

For Solved Visit **VU Answer**

ENG201 Final Term Papers By Waqar (File 5)

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

Choose the correct option:

The conversion of verbs or adjectives into nouns is termed as ____ .

Answer (Please select your correct option)

- wordiness
- nominalization
- inflection
- none of the above

Start Time: 12:46 AM
116:00
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Question No : 2 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

How many aspects does Accuracy have?

Answer (Please select your correct option)

- 6
- 5
- 4
- 3

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116:00
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Question No : 3 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the the following phrases is likely to offend and should be avoided?

Answer (Please select your correct option)

- We allow, we must reject
- I prefer, we must deny
- I must refuse, we must deny
- We welcome, I must refuse

Start Time: 12:46 AM
116:00
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Question No : 4 of 52 Marks: 1 (Budgeted Time 1 Min)

Which type of sentences express two or more independent but related thoughts?

Answer (Please select your correct option)

- Complex sentence
- Imperative sentence
- Compound sentence
- Simple sentence

Start Time: 12:46 AM
116:00
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Question No : 5 of 52 Marks: 1 (Budgeted Time 1 Min)

If you are at a meeting and are asked to report on the progress you have made on a project, what method of delivery will you use?

Answer (Please select your correct option)

- Extempore
- Impromptu
- Memorization
- Reading

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116:00 Time Left

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Question No : 6 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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116:00 Time Left

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

Why do Experts read technical and scientific documents?

Answer (Please select your correct option)

- 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.
- All of the above

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116:00 Time Left

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

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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116:00 Time Left

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

What is meant by impromptu speaking?

Answer (Please select your correct option)

- Prompted by the occasion rather than being planned in advance
- Speaking about personal experiences
- Well planned speech
- Written presentation

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116:00
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Question No : 10 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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116:00
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Question No : 11 of 52 Marks: 1 (Budgeted Time 1 Min)

While practicing your speech you should do all of the following except:

Answer (Please select your correct option)

- Finish your speech without stopping to correct errors or to restart
- Practice in a singular setting
- Keep practice sessions brief
- Practice in various settings

Start Time: 12:46 AM
116:00 Time Left

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Question No : 12 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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116:00 Time Left

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Question No : 13 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: 12:46 AM
116:00
Time Left

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

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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116:00
Time Left

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

Choose the correct option.

_____ shows the headings of a document in an outline form.

Answer (Please select your correct option)

- Executive summary
- Synopsis
- List of illustrations
- Table of contents

Start Time: 12:46 AM

116:00 Time Left

15

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Question No : 16 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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116:00 Time Left

16

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

Choose the option that best defines the term 'Criteria'.

Answer (Please select your correct option)

- An accepted standard used in making a decision
- To evaluate the alternative course of action
- Judgment about something
- All of the above

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116:00 Time Left

17

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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)

- You may not enter Mr. Harris office without his permission.
- You may not enter Mr. Harrises office without his permission.
- You may not enter Mr. Harrises' office without his permission.
- You may not enter Mr. Harris's office without his permission.

Start Time: 12:46 AM

116:00 Time Left

18

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

Choose the sentence with the correct comma placement.

Answer (Please select your correct option)

- Please Ali, come home as soon as you can.
- Please, Ali, come home as soon as you can.
- Please, Ali come home as soon as you can.
- Please Ali, come home, as soon as you can.

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116:00 Time Left

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

To ensure clarity, place your ----- carefully.

Answer (Please select your correct option)

- articles
- modifiers
- semicolon
- exclamation marks

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116:00 Time Left

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

Which format should be used for the information being sent inside an organization?

Answer (Please select your correct option)

- Memorandum
- Report
- Letter
- Proposals

Start Time: 12:46 AM

116:00 Time Left

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

Which one of the following letters is used for buying purposes:

Answer (Please select your correct option)

- Order letter
- Adjustment letter
- Inquiry letter
- Deposit letter

Start Time: 12:46 AM

116:00 Time Left

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

Which of the following should be used while writing persuasive messages?

Answer (Please select your correct option)

- Logical appeals
- Emotional appeals
- Arguments based on the audiences' needs
- All of the above

Start Time: 12:46 AM
116:00 Time Left

23

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Question No : 24 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)

- The introduction of a report
- Introduction, body, and a close
- Only the body of the report
- A variety of components

Start Time: 12:46 AM
116:00 Time Left

24

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

Choose the correct option.

The introduction part of a report answers:

Answer (Please select your correct option)

- Proposal
- Facts of report
- Conclusions and Recommendations
- Reader questions

Start Time: 12:46 AM

116:00 Time Left

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

Choose the correct option.

Which one of the following can be categorised as a special type of analytical report?

Answer (Please select your correct option)

- Progress Report
- Proposal
- Feasibility Report
- Empirical Research Report

Start Time: 12:46 AM

116:00 Time Left

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

Choose the best option from the following:

The idea that 'communication is a process of adjustment' means that:

Answer (Please select your correct option)

- people usually engage in complementary transactions during communication.
- people have to learn each other's meanings for words, as well as their nonverbal behavior during communication.
- people will adapt to others' attitudes and speech while communicating.
- both the content and relational dimensions of a message can change during communication.

