

For Solved Visit **VU Answer**

ENG201 Final Term Papers By Waqar (File 4)

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

Which of the following descriptions can be applied to a résumé?

Answer (Please select your correct option)

- A résumé is a form of persuasive communication.
- A résumé is a structured, written summary of a person's education, employment background and job qualifications.
- A résumé is an advertisement intended to stimulate an employer's interest in meeting you.
- All of the above

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Question No : 2 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 : 3 of 52 Marks: 1 (Budgeted Time 1 Min)

_____ is a matter of grouping or clustering ideas clearly.

Answer (Please select your correct option)

- Visualization
- Simplification
- Effective organization
- Word choice

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

How can we hold audience's attention?

Answer (Please select your correct option)

- Plan to devote half of your time on audience's behavior
- Present every point in light of audience's needs and values
- By changing tone of voice
- None of them

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

Which of the following reports is used to establish a record?

Answer (Please select your correct option)

- Letter
- Memorandum
- Business message
- Long report

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Question No : 6 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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Question No : 7 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:

--- elements are found in conventional superstructure for instructions.

Answer (Please select your correct option)

- Three
- Four
- Five
- Two

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Question No : 8 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 : 9 of 52 Marks: 1 (Budgeted Time 1 Min)

Modifiers are coordinate if they modify the _____.

Answer (Please select your correct option)

- another word
- same word
- obsolete word
- opposite word

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

If the documentation style does not specify, you will use.....

Answer (Please select your correct option)

- brackets
- quotation marks
- hyphen
- dash

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

Choose the correct option.

_____ give the customer an idea of the work that has been completed to date.

Answer (Please select your correct option)

- Long reports
- Business proposals
- Short reports
- Interim progress reports

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

Choose the correct option.

How many elements are found in the conventional superstructure of a progress report?

Answer (Please select your correct option)

- Three
- Four
- Five
- Six

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Question No : 13 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

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Question No : 14 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 : 15 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

_____ is related to the researcher's investigation.

Answer (Please select your correct option)

- Justification of the study
- Research question
- Definition of terms
- Purpose of the study

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

In the following sentence, which word is with a missing apostrophe?

My parents and their friends often visit each others houses.

Answer (Please select your correct option)

- house's
- parent's
- other's
- friend's

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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)

- The wealthy became wealthier during the 90s.
- The wealthy became wealthier during the '90's.
- The wealthy became wealthier during the 1990s.
- The wealthy became wealthier during the 1990's.

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

Choose the sentence with the correct punctuation.

Answer (Please select your correct option)

- If you believe in magic; magical things will happen, but if you do not believe in magic; you will discover nothing to be magical.
- If you believe in magic, magical things will happen; but if you do not believe in magic, you will discover nothing to be magical.
- If you believe in magic, magical things will happen, but if you do not believe in magic, you will discover nothing to be magical.
- If you believe in magic, magical things will happen, but if you do not believe in magic; you will discover nothing to be magical.

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

Which one of the following would be unethical to use in a persuasive message?

Answer (Please select your correct option)

- Consideration of audience needs
- The "you" attitude
- Manipulation
- Persuasion

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

What punctuation mark does the following example require?
"She has carefully read all of her works moreover, she has published several critical articles about those works."

Answer (Please select your correct option)

- A comma after "works"
- A semicolon after "works"
- A period after "works"
- A colon after "works"

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

Which one of the following functions is not served by introduction of a formal report?

Answer (Please select your correct option)

- Investigation
- Definition
- Background
- Authorization

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

Which of the following is used as a tool by the speakers to increase audience's ability to absorb and remember?

Answer (Please select your correct option)

- Audience attention
- Presentation
- Speech
- The visual aids

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

A 'Planning Report' consists of ----- steps.

