

# Professional Online Academy Vu Topper RM



**ENG201-Business & Technical**  
**Update MCQ'S Final Term**  
**By Vu Topper RM**



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**Question No:1**

**(Marks:1)**

**Vu-Topper RM**

Use narration to established a series of \_\_\_\_ that tells the reader wat happened.

**A. Events**      **Page 160**

B. Dramas

C. Episodes

D. Conventions

**Question No:2**

**(Marks:1)**

**Vu-Topper RM**

list of symbols is an \_\_\_\_ addition to the front matter of an analysis report.

**A. Optional**      **Page 154**

B. Important

C. Inconvenient

D. None of the above

**Question No:3**

**(Marks:1)**

**Vu-Topper RM**

Functional specifications will form the basis for the highly precise \_\_\_\_ specification.

A. Test

**B. Design**      **Page 152**

C. Functional

D. Requirements

**Question No:4**

**(Marks:1)**

**Vu-Topper RM**

The table is one of the most versatile and \_\_\_\_ used visual aids.

A. Nicely

**B. Widely**      **Page 147**

C. Superbly

D. Awkwardly

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**Question No:5**

**(Marks:1)**

**Vu-Topper RM**

Which of the following is helpful for improving a document while editing?

- A. All of the above**      **Page 157**  
B. Organizational logic  
C. Quality of the manuscript  
D. Mechanical development of the topic

**Question No:6**

**(Marks:1)**

**Vu-Topper RM**

\_\_\_\_\_ specification is used as the basis for test plans and user documentation.

- A. Design**      **Page 152**  
B. Physical  
C. Chemical  
D. Compositional

**Question No:7**

**(Marks:1)**

**Vu-Topper RM**

A /an \_\_\_\_\_ identifies the major steps in a project and tells when they will be performed.

- A. Flow chart  
**B. Schedule chart**      **Page 150**  
C. Organizational chart  
D. All of the above

**Question No:8**

**(Marks:1)**

**Vu-Topper RM**

Which of the following is correct for this definition 'it contains an analysis of the technical issues important to the report?'

- A. Title page  
B. Appendix  
**C. Discussion**      **Page 154**  
D. Conclusion

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**Question No:9**

**(Marks:1)**

**Vu-Topper RM**

To create a \_\_\_ you draw a circle and draw a line that slices it into wedges.

- A. Table
- B. Graph
- C. Pie chart**
- D. Flow chart

**Page 149**

**Question No:10**

**(Marks:1)**

**Vu-Topper RM**

Presenters can \_\_\_ the effectiveness of most instructions by including visual aids.

- A. Reduce
- B. Increase**
- C. Decrease
- D. Diminish

**Page 140**

**Question No:11**

**(Marks:1)**

**Vu-Topper RM**

You can also use visual aids to present information in support of your \_\_\_ points.

- A. Weak
- B. Persuasive**
- C. Conclusive
- D. Informative

**Page 145**

**Question No:12**

**(Marks:1)**

**Vu-Topper RM**

In \_\_\_ pronoun case the pronoun functions as an object.

- A. Relative
- B. Subjective
- C. Objective**
- D. Possessive

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**Question No:13**

**(Marks:1)**

**Vu-Topper RM**

in essence a \_\_\_\_\_ is a statement of the attributes of a product, process or service a user wishes to purchase, and consequently, which the supplier is expected to supply.

- A. Guarantee
- B. Requirements
- C. Specification**
- D. None of the above

**Question No:14**

**(Marks:1)**

**Vu-Topper RM**

\_\_\_\_\_ refer to non-alphabetical symbol.

- A. Editing problem
- B. Writing problem
- C. Functional problem
- D. Punctuation problem**

**Question No:15**

**(Marks:1)**

**Vu-Topper RM**

In order to ensure \_\_\_\_\_ closely link the pronoun to their antecedent (pronoun reference).

- A. Unity
- B. Clarity**
- C. Simplicity
- D. Conciseness

**Question No:16**

**(Marks:1)**

**Vu-Topper RM**

For the sake of clarity in writing, make sure your \_\_\_\_\_ are closely linked to their antecedents.

