



ENG201

Quiz 2

ABSTRACT

This comprehensive collection of notes is accurately crafted to empower students to excel academically, ensuring they achieve a minimum of 80% marks in their examinations. The content is organized with clarity and precision, focusing on key concepts, critical analyses, and practical applications tailored to the syllabus. These notes serve as a reliable resource for both thorough preparation and last-minute revision. Designed to inspire confidence and mastery, this guide is an essential tool for students striving for academic excellence.

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Business and Technical English

ENG201_Business and Technical English

Quiz 2

1. To decode a message is to: (interpret a message)
2. _____ Are challenging to write because we know our readers will not be happy to receive the news. (bad new messages)
3. Narration follows a _____ pattern of development in paragraph writing. (chronological)
4. Which of the following is not an example of formal writing? (chatting)
5. Preposition and article are included in _____ words. (functional)
6. _____ Would usually include derivations of equations, tables of raw data, sample equations. (Appendix)
7. Which one of the following offers information without analysis or recommendations? (informational report)
8. Which of the following is associated with scholarly writing? (formal writing)
9. _____ Problems are discovered during the editing phase. (organizational)
10. _____ Often give an overview of the structures of the meeting, starting with a list of attendees, a statement of the various issues before the participants, and each of their responses thereto. (minutes)
11. Functional specification will form the basis for the highly precise _____ specifications. (design)
12. Everyone on the bus _____ annoyed by the little boy running up and down the aisle. (was)
13. Choose the correct option: (I am ready for my dad, a hardworking man, to come home and we will set to work in no time.)
14. Maury and his brother _____ to the bowling Ailey every day. (go)
15. Lack of a well defines purpose leads to the experience of getting stuck while writing known as the _____ block. (writer's)
16. A memorandum is a document which is: (informal, internal, concise, all of the above)
17. In _____ pronoun case the pronoun functions as an object. (objective)
18. In _____ pronoun case the pronoun functions as a processor. (possessive)
19. Which of the following expressions is not verbose? (students collaborated)
20. Both _____ and _____ medium don't want immediate feedback and avoid distortion in communication. (written and electronic)
21. From the following pairs of sentences, select the one which is 'Dangling Modifier' (I began doing the laundry piled up next to the washer)
22. Which of the following letters should accurately restate the key terms of employment? (acceptance letters)
23. _____ Is anything tha links one sentence or paragraph to another. (transition)
24. For what purpose colons are used? (all of the above)
25. In case of organizing a text _____ should be followed in which ideas are built upon previous ones. (sequence)
26. The result of market research is called _____. (requirement specification)
27. Mr., Ms., and Mrs., are: (courtesy titles)
28. The student of today are: (of sharp mind)

ENG201_Business and Technical English

Quiz 2

29. Which of the following gives you an opportunity to get your message across to a skeptical or hostile audience? (persuasive approach)
30. What do you understand by Paragraph Coherence? (all of the above)
31. The need for additional clarity and follow-up communication is eliminated if your communication is _____. (clear)
32. _____ Is used in paragraphs to develop sequence that describe how an action is carried out or how something works. (process)
33. The writing process in business messages consist of ____ steps. (three)
34. The basic characteristics of good specification is ____ that makes it more likely to be read, used and understood. (to navigate)
35. Credible communication are both _____ and _____. (expert; trustworthy)
36. The _____ is best implemented by expressing your message in terms of the audience interests and needs. (you attitude)
37. Which of the endings best goes with the opening 'Dear Personal Director, in Letter Writing? (best regards)
38. Which of the following is correct? (Harvey is a good driver; moreover, he is a very friendly one.)
39. A bad news message always begins with a _____ that provides a transmission to the refusal. (neutral statements)
40. The scientists disputed not only the newspaper article but also they disputed the university's official statement. It is an example of _____. (faulty parallelism)
41. Which one of the following is an example of a nonverbal message? (eye contact)
42. A body infection is compared with an invading army of attacking organisms is an example of _____. (analogy)
43. Which one of the following is not the part of common biases? (financial bias)
44. In paragraph writing, _____ is a series of events that tells about different happenings. (narration)
45. For routine, Good-News and Goodwill Messages, _____ is/are effective that please the reader or causes no particular reaction. (direct approach)
46. Which sign of punctuation is used to link certain prefixes, suffixes, letters and numbers with nouns? (hyphens)
47. Which of the following are known as 'Elements of a paragraph'? (topic sentences, related sentences, transitional elements, all of the above)
48. Short _____ are usually more vivid than long ones and improve the readability of a document. (words)
49. Choose the rightly punctuated sentence. (Spain is a beautiful country; the beaches are warm, sandy and spotlessly clean.)
50. Successful communication rely on _____ to make their message meaningful. (organization)
51. I was exhausted. I started the page. I was unable to comprehend a single word. The given sentence is an example of _____. (choppy sentence)
52. An agenda is a simple list of _____ to be discussed. (topics)

