

For More Visit **VU Answer**

## ENG201 Final Term Papers By Waqar (File 6)

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

Which of the following is NOT the part of a document?

Answer ( Please select your correct option )

- Background
- Theory
- Materials
- Specifications

Start Time: 6:56 PM  
116:00  
Time Left

**MADE BY WAQAR SIDDHU**

**Question No : 2 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

Start Time: 6:56 PM  
116:00  
Time Left

**MADE BY WAQAR SIDDHU**

For Solved Visit **VU Answer**

For More Visit **VU Answer**

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

Visualization allows the speaker to:

Answer ( Please select your correct option )

- Appear more attractive to their audience
- Accurately gauge audience reactions
- Picture themselves delivering a successful speech
- Appropriately provide visual aids for the audience

Start Time: 6:56 PM  
116:00  
Time Left

MADE BY WAQAR SIDDHU

Question No : 4 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

Start Time: 6:56 PM  
116:00  
Time Left

MADE BY WAQAR SIDDHU

For Solved Visit **VU Answer**

For More Visit **VU Answer**

Question No : 5 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

Start Time: 6:56 PM  
116:00  
Time Left

MADE BY WAQAR SIDDHU

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

Choose the correct option.

\_\_\_\_\_ is the idea that knowledge comes from experience.

Answer ( Please select your correct option )

- Rationalism
- Deductive reasoning
- Logic
- Empiricism

Start Time: 6:56 PM  
116:00  
Time Left

MADE BY WAQAR SIDDHU

For Solved Visit **VU Answer**

For More Visit **VU Answer**

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

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

File Edit View Favorites Tools Help

VU Examination System (CLIENT) VUTES 6.5 ..... Fall...

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

Choose the correct statement.

Answer ( Please select your correct option )

- Neither Jackson nor I am playing hockey.
- Neither Jackson nor I is playing hockey.
- Neither Jackson nor I are playing hockey.
- Neither Jackson nor I were playing hockey.

Start Time: 6:56 PM  
116:00  
Time Left

7

**MADE BY WAQAR SIDDHU**

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

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

File Edit View Favorites Tools Help

VU Examination System (CLIENT) VUTES 6.5 ..... Fall...

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

Choose the sentence with the correct comma placement.

Answer ( Please select your correct option )

- I am typing a letter and, she is talking on the phone.
- I, am typing a letter and she, is talking on the phone.
- I am typing a letter and she is talking, on the phone.
- I am typing a letter and she is talking on the phone.

Start Time: 6:56 PM  
116:00  
Time Left

8

**MADE BY WAQAR SIDDHU**

For Solved Visit **VU Answer**

For More Visit **VU Answer**

Question No : 9 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

Start Time: 6:56 PM  
116:00 Time Left

MADE BY WAQAR SIDDHU

Question No : 10 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: 6:56 PM  
116:00 Time Left

MADE BY WAQAR SIDDHU

For Solved Visit **VU Answer**

For More Visit **VU Answer**

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

Choose the correct sentence from the following:

Answer ( Please select your correct option )

- Our philosophy teacher thinks that: Einstein meant: that ,we cannot stop war by waging war.
- Our philosophy teacher thinks that, Einstein meant that, we cannot stop war by waging war.
- Our Philosophy teacher thinks that, Einstein meant that; we cannot stop war by waging war.
- Our philosophy teacher thinks that Einstein meant that we cannot stop war by waging war.

Start Time: 6:56 PM  
116:00  
Time Left

MADE BY WAQAR SIDDHU

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

What punctuation mark should complete the following sentence?  
John was angry and shouted at his son, "Go to your room now!"

Answer ( Please select your correct option )

- Question mark
- Full stop
- Speech mark
- Comma

Start Time: 6:56 PM  
116:00  
Time Left

MADE BY WAQAR SIDDHU

For Solved Visit **VU Answer**

For More Visit **VU Answer**

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

Choose the correct sentence.

