

# ENG201\_Solved Papers\_Final-Term

## Subjective

### Q. Define the following terms

#### **Memo report**

A memo report is a brief and informal report used within an organization. It includes the essential headings (To, From, Date, Subject) and addresses routine issues or updates

#### **Progress report**

The progress report describes the progress made towards a goal during a specific period, including significant issues related to costs and schedules. It also outlines the objectives for the next reporting period

#### **Oral communication**

It involves speaking and listening, often augmented by non-verbal cues like facial expressions, gestures, and tone of voice. It is essential for establishing connections and fostering group morale

#### **Superstructure element**

In reports, the superstructure includes elements such as introduction, facts, discussion, conclusions, and recommendations. This structure ensures clarity and logical flow in the report

#### **Choppy sentence**

A choppy sentence is one that is too short and lacks smooth transitions between ideas, making the writing sound abrupt. It can be corrected by combining sentences or adding transitional phrases

#### **Pictograph**

A pictograph uses images or symbols to represent data, making complex information easier to understand visually

#### **Reports**

Reports are documents that present focused, salient content to a specific audience, often displaying the results of experiments, investigations, or inquiries. They vary from preprinted forms to long manuscripts and are considered legal documents, requiring accuracy and clarity .

#### **Types of Reports**

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**Informational Reports:** Present data, facts, or feedback without analyzing the situation or making recommendations.

**Analytical Reports:** Provide information and analysis and may also include recommendations.

**Persuasive Reports:** Used to sell an idea, service, or product. They extend the focus of analytical reports

## **Research proposal**

A research proposal is a type of analytical report designed to get products, plans, or projects accepted by business or government clients. It typically includes the problem being addressed, proposed solutions, and the costs involved .

## **Analogy**

Analogy explains one object or process in terms of another. It is used to clarify concepts by comparing them with more familiar ones, such as comparing a body infection to an invading army of organisms .

## **Analysis**

Analysis refers to the detailed examination of the components of a subject to understand its structure, often involving breaking down complex information into simpler parts for better understanding

## **Enumeration**

Enumeration is the act of listing items one after the other, often used in writing to present information in a clear and structured way .

## **Fused Sentences**

Fused sentences occur when two independent clauses are joined without any punctuation, leading to confusion for the reader.

## **Narration**

Narration is a form of writing that recounts events in chronological order, often used to tell a story or explain a sequence of events.

## **Nominalization**

Nominalization is the process of turning verbs or adjectives into nouns, often making sentences more complex and formal, e.g., changing "decide" to "decision".

## **Sentence Fragment**

A sentence fragment is an incomplete sentence that is missing a subject or a verb or does not express a complete thought .

## **String Sentences**

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String sentences are overly long sentences that connect multiple independent clauses with conjunctions, making the sentence difficult to follow .

## Q. Five steps of Bad news message

- ✚ Choose the right approach (indirect or direct).
- ✚ Establish a proper tone at the beginning to soften the impact.
- ✚ Use neutral lead-ins to prepare the reader.
- ✚ Deliver the bad news in a reasonable and understandable way.
- ✚ Close in a manner that maintains a business relationship

## Q. Steps of Planning a Report

- ✚ Define the outline and purpose.
- ✚ Outline the issue for investigation.
- ✚ Prepare a work plan.
- ✚ Conduct research.
- ✚ Analyze and interpret data, draw conclusions, and develop recommendations

## Q. Ways of Organizing a report

- ✚ **Informational Reports:** In order of importance, sequentially, chronologically, spatially, geographically, or categorically.
- ✚ **Analytical Reports:** Organized by issues or problems like low salaries, poor location, etc.

## Q. Preliminary Outline

Can be prepared using systems like:

- ✚ Alphanumeric System.
- ✚ Decimal System.

