horizontal communication flow.
- Grapevine is a downward communication flow.

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

Which one of the following is generally organized by direct approach and receives a favorable reaction?

Answer (Please select your correct option)

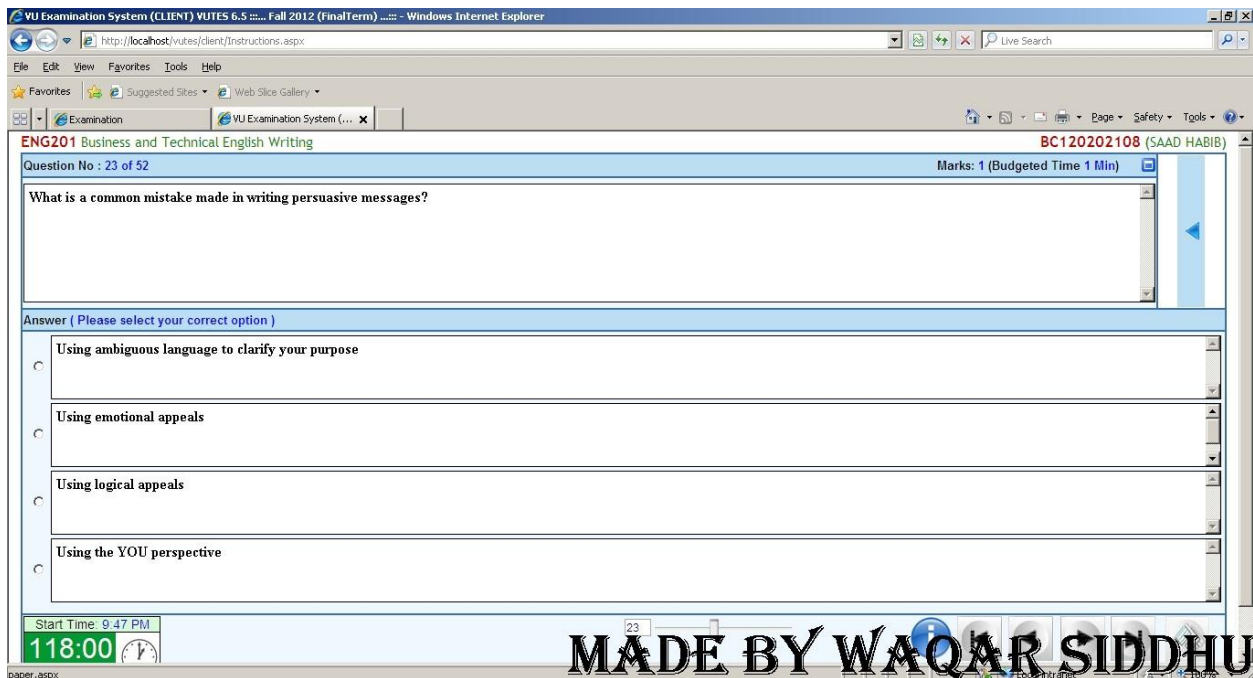
- Business message
- Bad news message
- Good news message
- Routine message