Answer (Please select your correct option)

- three
- four
- five
- six

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

In clarity , the outdated expressions are:

Answer (Please select your correct option)

- taken care of
- omitted
- acquitted
- adopted

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Question No : 25 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 : 26 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- One-third of the eligible population tend not to vote in national elections.
- One-third of the eligible population are tending not to vote in national elections.
- One-third of the eligible population have tended not to vote in national elections.
- One-third of the eligible population tends not to vote in national elections.

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

How can you target your audience?

Answer (Please select your correct option)

- By identifying the level of expertise of your audience
- Audiences' attitude towards you and the content of document
- All of the above
- By identifying your audience's type

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

How can you make the following statement concise?

'There are only four rules of our company and every employee is bound to follow these rules.'

Answer (Please select your correct option)

- Follow the rules.
- Four rules must be observed.
- There are four rules that must be observed.
- You must follow the rules.

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

Where can we apply seven C's?

Answer (Please select your correct option)

- To non-verbal communication
- To oral communication
- To written communication
- To written and oral communication

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

"Only John gave me Rs. 500 to clean all his sidewalks."

It is an example of...

Answer (Please select your correct option)

- misplaced auxiliary
- misplaced adjective
- misplaced modifier
- dangling modifier

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

Choose the correct option from the following:

Interpretations, conclusions are general statements based on

Answer (Please select your correct option)

- Opinion
- Observation
- Facts
- Judgments

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

Pie charts are used for audience to measure.....

Answer (Please select your correct option)

- length
- surface area
- area
- width of area

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

Choose the correct option from the following:
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
- Attention
- Motivation
- Understanding

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

Choose the correct option from the following:
Which of the following is an example of a nonverbal message?

Answer (Please select your correct option)

- Jargon
- Mumbling
- Eye contact
- Yelling

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

_____ is the study of personality, values, attitudes and lifestyles.

Answer (Please select your correct option)

- Demographics
- Psychographics
- Firmographics
- Filmographics

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

Choose the correct option from the following:

While organizing business message, break the main idea into subdivisions grouped under _____ categories. Arrange ideas in direct or indirect order, depending on the audience's possible reaction.

Answer (Please select your correct option)

- logical
- related
- coherent
- sequential

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

Choose the correct option from the following:

In a business message, the more _____ a word, the more it is removed from the tangible, objective world of things that can be perceived with sense.

Answer (Please select your correct option)

- familiar
- strong
- abstract
- concrete

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

Although your _____ are the heart of your empirical research project, they may take up a very small portion of it.

Answer (Please select your correct option)

- Recommendations
- Suggestions
- Conclusions
- Results

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

Choose the best option.

Who was the first man _____ today?

Answer (Please select your correct option)

- whom you spoke
- spoke to you
- you spoke to
- you spoke

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

Which of the following is good advice when selecting a topic?

Answer (Please select your correct option)

- Choose a historical event.
- Choose a complex topic so the audience won't get bored.
- Be careful there are many boring topics.
- Make sure you are interested in the topic.

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

Explain the term ornate language.

Answer (Please click here to Add Answer)

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

Why is it necessary to label 'Visual Aids'?

Answer (Please click here to Add Answer)

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

Why bad news is kept in the middle of the business messages ?

Answer (Please click here to Add Answer)

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

What is a memorandum?

Answer (Please click here to Add Answer)

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

How many kinds of sentences are there?

Answer (Please click here to Add Answer)

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

What is the purpose of memo writing?

Answer (Please click here to Add Answer)

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

Explain briefly the importance of emotion and logic while writing persuasive messages.

Answer (Please click here to Add Answer)

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

Explain the term 'Budget Statement'.

Answer (Please click here to Add Answer)

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

Name any five categories of 'Hardware Functional Specifications'.

Answer (Please click here to Add Answer)

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

How would you prepare yourself for a job interview? Explain briefly.

Answer (Please click here to Add Answer)

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

Assume yourself a school teacher who is asked to write a short memo-report about Principal -Teacher meeting. You need to mention only complains and suggestions to raise the standard of education in your institute.

Answer (Please click here to Add Answer)

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

How does Editing help to improve a document?

Answer (Please click here to Add Answer)

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