

ENG201 90+ FINAL TERM MCQS SPRING 2025

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Question 1

Choose the correct sentence.

Options:

- I am asking if you would like to rollerblade together tomorrow?
 - I am asking "if you would like to rollerblade together tomorrow"?
 - I am asking "if you would like to rollerblade together tomorrow."
 - **I am asking if you would like to rollerblade together tomorrow.**
-

Question 2

Choose the correct sentence.

Options:

- 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.
-

Question 3

Which proposal section is related to the researcher's investigation?

Options:

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

Question 4

Which method is a bottom-up or generative approach to research?

Options:

- Pattern method
- Hypothesis method
- **Inductive method**

- Deductive method
-

Question 5

What is the last thing you need to do before distributing your document?

Options:

- Designing
 - Revising
 - **Proofreading**
 - All of the above
-

Question 6

Feasibility reports are used:

Options:

- **To analyze problems and predict practical alternatives.**
 - To control problems, sell products and services.
 - To monitor and control production, sales, shipping, etc.
 - To solve problems and supply facts.
-

Question 7

Which phrase is used during a presentation?

Options:

- Thanks for giving me a hand.
 - **Thank you very much for your time today.**
 - Thank you for your quick response.
 - Thank you for your corporation.
-

Question 8

Claim letter is also called:

Options:

- Transmittal letter
 - Credit refusing letter
 - Adjustment letter
 - **Complaint letter**
-

Question 9

If your message is specific, definite, and vivid, which principle has been applied?

Options:

- Completeness
 - Correctness
 - Conciseness
 - **Concreteness**
-

Question 10

Which suggests grouping ideas and putting them in sequence?

Options:

- Revising a message
 - Editing a message
 - **Organizing a message**
 - Planning a message
-

Question 11

What significantly improves the interest of a presentation?

Options:

- Illustration
 - **Visual aids**
 - Image
 - Reflection
-

Question 12

What is meant by task-facilitating roles?

Options:

- **Suggesting decision-making procedures to move the group toward the goal.**
 - Drawing out members by showing verbal support.
 - Offering to yield on a point for a mutually acceptable decision.
 - Drawing out members by showing verbal and nonverbal support.
-

Question 13

How many elements are in the conventional superstructure for instructions?

Options:

- Three
 - Four
 - **Five**
 - Two
-

Question 14

AIDS stands for:

Options:

- Attention Immunodeficiency Syndrome
 - Acquired Implement System
 - **Acquired Immunodeficiency Syndrome**
 - Attention Implement System
-

Question 15

Choose the correct sentence.

Options:

- A friendly-little dog is all I need for company.
 - **A friendly little dog is all I need for company.**
 - A friendly, little dog is all I need for company.
 - A friendly; little dog is all I need for company.
-

Question 16

Choose the sentence with correct comma placement.

Options:

- We will grant you immunity, if you decide to cooperate with us.
 - We will grant you immunity, if you decide, to cooperate with us.
 - We will grant you immunity if you decide, to cooperate with us.
 - **We will grant you immunity if you decide to cooperate with us.**
-

Question 17

Software functional specs usually contain:

Options:

- Assumptions, resources

- Cost target, Maintenance
- **A & B (Assumptions, resources + Cost target, Maintenance)**
- Orientation specs and Functional specs

Question 18

Which of the following messages aim to influence audiences who are inclined to resist?

Options:

- Considerate messages
- Courteous messages
- Informative messages
- **Persuasive messages**

Question 19

Choose the sentence with the correct comma placement:

Options:

- You are I am sure, telling the truth.
- You are I am sure telling, the truth.
- **You are, I am sure, telling the truth.**
- You are, I am sure telling the truth.

Question 20

Which of the following messages aim to influence resistant audiences?

Options:

- Considerate messages
- Courteous messages
- Informative messages
- **Persuasive messages**

Question 21

When is the phrase "This is Ken" used?

Options:

- Answering the telephone
- **Introducing yourself in person**
- Asking who is on the line
- Introducing yourself in general

Question 22

What is a fault in communication where meaning is lost in translation?

Options:

- **Distortion**
- Noise
- Redundancy
- Feedback

Question 23

Which complimentary close is accurate in general letter writing?

Options:

- Yours sincerely,
- Sincerely,
- Yours respectfully,
- **All of the above**

Question 24

What style should be used for oral presentations to large groups?

Options:

- Casual
 - Informal
 - **Formal**
 - Interpersonal
-

Question 25

Which type of questions gather both facts and feelings?

Options:

- Multiple questions
 - Objective questions
 - Subjective questions
 - **Open-ended questions**
-

Question 26

What is the term for numbering pages in a document?

Options:

- Number
 - Enumeration
 - Symbol
 - **Pagination**
-

Question 27

Choose the correctly punctuated sentence:

Options:

- We ask: therefore, that you keep this matter confidential.
- We ask, therefore; that you keep this matter confidential.