Start Time: 12:46 AM
116:00 Time Left

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Question No : 28 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.

Start Time: 12:46 AM
116:00 Time Left

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

Choose the sentence with the correct comma placement.

Answer (Please select your correct option)

- I need sugar, butter, and eggs from the grocery store.
- I need, sugar, butter, and eggs from the grocery store.
- I need sugar, butter, and eggs, from the grocery store.
- I need sugar, butter and eggs, from the grocery store.

Start Time: 12:46 AM
116:00
Time Left

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

Choose the sentence with the correct punctuation.

Answer (Please select your correct option)

- I wanted a cup of coffee not a glass of milk.
- I wanted a cup of coffee: not a glass of milk.
- I wanted a cup of coffee, not a glass of milk.
- I wanted a cup of coffee; not a glass of milk.

Start Time: 12:46 AM
116:00
Time Left

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

A comma can be used to indicate the omission of ain an elliptical constructions.

Answer (Please select your correct option)

- word
- phrase
- sentence
- preposition

Start Time: 12:46 AM
116:00 Time Left

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

Which one of the following factors is discussed in the data analysis section?

Answer (Please select your correct option)

- Budget
- Data collection
- Results and findings
- All of the above

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116:00 Time Left

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

Which one of the following facts does support the report writing?

Answer (Please select your correct option)

- Discussions
- Introduction
- Conclusions and Recommendations
- Body

Start Time: 12:46 AM

116:00 Time Left

33

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

Choose the best option from the following:

Software functional specifications usually contain:

Answer (Please select your correct option)

- assumptions, resources
- cost target, maintenance
- A & B
- orientation specifications and functional specifications

Start Time: 12:46 AM

116:00 Time Left

34

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Question No : 35 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

Start Time : 12:46 AM
116:00 Time Left

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

Choose the correct option from the following:
Written communication generally covers structure, _____, and _____ issues

Answer (Please select your correct option)

- Planning, stylistic
- Presentation, behavior
- Execution, personal
- None of above

Start Time : 12:46 AM
116:00 Time Left

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

Instruction isto follow carefully while doing an assigned task.

Answer (Please select your correct option)

- set of different rules
- set of instructional rule
- set of rules
- set of grammar rules

Start Time : 12:46 AM
116:00 Time Left

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

Writers usually announce theof their instructions in the first sentence.

Answer (Please select your correct option)

- set pattern
- body
- theme
- subject

Start Time : 12:46 AM
116:00 Time Left

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

Choose the correct option from the following:

_____ is achieved through a balance between precise language and familiar language.

Answer (Please select your correct option)

- Completeness
- Conciseness
- Correctness
- Clarity

Start Time: 12:46 AM
116:00
Time Left

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

Choose the correct option from the following:

_____ is the process of handling and settling claims or the amount requested by a policyholder or claimant because of a loss or damages suffered.

Answer (Please select your correct option)

- Direct request
- Routine request
- Claim
- Adjustment

Start Time: 12:46 AM
116:00
Time Left

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

Why is it necessary to label 'Visual Aids'?

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

Start Time: 12:46 AM
116:00
Time Left

41

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

Write down the components of a Proposal's structure.

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

Start Time: 12:46 AM
116:00
Time Left

42

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

Arrange the following sentences with appropriate parallelism.

1. Air travel is safe, fast and it is convenient.
2. Swimming, seeing movies and to go for walk are my hobbies.

Answer (Please click here to Add Answer)

Start Time: 12:46 AM
116:00
Time Left

43

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

Write brief note on active listening.

Answer (Please click here to Add Answer)

Start Time: 12:46 AM
116:00
Time Left

44

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

What are the characteristics of a good opening of a report?

Answer (Please click here to Add Answer)

Start Time: 12:46 AM
116:00
Time Left

45

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

Explain the term biased language.

Answer (Please click here to Add Answer)

Start Time: 12:46 AM
116:00
Time Left

46

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

How is 'Bar Graph' constructed?

Answer (Please click here to Add Answer)

Start Time: 12:46 AM
116:00
Time Left

47

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

How will you talk about important question of salary during the interview?

Answer (Please click here to Add Answer)

Start Time: 12:46 AM
116:00
Time Left

48

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

Write a note describing 'Table of Contents' in an 'Analysis Report'.

Answer (Please click here to Add Answer)

Start Time: 12:46 AM
116:00
Time Left

49

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

What is the difference between a Verb and a Linking Verb?

Answer (Please click here to Add Answer)

Start Time: 12:46 AM
116:00
Time Left

50

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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: 12:46 AM
116:00
Time Left

51

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

What is informative speaking? What are the different forms of informative speech in professional setting?

Answer (Please click here to Add Answer)

Start Time: 12:46 AM
116:00
Time Left

52

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