ENG201_Business and Technical English

Quiz 2

53. Use perspective prose to provide a _____ view of the subject. (functional)
54. The message sender needs to assess their message from the eyes of the _____ to be sure that they have included all the relevant information. (receivers)
55. He like cricket and playing football. The given sentence is an example of _____. (nonparallel comparison)
56. Varying our style can enable us to sound passionate or objective in a written document. (True)
57. Use _____ to explain one object or process in terms of another. (analogy)
58. The good organization of the context means _____. (the purpose and subject matter are clear, all the information is included, both of the above, none of the above)
59. Which of the following have denotative as well as a connotative meaning? (content words)
60. Choose the correct option. (I submitted a request six months in advance: still, I did not receive a permit in time for the departure)
61. Nobody _____ the trouble I've seen. (knows)
62. _____ Process often serves as the raw material for more elaborate forms of analytical prose. (Descriptive)
63. How many types of sentences are used to give your sentence variety? (3)
64. The _____ technique is used in paragraph to develop sequences that describe how an action is carried out. (process)
65. A _____ sentence express one independent clause and one or more dependent clauses. (complex)
66. The index forms a part of the _____. (end matter)
67. _____ Included doctoral dissertations, scholarly articles, top-level government agreements etc. (formal writing)
68. The _____ technique is used in paragraph development to explain one object or process in terms of another. (analogy)
69. The type of letters that accurately restate the terms and conditions of employment are known as _____. (acceptance letters)
70. Exclamation points are used in _____ to give warning or caution. (technical and scientific writing)
71. The _____ of the documents helps you decide how to precede, how to respond to the audience, which information to focus on, and which channel or medium to use. (purpose)
72. Audio visual aids help _____ students in he class. (slow learning)
73. The result of market research is called _____. (requirement specifications)
74. _____ Included in the end matter of a business proposal. (bibliography)
75. Lack of information often leads a writer towards the production of a/an _____ text. (ambiguous)
76. In the organization of the business message _____ is the starting point for constructing an outline. (main idea)
77. Report design should be _____ enough to meet a variety of writer purpose and audience needs. (flexible)
78. Choose the correct option from the following

ENG201_Business and Technical English
Quiz 2

While writing a _____ identify a specific area of employment, summarize your qualification for the job, refer to an enclosed resume, and request the next step of the application process, usually an interview. **(job application letter)**

79. 'Umer is an unusually tall Sindhi.'

Which of the following types of biases does it exemplify? **(ethnic bias)**

80. The programmer felt sick

It is an example of _____ type of sentence. **(Subject-linking verb-complement sentence (SLVC))**

81. Select the right option to fill in the blank

I like English _____ French very much. **(and)**

82. Choose the correct pronoun form.

Each employee must sign _____ time sheet before Friday. **(his/her)**

83. Choose the correct option from the following

_____ Share a general document architecture, which is usually modified to suit specific circumstances. **(proposals)**

84. Select the right option to fill in the blank

My brother likes Mathematics _____ he doesn't like history. **(but)**

85. Choose the correct option from the following

_____ Is a brief, informal report used to establish a record. **(memorandum)**

86. Choose the correct option from the following

_____ Are written for numerous internal purposes for example, to request information, to make announcements, to outline policies, and to transmit meeting minutes. **(memorandum)**

87. I did not have either her address nor her phone number.

It is an example of _____. **(double marker)**

88. Choose the best option

Which of the following approaches should be used when the audience is receptive to the message?
(direct approach)

89. Choose the correct option

The report design should be _____ enough to meet a variety of writer purposes and audience needs.
(flexible)

ENG201_Business and Technical English
Quiz 2

90. Choose the correct option

Why _____ the bag away? (did you not throw)

91. Choose the correct option

Use _____ if you want to overcome the zone barriers. (email)

92. The programmer kicked the terminal.

It is an example of _____ type of sentences. (Subject-Verb-Object sentences (SVO))

93. Identify the following as a 'sentence fragment' or 'complete sentence':

Went to apply for a job at the new office in Siddique Trade Center. (Sentence Fragment)

94. Choose the correct option

Use _____ medium when you want to overcome time zone barriers as well as minimize sound distortion. (electronic)

95. Choose the appropriate proposition to fill in the blank:

Did the doctor look _____ your leg? (at)

96. Met with the people.

It is an example of _____. (sentence fragment)

97. Choose the correct option from the following

_____ Minutes are often require by federal, state, or local law, by-laws, charters, or regulations in any organization. (Formal)

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