- **We ask, therefore, that you keep this matter confidential.**
 - We ask; therefore, that you keep this matter confidential.
-

Question 28

Choose the correct sentence:

Options:

- Paul Simon sang, "I am a rock, I am an island."
 - Paul Simon sang, I am a rock; I am an island.
 - Paul Simon sang I am a rock, I am an island.
 - **Paul Simon sang, "I am a rock; I am an island."**
-

Question 29

Choose the correct sentence:

Options:

- She will go to her grave with some secrets said Wendy.
 - **"She will go to her grave with some secrets," said Wendy.**
 - "She will go to her grave with some secrets" said Wendy.
 - "She will go to her grave with some secrets." said Wendy.
-

Question 30

What represents giving someone a reason to do something?

Options:

- **Motivation**
 - Direction
 - Usage
 - Subject
-

Question 31

What is an intended reader?

Options:

- Simple reader
 - Complex reader
 - **A member of a target audience**
 - Unplanned reader
-

Question 32

What is chronology?

Options:

- **Investigating a chain of events**
 - Information about the relevant subject
 - Specific goals
 - All of the above
-

Question 33

Which report helps choose between courses of action?

Options:

- Long report
 - Short report
 - Essential report
 - **Feasibility report**
-

Question 34

Choose the correct sentence:

Options:

- We are willing to work with whoever you recommend.
 - We are willing to work with who you recommend.
 - **We are willing to work with whomever you recommend.**
 - We are not willing to work with who you recommend.
-

Question 35

What is the first task in planning a report?

Options:

- **Defining purpose**
 - Identifying task sequence
 - Preparing a work plan
 - None of the above
-

Question 36

What is a Title Fly?

Options:

- A page with four blocks of information
 - **A plain sheet with only the report title**
 - A page with writer's name/title/address
 - None of the above
-

Question 37

If asked to report progress at a meeting, what delivery method would you use?

Options:

- Extempore
- **Impromptu**

- Memorization
 - Reading
-

Question 38

To ensure clarity, place your _____ carefully.

Options:

- articles
 - **modifiers**
 - semicolon
 - exclamation marks
-

Question 39

Which interview type best judges interpersonal skills?

Options:

- Open-ended interview
 - Stress interview
 - Video interview
 - **Group interview**
-

Question 40

What should you consider when framing a table?

Options:

- Row/column order
 - Column alignment
 - Placement of notes
 - **All of them**
-

Question 41

Which replaces bars with representative drawings?

Options:

- Bar graphs
 - Line Graphs
 - **Pictographs**
 - Photographs
-

Question 42

Complete the tag question: "They worked for Kaufman's, _____?"

Options:

- Did they?
 - Haven't they?
 - **Didn't they?**
 - Had they?
-

Question 43

Biased language is based on:

Options:

- **Cultural bias, gender bias**
 - Cultural bias, nationality bias
 - Unity bias, nationality bias
 - None
-

Question 44

What does 'Connotative' mean?

Options:

- Literal word meaning
 - **Associations linked to a word**
 - General word meaning
 - Cognitive word meaning
-

Question 45

How to increase audience retention of information?

Options:

- Audience attention
 - Presentation
 - Speech
 - **Visual aids**
-

Question 46

The statement "I study veterinary medicine and work at an animal clinic" in a speech introduction serves to:

Options:

- Gain attention
 - Reveal the topic
 - **Establish credibility**
 - Brag
-

Question 47

What are task-facilitating roles?

Options:

- **Suggesting procedures to achieve goals**
- Offering verbal support

- Yielding for mutual decisions
 - Verbal/nonverbal praise
-

Question 48

Choose the correct sentence:

Options:

- You may not enter Mr. Harris office...
 - You may not enter Mr. Harrises office...
 - You may not enter Mr. Harrises' office...
 - **You may not enter Mr. Harris's office...**
-

Question 49

Choose the correctly punctuated sentence:

Options:

- We ask, therefore; that you...
 - **We ask, therefore, that you...**
 - We ask; therefore, that you...
 - We ask: therefore, that you...
-

Question 50

Choose the correctly punctuated sentence:

Options:

- The order was requested six weeks ago, therefore I...
 - The order was requested six weeks ago, therefore, I...
 - The order was requested six weeks ago: therefore, I...
 - **The order was requested six weeks ago; therefore, I...**
-

Question 51

Choose the correctly punctuated sentence:

Options:

- The American flag has three colors: namely, red...
 - The American flag has three colors, namely; red...
 - **The American flag has three colors; namely, red...**
 - The American flag has three colors namely, red...
-

Question 52

What is an intended reader?

Options:

- Simple reader
 - Complex reader
 - **Target audience member**
 - Unplanned reader
-

Question 53

Judging something's value through examination is:

Options:

- Credibility
 - **Evaluation**
 - Conciseness
 - All
-

Question 54

Which research method is bottom-up?

Options:

- Pattern method
 - Hypothesis method
 - **Inductive method**
 - Deductive method
-

Question 55

Persuasive messages are tied to:

Options:

- Indirect approach
 - Message positivity
 - Direct approach
 - **Audience desires**
-

Question 56

A good business letter avoids being harsh or _____.