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

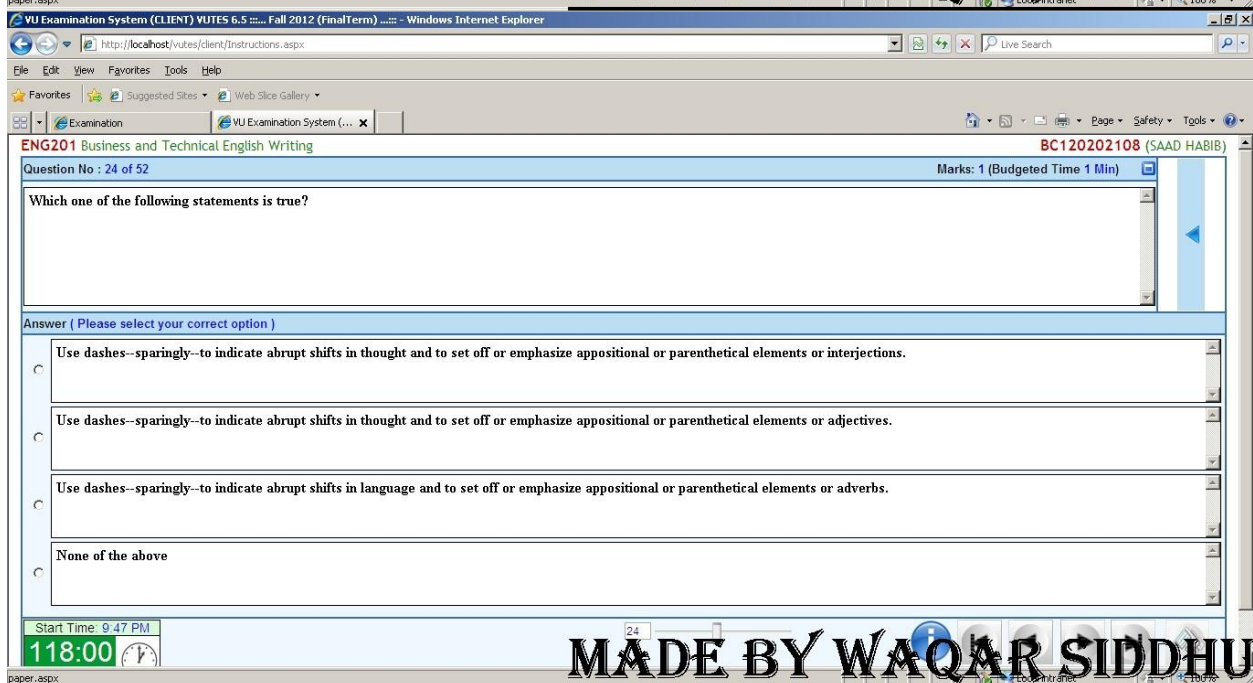
What is a common mistake made in writing persuasive messages?

Answer (Please select your correct option)

- Using ambiguous language to clarify your purpose
- Using emotional appeals
- Using logical appeals
- Using the YOU perspective

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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

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

Which one of the following statements is true?

Answer (Please select your correct option)

- Use dashes--sparingly--to indicate abrupt shifts in thought and to set off or emphasize appositional or parenthetical elements or interjections.
- Use dashes--sparingly--to indicate abrupt shifts in thought and to set off or emphasize appositional or parenthetical elements or adjectives.
- Use dashes--sparingly--to indicate abrupt shifts in language and to set off or emphasize appositional or parenthetical elements or adverbs.
- None of the above

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

Which one of the following options have both; a denotative meaning and a connotative meaning?

Answer (Please select your correct option)

- Closed words
- Content words
- Structure words
- Strong words

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Question No : 26 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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Question No : 27 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the sentence having correct grammatical structure from the following :

Answer (Please select your correct option)

- The friendly looking vet examined our cat paw and suggested we have it bandaged.
- The friendly-looking vet examined our cat paw and suggested we have it bandaged.
- The friendly-looking vet examined our cat's paw and suggested we have it bandaged.
- The friendly looking vet examined our cat's paw and suggested we have it bandaged.

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Question No : 28 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 : 29 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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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

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

Choose the best option from the following:

Visual aids can be made easy to understand ----.

Answer (Please select your correct option)

- by removing unnecessary details
- by using appropriate objects
- by informative titles
- All of the above

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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

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

Choose the best option:

Which of the following best describes 'attitude'?

Answer (Please select your correct option)

- Judgments of right and wrong
- Observable actions
- Statements of approval or disapproval
- Statements of truth

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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 32 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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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

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

Choose the correct punctuated sentence.

Answer (Please select your correct option)

- When you go to training, take these items: paper pencil, and an alert mind.
- When you go to training, take these items paper, pencil, and an alert mind.
- When you go to training take these items: paper, pencil, and an alert mind.
- When you go to training, take these items; paper, pencil, and an alert mind.

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

..... can be a great way of enhancing a presentation VISUALLY when they are used sensibly and with a clear purpose.

Answer (Please select your correct option)

- Visual aids
- Pictures
- Diagrams
- Charts

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

Choose the correct sentence.

Answer (Please select your correct option)

- He is innocent although a large number of people consider him guilty.
- He is innocent though a large amount of people consider him guilty.
- He is innocent though a large number of people consider him guilty.
- He is innocent though large number of people consider him guilty.