Answer ( Please select your correct option )

- The alarm clock went off at 4:00 o'clock.
- The alarm clock went off at four p.m. o'clock.
- The alarm clock went off at four o'clock.
- The alarm clock went off at four o'clock p.m.

Start Time: 6:56 PM  
116:00 Time Left

MADE BY WAQAR SIDDHU

Question No : 14 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

Start Time: 6:56 PM  
116:00 Time Left

MADE BY WAQAR SIDDHU

For Solved Visit **VU Answer**

For More Visit **VU Answer**

Question No : 15 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.

Start Time: 6:56 PM  
116:00 Time Left

MADE BY WAQAR SIDDHU

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

Which of the following mechanics is used to denote a number of things on a list one by one?

Answer ( Please select your correct option )

- Symbols
- Equations
- Acronyms
- Enumeration

Start Time: 6:56 PM  
116:00 Time Left

MADE BY WAQAR SIDDHU

For Solved Visit **VU Answer**



For More Visit **VU Answer**

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

Which one of the following consists of the following parts: a buffer, reasons supporting the negative decision, clear, diplomatic statement of the negative decision and a helpful, friendly and positive close?

Answer ( Please select your correct option )

- Direct plan
- Indirect plan
- Business plan
- Strategic plan

Start Time: 6:56 PM  
116:00  
Time Left

MADE BY WAQAR SIDDHU

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

Which of the following marks is used to separate parts of a sentence and indicates a pause longer than a comma but shorter than a period?

Answer ( Please select your correct option )

- Colon
- Semicolon
- Brackets
- Hyphen

Start Time: 6:56 PM  
116:00  
Time Left

MADE BY WAQAR SIDDHU

For Solved Visit **VU Answer**

For More Visit **VU Answer**

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

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

File Edit View Favorites Tools Help

VU Examination System (CLIENT) VUTES 6.5 ..... Fall...

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

Which one of the following sentences is incorrect?

Answer ( Please select your correct option )

- He lives in London.
- I arrived at home at 6 O'clock.
- They drove to San Francisco on Saturday.
- Where do you live?

Start Time: 6:56 PM  
116:00  
Time Left

19

**MADE BY WAQAR SIDDHU**

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

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

File Edit View Favorites Tools Help

VU Examination System (CLIENT) VUTES 6.5 ..... Fall...

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

What is meant by 'self-oriented roles'?

Answer ( Please select your correct option )

- Showing relationship among ideas
- Calling attention to oneself and demanding recognition from others
- Drawing out other members by showing verbal and non verbal support, praise or agreement
- Suggesting decision-making procedures

Start Time: 6:56 PM  
116:00  
Time Left

20

**MADE BY WAQAR SIDDHU**

For Solved Visit **VU Answer**

For More Visit **VU Answer**

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

What can be considered the heart of a report?

Answer ( Please select your correct option )

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

Start Time: 6:56 PM  
116:00  
Time Left

MADE BY WAQAR SIDDHU

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

"You now know that the three steps in making a cake are: gathering the materials, mixing the batter, and baking the cake."  
This statement in the conclusion of a speech could best be described as:

Answer ( Please select your correct option )

- Signaling the end of the speech
- A dissolve ending
- A crescendo ending
- Reinforcement of the central idea

Start Time: 6:56 PM  
116:00  
Time Left

MADE BY WAQAR SIDDHU

For Solved Visit **VU Answer**

For More Visit **VU Answer**

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

Which one of the following components is not a part of planning a written message?

Answer ( Please select your correct option )

- Developing the main idea
- Constructing an outline
- Estimating the appropriate length
- Handling the audience's questions effectively

Start Time: 6:56 PM  
116:00  
Time Left

23

MADE BY WAQAR SIDDHU

Question No : 24 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

Start Time: 6:56 PM  
116:00  
Time Left

24

MADE BY WAQAR SIDDHU

For Solved Visit **VU Answer**

For More Visit **VU Answer**

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

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

Answer ( Please select your correct option )

- three
- four
- five
- six

Start Time: 6:56 PM  
116:00 Time Left

MADE BY WAQAR SIDDHU

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

Which of the following aspects represent the function of Report?

