

## ENG201 - FINALTERM 2025

### MCQs from current paper review:

- 1) The word **report** covers everything from preprinted forms to brief, informal letters and memos to three-volume manuscripts.
- 2) **Recommendations** is a plan of action based on findings and conclusions.
- 3) **Appendix** include tables, pictorials, graphs, charts or some additional information.
- 4) **glossary** is an alphabetic listing of special terms and words with their meaning and definitions.
- 5) **facts** are the individual pieces of information that underlie and support your conclusions and recommendations.
- 6) an essential element of every report in which you interpret your facts in a way that is significant to your readers. (**discussion**)
- 7) **conclusions** are general statements, based on your facts
- 8) An **empirical research** is a research that reports the results of a study and uses data derived from actual observation or experimentation.
- 9) **Feasibility reports** are written to help decision makers to choose between two or more courses of action.
- 10) How many elements are there in feasibility report? (**7**)
- 11) **Criteria** are the standards that you apply in a feasibility study to evaluate the alternative courses of action which you are considering
- 12) The **heart** of a feasibility report is the detailed evaluation of the course or courses of action.
- 13) A **proposal** is a special type of analytical report
- 14) The **table** is one of the most versatile and widely used visual aids
- 15) An excellent tool for groups of detailed facts in a concise and readable form.  
**(Tables)**
- 16) The chief advantage of the **pictograph** is that it uses drawings to symbolize concretely the quantities
- 17) The higher the quantity is, the **longer** the bar graph will be.
- 18) A **line graph** shows how one quantity changes as a function changes in another quantity
- 19) **Pie charts** are unsurpassed in their ability to depict the composition of a whole
- 20) **Diagrams** depict subjects more abstractly.
- 21) **Flow charts** represents the succession of events in a process or procedure
- 22) An **organizational chart** represents the arrangement of people and departments in an organization.
- 23) Report design should be **flexible** enough to meet a variety of writer purposes and audience needs.
- 24) The **table of contents** provides an outline of analysis reports.
- 25) An optional addition to the front matter of an analysis report (**list of symbols**)

- 26) The **discussion** contains an analysis of the technical issues important to the report.
- 27) The experience of getting stuck while writing is **Writer's block**
- 28) **Organizational problems** are discovered during the editing phase.
- 29) Style is a result of **sentence** structure.
- 30) **Organizational logic** can be achieved by arranging the events chronologically or spatially.
- 31) **Proofreading** is a quick checking for errors.
- 32) Use **exemplification** in paragraphs to provide instances that clarify your topic statement.
- 33) **Narration** is a series of events that tells the reader what happened.
- 34) **Analogy** to explain one object or process in terms of another.
- 35) **Cause and effect** is an analytical mode of paragraph development.
- 36) A **sentence fragment** is missing a subject, a verb, or both.
- 37) Modifiers are the coordinate if they modifies the **same word**.
- 38) The literature review should be **focused**.
- 39) **Visual aids** increase the audience's ability to absorb and remember.
- 40) **Visualization** is a matter of grouping data.
- 41) AIDA plan stands for **(attention,interest,desire,action)**
- 42) the numbers assigned to figures are usually **Arabic**.
- 43) Progress report is prepared **3** times in a year.
- 44) Conventional superstructure contains **five** elements.
- 45) People spent more time in **listening** than any other communication activity.
- 46) The part of report which addresses decision-makers is **executive summaries**.
- 47) Foundation for analysis is provided by **conclusions**.
- 48) The word **report** covers everything from preprinted forms to brief, informal letters and memos to three-volume manuscripts
- 49) My brother **plays** football in the same club as me
- 50) It was **a quite** unpleasant experience.

Prepared by:

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GOOD LUCK!!