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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

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

Choose the correct option from the following:
Different formats for delivering content information include lectures, computerized visual presentations, role-playing, and _____.

Answer (Please select your correct option)

- Performance formats
- Computer-mediated instruction
- Text formats
- Digital formats

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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

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

Facts or opinions attested to or endorsed by someone other than the speaker are:

Answer (Please select your correct option)

- relevance.
- recency.
- evidence.
- personal knowledge.

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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

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

Conducting an interview with an expert requires:

Answer (Please select your correct option)

- having a place to conduct the interview.
- preparing a list of questions.
- communicating your purpose to the interviewee.
- all of the above

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

What are the characteristics of a good interviewer?

Answer (Please click here to Add Answer)

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VU Examination System (CLIENT) VUTES 6.5 Fall 2012 (FinalTerm) - Windows Internet Explorer

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

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Examination VU Examination System (... x)

ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

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

Describe the specialized uses of commas.

Answer (Please click here to Add Answer)

Start Time: 9:47 PM

117:00

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For Solved Visit **VU Answer**

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

- Page title: "ENG201 Business and Technical English Writing"
- Student ID: "BC120202108 (SAAD HABIB)"
- Question No: "43 of 52"
- Marks: "2 (Budgeted Time 4 Min)"
- Question text: "Is it possible to display a visual aid without a title? Explain briefly."
- Answer area: "Answer (Please click here to Add Answer)" with a rich text editor below it.
- Start Time: "9:47 PM"
- Timer: "117:00"

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

- Page title: "ENG201 Business and Technical English Writing"
- Student ID: "BC120202108 (SAAD HABIB)"
- Question No: "44 of 52"
- Marks: "2 (Budgeted Time 4 Min)"
- Question text: "What are the document types that persuade the reader?"
- Answer area: "Answer (Please click here to Add Answer)" with a rich text editor below it.
- Start Time: "9:47 PM"
- Timer: "117:00"

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Examination VU Examination System (... x)

ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

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

Define the term Semantics?

Answer (Please click here to Add Answer)

Start Time: 9:47 PM 117:00

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Examination VU Examination System (... x)

ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 46 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)

Start Time: 9:47 PM 117:00

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Examination VU Examination System (... x)

ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

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

What are 'Test Specifications'?

Answer (Please click here to Add Answer)

Start Time: 9:47 PM

117:00

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VU Examination System (CLIENT) VUTES 6.5 Fall 2012 (FinalTerm) - Windows Internet Explorer

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Examination VU Examination System (... x)

ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

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

Define expository paragraph.

Answer (Please click here to Add Answer)

Start Time: 9:47 PM

117:00

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For Solved Visit **VU Answer**

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

- Page title: "ENG201 Business and Technical English Writing"
- Student ID: "BC12020108 (SAAD HABIB)"
- Question No: "49 of 52"
- Marks: "5 (Budgeted Time 10 Min)"
- Question text: "Define Fused Sentences with examples."
- Answer area: "Answer (Please click here to Add Answer)" with a rich text editor.
- Start Time: "9:47 PM"
- Timer: "117:00"
- Page number: "49"

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- Page title: "ENG201 Business and Technical English Writing"
- Student ID: "BC120202108 (SAAD HABIB)"
- Question No: "50 of 52"
- Marks: "5 (Budgeted Time 10 Min)"
- Question text: "What is the Reader-Centered Approach? Why is it necessary to keep in view this approach while writing a document?"
- Answer area: "Answer (Please click here to Add Answer)" with a rich text editor.
- Start Time: "9:47 PM"
- Timer: "117:00"
- Page number: "50"

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For Solved Visit **VU Answer**

For Solved Visit **VU Answer**

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Examination VU Examination System (... x)

ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

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

Group norms vary from group to group. Is it correct? Explain group norms in not more than three lines.

Answer (Please click here to Add Answer)

Start Time: 9:47 PM

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VU Examination System (CLIENT) VUTES 6.5 Fall 2012 (FinalTerm) - Windows Internet Explorer

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Examination VU Examination System (... x)

ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

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

"Audience plays a vital role in determining the writing of a progress report." Write down different factors which affect the above mentioned statement..

Answer (Please click here to Add Answer)

Start Time: 9:47 PM

117:00

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For Solved Visit **VU Answer**