- A. Letters
- B. Sentences
- C. Pronouns**
- D. Punctuations

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**Question No:17**

**(Marks:1)**

**Vu-Topper RM**

Choose the best option:

Which of the following errors does sentences contain when it has long strings of modifiers or noun?

- A. Comma splice
- B. Fused sentence
- C. Stack modifier**
- D. Stringy sentence

**Question No:18**

**(Marks:1)**

**Vu-Topper RM**

Hoping to garner favor, my parents were sadly unimpressed with the gift the given statement is an example of \_\_\_\_\_.

- A. Coma splice
- B. Choppy sentence
- C. Sentence fragment
- D. Dangling modifiers**

**Question No:19**

**(Marks:1)**

**Vu-Topper RM**

Writing styles id, a result of \_\_\_ structure.

- A. Story
- B. Report
- C. Letter
- D. Sentence**

**Question No:20**

**(Marks:1)**

**Vu-Topper RM**

for many writers the worst part of the writing experiences in the very \_\_\_\_\_.

- A. Middle
- B. Beginning**
- C. Conclusion
- D. Beginning and conclusion

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**Question No:21**

**(Marks:1)**

**Vu-Topper RM**

In \_\_\_\_ pronoun case the pronoun functions as an object.

- A. Relative
- B. Possessive
- C. Subjective
- D. Objectives**

**Question No:22**

**(Marks:1)**

**Vu-Topper RM**

The programmer kicked the terminal. It is an example of \_\_\_\_ type sentence.

- A. Subject-verb sentences (SV)**
- B. Subject-verb-object sentence (SVO)
- C. Subject-verb –indirect object-object (SVIO)
- D. Subject-linking verb-complement sentence (SLVC)

**Question No:23**

**(Marks:1)**

**Vu-Topper RM**

Reports present conclusions based on:

- A. Belief
- B. Intuition
- C. Impression
- D. Investigation** **Google**

**Question No:24**

**(Marks:1)**

**Vu-Topper RM**

.....is a condition, primarily associated with writing as a profession, in which an author loses the ability to produce new work.

- A. Writer's block**
- B. Writer's potential
- C. Writer's capability
- D. Writer's inefficiency

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**Question No:25**

**(Marks:1)**

**Vu-Topper RM**

\_\_\_\_\_ are unsurpassed in their ability to depict the composition of a whole.

- A. None of the above
- B. Pie charts**
- C. Flow charts
- D. Both of the above

**Question No:26**

**(Marks:1)**

**Vu-Topper RM**

Lack of confidence causes writer's block, and it is usually \_\_\_\_\_.

- A. self-sufficient
- B. self-fulfilling**
- C. self-blaming
- D. none of the above

**Question No:27**

**(Marks:1)**

**Vu-Topper RM**

A \_\_\_\_\_ is missing a subject, a verb, or both, but is punctuated as if it were a complete sentence.

- A. sentence fragment**
- B. fused sentence
- C. comma splice
- D. punctuation

**Question No:28**

**(Marks:1)**

**Vu-Topper RM**

\_\_\_\_\_ section presents the results of the analysis.

- A. Glossary
- B. Conclusion**
- C. Content table
- D. Introduction

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**Question No:29**

**(Marks:1)**

**Vu-Topper RM**

In paragraph writing, \_\_\_\_\_ is a series of events that tells about different happenings.

- A. cause & effect
- B. analogy
- C. comparison and contrast
- D. narration**

**Question No:30**

**(Marks:1)**

**Vu-Topper RM**

Visual aids should be selected by carefully considering the \_\_\_\_\_.

- A. supporting material, the reasoning and the claim
- B. audience and the purpose of the speech**
- C. thesis of the speech and the size of the room
- D. None of above

**Question No:31**

**(Marks:1)**

**Vu-Topper RM**

For many writers the worst part of the writing experience in the very.....

