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ENG201 QUIZ 1 SOLVED

1. Which of the following is synonymous to 'implicit'?
 - a) unambiguous
 - b) hidden**
 - c) precise
 - d) specific
2. An underlying goal of all technical and scientific writing is to get the reader to trust the writer's _____.
 - a) credibility**
 - b) authority
 - c) authenticity
 - d) honesty
3. Feedback can come in the form of _____.
 - a) Pictures
 - b) verbal and non-verbal cues
 - c) All of the given options**
 - d) symbols

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4. While delivering a presentation your personal appearance affects your ____

- a) confidence
- b) creativity
- c) delivery

d) credibility

5. Which of the following font should be used on Overhead projection transparencies (OHPs)?

- a) 10pt Times Roman
- b) 14pt Times Roman

c) 18pt Times Roman

d) 22pt Times Roman

6. Procedures and work plan in a document show ____

a) Instructions

- b) Objectives
- c) Purpose
- d) Main Idea

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7. Revision is a chance for you to look critically at a document ____.

- a) if it's really worth saying
- b) if it says what you wanted to say
- c) if a reader will understand what you're saying

d) All of the given options

8. If there is no receiver, there is no ____.

a) communication

- b) sender
- c) message
- d) media

9. ____ carry out the decisions that have been made.

a) Implementers

- b) Advisors
- c) Chief executives
- d) None of the given options

10. One fundamental ____ of effective writing is to put the key information at the beginning.

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- a) Case
- b) Example
- c) Principle**
- d) Situation

11. When you turn your ideas into a message, you are the ____.

- a) receiver
- b) encoder**
- c) decoder
- d) analyzer

12. Most of the fresh graduates choose this type of resume to overcome the lack of experience in their resume. Such a resume is titled as ____ resume.

- a) conventional
- b) non-conventional
- c) functional**
- d) All of the given options

13. When determining the scope of a message, a writer should consider ____.

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- a) the level of detail the audience needs
- b) how technical the document should be
- c) what format the audience expects
- d) All of the given options**

14. Your resume is a persuasive argument whose purpose is to convince your readers to hire you.

- a) False
- b) True**

15. ____ have the role of deciding the way an organization will act in a certain situation.

- a) directors
- b) implementers
- c) advisors
- d) decision makers**

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