Answer ( Please select your correct option )

- Problem, purpose, background,
- Limitations, sources, scope
- Methods, authorization
- All of the above

Start Time: 6:56 PM  
116:00 Time Left

MADE BY WAQAR SIDDHU

For Solved Visit **VU Answer**

For More Visit **VU Answer**

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

Choose the correct option from the following.

Never look a gift horse in the.....

Answer ( Please select your correct option )

- Mouth
- Eye
- Nose
- Teeth

Start Time: 6:56 PM  
116:00 Time Left

MADE BY WAQAR SIDDHU

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

Which of the following is not a part of indirect plan?

Answer ( Please select your correct option )

- A clear, diplomatic statement of the negative decision
- A helpful, friendly, and positive close
- Reasons supporting the negative decision
- Making a shorter message possible

Start Time: 6:56 PM  
116:00 Time Left

MADE BY WAQAR SIDDHU

For Solved Visit **VU Answer**

For More Visit **VU Answer**

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

Which of the following sentences is correct?

Answer ( Please select your correct option )

- He's working at that company for fifteen years.
- He works at that company for fifteen years.
- He's worked at that company for fifteen years.
- He's been working at that company for fifteen years.

Start Time: 6:56 PM  
116:00 Time Left

MADE BY WAQAR SIDDHU

Question No : 30 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

Start Time: 6:56 PM  
116:00 Time Left

MADE BY WAQAR SIDDHU

For Solved Visit **VU Answer**

For More Visit **VU Answer**

Question No : 31 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

Start Time: 6:56 PM  
116:00  
Time Left

MADE BY WAQAR SIDDHU

Question No : 32 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

Start Time: 6:56 PM  
116:00  
Time Left

MADE BY WAQAR SIDDHU

For Solved Visit **VU Answer**



For More Visit **VU Answer**

Question No : 33 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

Start Time: 6:56 PM  
116:00 Time Left

MADE BY WAQAR SIDDHU

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

People belonging to specific context organize their CV according to a.....

Answer ( Please select your correct option )

- new trend
- set pattern
- new methodology
- new information

Start Time: 6:56 PM  
116:00 Time Left

MADE BY WAQAR SIDDHU

For Solved Visit **VU Answer**

For More Visit **VU Answer**

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

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

File Edit View Favorites Tools Help

VU Examination System (CLIENT) VUTES 6.5 ..... Fall...

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

Which one of the following problems refers to non-alphabetical symbols?

Answer ( Please select your correct option )

- Functional problem
- Punctuation problem
- Writing problem
- None of the above

Start Time: 6:56 PM  
116:00  
Time Left

35

**MADE BY WAQAR SIDDHU**

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

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

File Edit View Favorites Tools Help

VU Examination System (CLIENT) VUTES 6.5 ..... Fall...

Question No : 36 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.

Start Time: 6:56 PM  
116:00  
Time Left

36

**MADE BY WAQAR SIDDHU**

For Solved Visit **VU Answer**

For More Visit **VU Answer**

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

The first thing, a business report must learn to do, is to ensure \_\_\_\_\_.

Answer ( Please select your correct option )

- Conciseness
- Accuracy
- Acceptability
- Suitability

Start Time: 6:56 PM  
116:00 Time Left

MADE BY WAQAR SIDDHU

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

Which of the given options are being described by the following lines?  
'It interprets facts explained. It does not give the writer's personal opinion. The opinion should be unbiased and, should not base on personal likes and dislikes.'

Answer ( Please select your correct option )

- Introduction
- Summary
- Recommendations
- Conclusion

Start Time: 6:56 PM  
116:00 Time Left

MADE BY WAQAR SIDDHU

For Solved Visit **VU Answer**

For More Visit **VU Answer**

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

Start Time: 6:56 PM  
116:00 Time Left

MADE BY WAQAR SIDDHU

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

Which statement from the following is wrong?