Options:

- patriotic
 - paternal
 - **patronizing**
 - panoramic
-

Question 57

Which message type is organized by direct approach for favorable reactions?

Options:

- Business message
- Bad news message
- **Good news message**

- Routine message
-

Question 58

Who are real but unnamed readers?

Options:

- **Phantom Readers**
 - Future Readers
 - Complex Readers
 - Technical Readers
-

Question 59

Choose the correct sentence:

Options:

- You may not enter Mr. Harris office...
 - You may not enter Mr. Harrises office...
 - You may not enter Mr. Harrises' office...
 - **You may not enter Mr. Harris's office...**
-

Question 60

Choose the correctly punctuated sentence:

Options:

- The American flag has three colors: namely, red...
 - The American flag has three colors, namely; red...
 - **The American flag has three colors; namely, red...**
 - The American flag has three colors namely, red...
-

Question 61

Feasibility reports are used to:

Options:

- **Analyze problems and predict alternatives**
 - Control problems/sell products
 - Monitor production/sales
 - Solve problems/supply facts
-

Question 62

What should be avoided in business messages?

Options:

- Pompous language
 - Intimacy
 - Preaching/bragging
 - **All of the above**
-

Question 63

What is the drafting process called?

Options:

- Planning
 - **Composing**
 - Editing
 - Revising
-

Question 64

What balances precise and familiar language?

Options:

- **Clarity**

- Correctness
 - Concreteness
 - Conciseness
-

Question 65

What is the first step in resume writing?

Options:

- **Defining objectives**
 - Planning objectives
 - Evaluating objectives
 - Revising objectives
-

Question 66

Which writing style is scholarly?

Options:

- Informal writing
 - **Formal writing**
 - Archaic writing
 - Technical writing
-

Question 67

Which questions save time and reduce bias?

Options:

- Open-ended questions
- **Close-ended questions**
- Subjective questions
- Objective questions

Question 68

Which is farthest in the past?

Options:

- Couple of days
- Last week
- A day before yesterday
- **A month ago**

Question 69

Which phrase is appropriate for presentations?

Options:

- **Please feel free to interrupt me with questions.**
- Don't disturb me...
- No, you're wrong...
- No interruptions...

Question 70

What are the three reader types?

Options:

- **Phantom, Future, Complex Readers**
- Future, Complex, Complicated
- Future, Technical, Complicated
- Phantom, Technical, Future

Question 71

What represents a series of events?

Options:

- Description
 - Analysis
 - **Narration**
 - Improved version
-

Question 72

What modifies nouns directly?

Options:

- Adverb modifiers
 - Dependent clause
 - None
 - **Modifiers of noun**
-

Question 73

Choose the correct sentence:

Options:

- I am asking if you would like...?
 - I am asking "if you would like...?"
 - I am asking "if you would like...".
 - **I am asking if you would like...**
-

Question 74

Choose the correct sentence:

Options:

- Jan asked? "What did Joe mean..."

- Jan asked, "What did Joe mean...?"
 - **Jan asked, "What did Joe mean...'"?**
 - Jan asked, "What did Joe mean""?
-

Question 75

What are attitudes?

Options:

- Judgments of right/wrong
 - Observable actions
 - **Statements of approval/disapproval**
 - Truth statements
-

Question 76

What is a brief report overview called?

Options:

- Synopsis
 - **Executive Summary**
 - Contents
 - Bibliography
-

Question 77

What is the purpose of visual aids?

Options:

- Make documents interesting
- Provide information
- Simplify data
- **All of the above**

Question 78

What is the final step before document distribution?

Options:

- Designing
- Revising
- **Proofreading**
- All

Question 79

What modifies nouns directly?

Options:

- Misplaced Modifiers
- **Modifiers of Nouns**
- Adverb Modifiers
- Dangling Modifiers

Question 80

What should speeches relate to?

Options:

- Government needs
- Media needs
- **Audience needs**
- None

Question 81

What is nonverbal posture/movement called?

Options:

- Expressions
 - **Body language**
 - Nodding
 - None
-

Question 82

What is implied word meaning?

Options:

- Denotation
 - **Connotation**
 - None
-

Question 83

How should bad news buffers be?

Options:

- Explanatory
 - **Neutral**
 - Positive
 - Negative
-

Question 84

Do the 7 C's apply to oral/written communication?

Options:

- Oral only
- Written only

- **Both**
 - None
-

Question 85

What is written defamation?

Options:

- Slander
 - **Libel**
 - Disagreeable opinions
 - None
-

Question 86

How formal are semicolons vs. commas?

Options:

- **More formal**
 - Less formal
 - Useful
 - None
-

Question 87

Where are salutations used?

Options:

- Memos
 - **Letters**
 - Informal speech
 - None
-

Question 88

What are parallel bar visuals called?

Options:

- Line graph
 - Pictogram
 - **Bar graph**
 - None
-

Youtube Channel Link

<https://www.youtube.com/@BRAINY-SQUAD-VU>

Whatsapp Channel (The Brainy Squad)

<https://whatsapp.com/channel/0029VajbFwiGOj9lkVXyo02w>
