

**MIDTERM SOLVED MCQS  
ENG201**

**Question No: 1 (Marks: 1) - Please choose one**

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**Which of the following suggests 'Implication of a word or a suggestion separate from the usual definition'?**

- ▶ Denotation
- ▶ **Connotation**
- ▶ Implementation
- ▶ Abstraction

**Question No: 2 (Marks: 1) - Please choose one**

**Acknowledgment responses from audiences are like -----.**

- ▶ Nods
- ▶ Frowns
- ▶ **All of the above**
- ▶ None of above

**Question No: 3 (Marks: 1) - Please choose one**

**Which of the following is most unequivocally an advantage of written (as opposed to oral) communication?**

- ▶ **Concreteness and permanence**
- ▶ Opportunity for feedback
- ▶ Susceptibility to duplication
- ▶ None of above

**Question No: 4 (Marks: 1) - Please choose one**

**The problem that occurs during the editing phase of a document is called-----**

- ▶ Functional problem
- ▶ **Organizational problem**
- ▶ Both a and b
- ▶ None of above

**Question No: 5 (Marks: 1) - Please choose one**

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**Which of the following is generally organized by direct approach and receives a favorable reaction?**

- ▶ Business message
- ▶ Bad news message
- ▶ **Good news message**
- ▶ Routine message

**Question No: 6 (Marks: 1) - Please choose one**

**If a supervisor in the sales department requests the help of the Personnel Director in a complex disciplinary matter, communication flow is said to be:**

- ▶ Vertical
- ▶ Lateral
- ▶ Horizontal
- ▶ None of above

**Question No: 7 ( Marks: 1 ) - Please choose one**

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**Which of the followings are real but unnamed readers?**

- ▶ Phantom Readers
- ▶ Future Readers
- ▶ Complex Readers
- ▶ Technical Readers

**Question No: 8 ( Marks: 1 ) - Please choose one**

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**How many aspects does Accuracy have?**

- ▶ 6
- ▶ 5
- ▶ 4
- ▶ 3

**Question No: 9 ( Marks: 1 ) - Please choose one**

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**What can be considered as the heart of a report?**

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

**Question No: 10 ( Marks: 1 ) - Please choose one**

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**What is the last thing you need to do before you get ready to distribute your document?**

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

**Question No: 11 (Marks: 1) - Please choose one**

**When an email message is sent from the production supervisor to the customer who purchased the end product, this would be considered:**

- ▶ external–operational communication
- ▶ internal–operational communication
- ▶ Personal communication

- ▶ None of the above

Question No: 12 (Marks: 1) - Please choose one

**Choose the right option.**

**Buffer of a bad news should be-----.**

- ▶ Positive
- ▶ Explanatory
- ▶ **Neutral**
- ▶ None of these

**Question No: 13 ( Marks: 1 ) - Please choose one**

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**Which of the following is not used in external business communication?**

- ▶ Enquiries letter
- ▶ Curriculum Vitae
- ▶ **Memo**
- ▶ Complaint letter

**Question No: 14 ( Marks: 1 ) - Please choose one**

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**Choose the correct option.**

To decode a message is to:

- ▶ reject a message
- ▶ translate ideas into code
- ▶ evaluate a message
- ▶ **interpret a message**

**Question No: 15 ( Marks: 1 ) - Please choose one**

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**Which type of Visual aid is the most difficult to execute effectively?**

- ▶ **Graphics**
- ▶ Projections
- ▶ Handouts
- ▶ Film and video

**Question No: 16 ( Marks: 1 ) - Please choose one**

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**Which one of the following can create immense difference between class room communication and job communication?**

- ▶ Age of audience
- ▶ Behavior of audience
- ▶ Size of audience
- ▶ **None of the above**

Question No: 17 (Marks: 1) - Please choose one  
**Select the correct form for writing dates in business correspondence**

- ▶ 03/22/02
- ▶ 22 March, 2002
- ▶ June 3rd, 2004
- ▶ **August 22, 2003**

**Question No: 18 ( Marks: 1 ) - Please choose one**  
**To whom usually good will letters are written?**

- ▶ **Customer**
- ▶ Manager
- ▶ Director
- ▶ Chairman

**Question No: 19 ( Marks: 1 ) - Please choose one**

Which of the following factors enables you to evaluate the effectiveness of your message?

- ▶ **Feedback**
- ▶ Encoding
- ▶ Transmission
- ▶ Decoding

**Question No: 20 ( Marks: 1 ) - Please choose one**

**Which of the followings are real but unnamed readers?**

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- ▶ Complex Readers
- ▶ Technical Readers