Answer ( Please select your correct option )

- DOS -- Disk Operating System
- HTML -- Hypertext Markup Language
- HIV -- Human Immunodeficiency Virus
- FTP -- Fire transfer protocol

Start Time: 6:56 PM  
116:00 Time Left

MADE BY WAQAR SIDDHU

For Solved Visit **VU Answer**

For More Visit **VU Answer**

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

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

File Edit View Favorites Tools Help

VU Examination System (CLIENT) VUTES 6.5 ..... Fall...

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

Describe various forms of speaking.

Answer ( Please click here to Add Answer )

Start Time: 6:56 PM

116:00 Time Left

41

MADE BY WAQAR SIDDHU

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

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

File Edit View Favorites Tools Help

VU Examination System (CLIENT) VUTES 6.5 ..... Fall...

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: 6:56 PM

116:00 Time Left

42

MADE BY WAQAR SIDDHU

For Solved Visit **VU Answer**

For More Visit **VU Answer**

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

What is a Random List?

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

Start Time: 6:56 PM  
116:00  
Time Left

43

**MADE BY WAQAR SIDDHU**

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

How should we design a 'title page'?

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

Start Time: 6:56 PM  
115:00  
Time Left

44

**MADE BY WAQAR SIDDHU**

For Solved Visit **VU Answer**

For More Visit **VU Answer**

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

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

File Edit View Favorites Tools Help

VU Examination System (CLIENT) VUTES 6.5 ..... Fall...

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

Name any THREE common problems of writing.

Answer ( Please click here to Add Answer )

Start Time: 6:56 PM 115:00 Time Left

MADE BY WAQAR SIDDHU

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

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

File Edit View Favorites Tools Help

VU Examination System (CLIENT) VUTES 6.5 ..... Fall...

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

What do you know about 'Self-oriented' roles in meeting?

Answer ( Please click here to Add Answer )

Start Time: 6:56 PM 115:00 Time Left

MADE BY WAQAR SIDDHU

For Solved Visit **VU Answer**

For More Visit **VU Answer**

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

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

File Edit View Favorites Tools Help

VU Examination System (CLIENT) VUTES 6.5 ..... Fall...

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

Write down a few usages of 'Line Graph'.

Answer ( Please click here to Add Answer )

Start Time: 6:56 PM

115:00 Time Left

47

MADE BY WAQAR SIDDHU

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

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

File Edit View Favorites Tools Help

VU Examination System (CLIENT) VUTES 6.5 ..... Fall...

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

How can you promote structural clarity in your document?

Answer ( Please click here to Add Answer )

Start Time: 6:56 PM

115:00 Time Left

48

MADE BY WAQAR SIDDHU

For Solved Visit **VU Answer**



For More Visit **VU Answer**

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

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

File Edit View Favorites Tools Help

VU Examination System (CLIENT) VUTES 6.5 ..... Fall...

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

Describe the Sequence of Tenses and Timing of Events.

Answer ( Please click here to Add Answer )

Start Time: 6:56 PM

115:00 Time Left

49

MADE BY WAQAR SIDDHU

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

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

File Edit View Favorites Tools Help

VU Examination System (CLIENT) VUTES 6.5 ..... Fall...

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

Job application letters are intended to show your competence for a job. Do you agree? Define application letters and discuss its parts.

Answer ( Please click here to Add Answer )

Start Time: 6:56 PM

115:00 Time Left

50

MADE BY WAQAR SIDDHU

For Solved Visit **VU Answer**

For More Visit **VU Answer**

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

Differentiate between graphic visuals and text visuals.

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

Start Time: 6:56 PM  
115:00  
Time Left

MADE BY WAQAR SIDDHU

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

How can you write effective instructions that will help your reader to perform some task and persuade him to use your instructions?

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

Start Time: 6:56 PM  
115:00  
Time Left

MADE BY WAQAR SIDDHU

For Solved Visit **VU Answer**