

Professional Online Academy Vu Topper RM



ENG201-Business and Technical English
Update Important Subjective
Mid Term by Vu Topper RM



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وَعَزُّ مَنْ تَشَاءُ وَتَذَلُّ مَنْ تَشَاءُ

PROFESSIONAL ONLINE ACADEMY



WE Offers

LMS Handling

Important Notes

Online Classes

Assignments

Quiz & GDB's

Projects

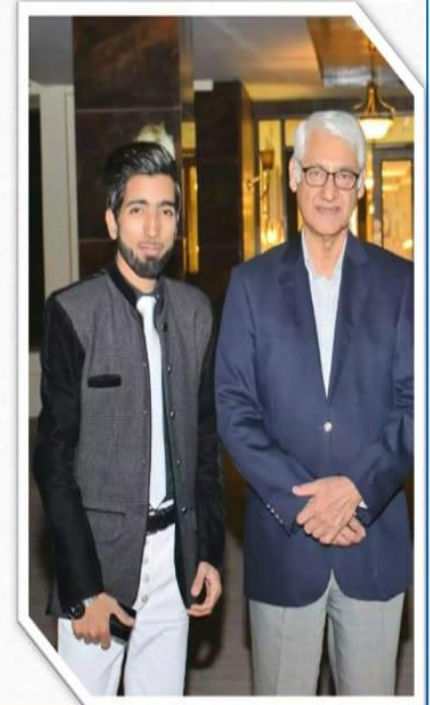
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بری صحبت سے تنہائی بہتر ہے اور تنہائی سے نیک صحبت بہتر ہے

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Very Important Topics with Question.

- 1) Expertise topic.
- 2) Types of letters.
- 3) Extempore topic.
- 4) Types of readers.
- 5) Sans-Serif Typeface.
- 6) Persuasive speaking.
- 7) Recommendation letter.
- 8) Explicit implicit purpose.
- 9) Request writing method.
- 10) Related types of accuracy.
- 11) Oral communication style.
- 12) Compound complex sentence.
- 13) Five ways of paragraph writing.
- 14) Three suggestions of courtesy.
- 15) Making format a direct request.
- 16) Write down 3 explicit purposes.
- 17) Write down 3 types of accuracy.
- 18) 3 main point of potential statement.

برى صءبء سے ءءهائى بهءر هے اور ءءهائى سے نيك صءبء بهءر هے

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- 19) Fill in the blanks with verb, adverb etc.
- 20) True False about business letter reports etc.
- 21) Letter memorandum inquiry letter difference.
- 22) When do we use email as written communication?
- 23) Identify 5 elements of business letter from following.
- 24) Fill in the blanks regarding letter of recommendation.
- 25) Write four necessary elements for writing a persuasive message.
- 26) Three True/False statements from 7 Cs of effective communication.
- 27) Change Discriminatory Expression into nondiscriminatory expression.
- 28) What are 3 elements of short report that influence its length and format.
- 29) Mark statements true/false keeping in view explicit and implicit purpose of document?

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- 30) Keeping in view principle of courtesy., check following statements as courteous or non-courteous.
- 31) Passive voice is use instead of active for blame accusation.
- 32) Using the indirect approach gives you an opportunity to get your message across to a skeptical or hostile audience.

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