- A. middle
- B. conclusion
- C. beginning**
- D. beginning and conclusion

**Question No:32**

**(Marks:1)**

**Vu-Topper RM**

The report design should be ----- enough to meet a variety of writer purposes and audience needs.

- A. brief
- B. inflexible
- C. flexible**
- D. stubborn

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**Question No:33**

**(Marks:1)**

**Vu-Topper RM**

Audio visual aids help \_\_\_\_\_ students in the class.

A. curious

**B. slow learning**

C. intelligent

D. playful

**Question No:34**

**(Marks:1)**

**Vu-Topper RM**

Mark the following statement as True or False:

The visual aids should be very difficult to understand.

**False**

True

**Question No:35**

**(Marks:1)**

**Vu-Topper RM**

\_\_\_\_\_ prose often serves as the raw material for more elaborate forms of analytical prose.

A. Figurative

**B. Descriptive**

C. Metaphoric

D. Numer

**Question No:36**

**(Marks:1)**

**Vu-Topper RM**

In a presentation, the visual aids should go \_\_\_\_\_ the presented information.

**A. with**

B. beyond

C. none of the above

D. aga

**Question No:37**

**(Marks:1)**

**Vu-Topper RM**

What is the most important aspect in using visual aids?

A. language should be idiomatic

**B. your message should be understandable for your audience**

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- C. slides should be colourful
- D. make the diagrams attractive

**Question No:38**

**(Marks:1)**

**Vu-Topper RM**

The best visual aid to simplify complicated data is \_\_\_\_\_.

- A. table**
- B. photograph
- C. slides
- D. draw

**Question No:39**

**(Marks:1)**

**Vu-Topper RM**

The \_\_\_\_\_ provides an outline of analysis reports for readers who do not wish to read the entire report.

- A. table of contents**
- B. figures
- C. graphs

**Question No:40**

**(Marks:1)**

**Vu-Topper RM**

What is the excellent tool for groups of detailed facts in a concise and readable form?

- A. Drawing
- B. Diagram
- C. Table**
- D. Flow chart

**Question No:41**

**(Marks:1)**

**Vu-Topper RM**

Which of following is not a way presentational aids enhance speaker confidence?

- A. They aid in remembering.
- B. They divert audience attention from you.**
- C. They enhance clarity and impact of your message.
- D. They give purpose to y

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**Question No:42**

**(Marks:1)**

**Vu-Topper RM**

A/An \_\_\_\_\_ is a table that shows how money will be gained or spent.

- A. schedule chart
- B. flow chart
- C. budget statement**
- D. pay cheque

**Question No:43**

**(Marks:1)**

**Vu-Topper RM**

Use \_\_\_\_\_ in paragraphs to provide instances that clarify your topic statement.

- A. exemplification**
- B. classification
- C. organization

**Question No:44**

**(Marks:1)**

**Vu-Topper RM**

Labeling of a figure determines the level of understanding of.....

- A. reader**
- B. supervisor
- C. ghost reader
- D. speaker

**Question No:45**

**(Marks:1)**

**Vu-Topper RM**

You can show your readers exactly what they would see if they personally were to look at an object.

- A. Organizational charts
- B. Photographs**
- C. Chats
- D. Schedule cha

**Question No:46**

**(Marks:1)**

**Vu-Topper RM**

Pie charts are unsurpassed in their ability to depict the composition of a

- A. segment

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- B. chunk
- C. part
- D. whole**

**Question No:47**

**(Marks:1)**

**Vu-Topper RM**

Writing style is a result of \_\_\_\_\_ structure.

- A. letter
- B. sentence**
- C. report

**Question No:48**

**(Marks:1)**

**Vu-Topper RM**

Identify the correct sentence structure for the following sentence from the given options.

"Ali took a rime of pages".

- A. SLVC
- B. SVO**
- C. SV
- D. SV

**Question No:49**

**(Marks:1)**

**Vu-Topper RM**

A schedule chart identifies the major steps.....