Helps in structuring the elements of the report

## Q. Ways of Collecting data

- ✚ **Documents:** Historical records or documentary evidence.
- ✚ **Observations:** Use of senses and judgment.
- ✚ **Surveys:** Formal surveys to collect opinions from relevant people

## Q. Parts of Formal Reports and Body of Reports

- ✚ **Prefatory Parts:** Title fly, title page, letters (authorization/transmittal), table of contents, preface.
- ✚ **Body of Report:** Introduction, text, terminal section (summary, conclusions, recommendations).
- ✚ **Supplementary Parts:** Appendix, bibliography, glossary, index

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## Q. Elements of terminal section of Report

- ✚ **Summary:** Summarizes findings.
- ✚ **Conclusions:** Interprets facts without personal bias.
- ✚ **Recommendations:** Provides actionable suggestions based on findings

## Q. supplementary parts of report

- ✚ **Appendix:** Additional information like charts, tables, or graphs.
- ✚ **Bibliography:** Sources from where data was collected.
- ✚ **Glossary:** Alphabetical list of specialized terms with definitions.
- ✚ **Index:** Topics and their locations in the report

## Q. Super structure of reports

- ✚ **Introduction:** Problem, purpose, scope.
- ✚ **Method:** Data collection methods.
- ✚ **Facts:** Data presented clearly.
- ✚ **Discussion:** Analysis of the data.
- ✚ **Conclusions and Recommendations**

## Q. Method of obtaining facts

- ✚ Documents.
- ✚ Observations.
- ✚ Surveys

## Q. Ways of presenting the results of Empirical Report

**Results can be presented through:**

- ✚ Tables.
- ✚ Graphs.
- ✚ Integrated discussion of data and interpretation

## Q. Types of Sentences

- ✚ Simple.
- ✚ Compound.
- ✚ Complex.

## Q. Common Formats of Report

- ✚ **Preprinted Form:** Fill-in-the-blank reports.
- ✚ **Letter:** For reports directed to outsiders (five pages or fewer).
- ✚ **Memo:** Used for short informal reports

## Q. Conventional Structure of Report

- ✚ **Introduction:** Purpose and background.

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✚ **Text:** Detailed discussion.

✚ **Conclusion:** Interpretation and recommendations

## Q. Guidelines of writing instruction\_super structure

Introduction, purpose, and scope are explained along with detailed instructions. Visual aids and testing may be required for technical instructions

## Q. Visual Aids

✚ **Tables:** Systematically arranged data in rows and columns.

✚ **Bar Graphs:** Rectangles to compare quantities.

✚ **Line Graphs:** Shows trends or relationships between variables

## Q. Types of Visual Ads

✚ Tables.

✚ Bar Graphs.

✚ Pictographs.

✚ Line Graphs

## Q. How can we correct comma splice

You can correct a comma splice in four ways:

- Separate the independent clauses into two separate sentences. Punctuate both sentences with periods.
- Replace the comma with a semicolon or with a semicolon and a conjunctive adverb such as however or furthermore. (The conjunctive adverb is then normally followed by a comma.)
- Replace the comma with a comma and a coordinating conjunction.
- Make one of the clauses into a subordinate clause.

## Q. Types of Listening

✚ **Content Listening:** The goal is to understand and retain information.

✚ **Critical Listening:** Involves analyzing and evaluating the message for problem-solving or decision-making.

✚ **Active Listening:** Involves fully concentrating on the speaker, using both verbal and non-verbal cues to demonstrate engagement

## Q. Types of Proposal

✚ **Informal Proposal:** Often short, used for internal purposes within an organization.

✚ **Formal Proposal:** Detailed and structured, typically used for large projects or contracts requiring approval from external entities

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## Q. Uses of Question mark

Question marks are used to end interrogative sentences, and they can also turn declarative or imperative sentences into questions

## Q. Correct bad Writing

correcting bad writing involves improving clarity, coherence, and correctness by ensuring proper structure and grammar.

## Q. About punctuation and Grammar

Punctuation and grammar involve correct usage of commas, colons, semicolons, and other punctuation marks to avoid ambiguity and ensure the readability of sentences

## Q. Vague language vs. concrete language

**Vague language** uses imprecise words that leave room for interpretation, while **concrete language** is specific and gives the reader clear, direct information

## Q. Report writing

It involves presenting accurate and relevant information in a structured format, focusing on the needs of the reader. It should be objective and based on evidence

## Q. Analysis of report

The analysis of a report involves breaking down the content into its key components, such as the facts, findings, and implications, to assess the overall conclusions and recommendations

## Q. Purpose of writing a Report

The purpose of a report is to **inform**, **analyze**, or **persuade**. Reports may provide information, solve problems, or propose actions, depending on the context

**BS English (Applied Linguistics)**

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