- A. taken by peers in a business house last year.
- B. in a business report and tells it's prospective.
- C. in the process of personality grooming activity by an individual.
- D. in a project and tells when they will be performed**

**Question No:50**

**(Marks:1)**

**Vu-Topper RM**

A report can present the information in:

- A. Two ways**
- B. Five ways
- C. Three ways
- D. Four ways

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**Question No:51**

**(Marks:1)**

**Vu-Topper RM**

\_\_\_\_\_ help your audience find the visual aids they are looking for and know what the visual aids contain when they find them.

- A. Introduction
- B. Outline
- C. Titles**
- D. The programmer felt sick.

**Question No:52**

**(Marks:1)**

**Vu-Topper RM**

It is an example of \_\_\_\_\_ type of sentence.

- A. Subject-linking verb – complement sentence (SLVC)**
- B. Subject-verb-indirect object – object (SVIO)
- C. Subject-verb sentences (SV)
- D. Subject-verb-object sentences (SVO)

**Question No:53**

**(Marks:1)**

**Vu-Topper RM**

What is Requirements Specification?

- A. Attempt of marketing people to specify what the market is looking for
- B. This is a description of what the desired product should be capable of doing**
- C. All of the above
- D. This will form the basis for the highly precise design specifications

**Question No:54**

**(Marks:1)**

**Vu-Topper RM**

If you do not think you can communicate effectively, you will not be able to \_\_\_\_\_.

- A. communicate**
- B. write
- C. think
- D. read

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**Question No:55**

**(Marks:1)**

**Vu-Topper RM**

The glossary is the list of:

**Technical terms used in the report**

References

**Question No:56**

**(Marks:1)**

**Vu-Topper RM**

Can visual aids carry the entire message?

- A. Yes
- B. Sometimes
- C. All of the above
- D. No**

**Question No:57**

**(Marks:1)**

**Vu-Topper RM**

\_\_\_\_\_ is a special kind of bar graph in which the bars are replaced by drawings that represent the thing being described.

- A. Line graph
- B. Photograph
- C. Pictograph**
- D. Flow Chart

**Question No:58**

**(Marks:1)**

**Vu-Topper RM**

Which of the following writing techniques should be used in paragraphs to develop sequences that describe how an action is carried out or how something works?

- A. Definition
- B. Process**
- C. Narration
- D. Cause and Effect

**Question No:59**

**(Marks:1)**

**Vu-Topper RM**

\_\_\_\_\_ would usually include derivations of equations, tables of raw data, sample equations.

**A. Appendix**

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- B. All of the above
- C. Recommendation (section)
- D. Glossary

**Question No:60** (Marks:1) **Vu-Topper RM**  
According to the custom, the numbers assigned to figures are usually

- \_\_\_\_\_.
- A. Scientific Numerals
  - B. Arabic Numerals (1, 2, 3...)**
  - C. Arabic or Roman Numerals
  - D. Roman Numerals (I, II, III...)

**Question No:61** (Marks:1) **Vu-Topper RM**  
The table of contents provides an outline of analysis reports for readers who do not wish to read the entire report.  
False  
**True**

**Question No:62** (Marks:1) **Vu-Topper RM**  
\_\_\_\_\_ is an excellent means of representing the succession of events in a process or procedure.  
A. Pictograph  
**B. Flow chart**  
C. Line graph  
D. Photograph

**Question No:63** (Marks:1) **Vu-Topper RM**  
Making the beliefs, values, and behavioral norms explicit and intentional builds the \_\_\_\_\_ of an organization.  
mission  
**culture**

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**Question No:64**

**(Marks:1)**

**Vu-Topper RM**

ifications are used as the basis for the test plans and user documentation.

A. Functional

B. Design

C. Test

**D. Requirement**

**Question No:65**

**(Marks:1)**

**Vu-Topper RM**

\_\_\_\_\_ is the problem of not being able to think of something to write about or not being able to finish writing a story, poem, etc.

A. Intellectual deficiency

**B. Writer's block**

C. Reader's block

D. All of the above

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