

(Virtual University)

Spring 2024

ENG201(Business and Technical English Writing)

Final Term MCQ's 2024

Made by Default.

Warning: There is a chance that there are some wrong answers. All students are told to cross check these answers for better understanding of these concepts which will ultimately help you for the preparation of the Final Term Papers.

ENG201 - Business and Technical English Writing (Quiz-3) Quiz Start Time: 12:39 PM, 27 June 2024

Question # 1 of 10 (Start time: 12:39:27 PM, 27 June 2024) Total Marks: 1

Visual aids are used to _____ the text of any report.

Select the correct option

- submit
- illustrate
- negate
- assess

[Click to Save Answer & Move to Next Question](#)

ENG201 - Business and Technical English Writing (Quiz-3) Quiz Start Time: 12:39 PM, 27 June 2024

Question # 2 of 10 (Start time: 12:40:11 PM, 27 June 2024) Total Marks: 1

When the information is arranged from the largest to the smallest number it is called as _____

Select the correct option

- Ascending order
- Chronological
- Sequential arrangement
- Descending Order

[Click to Save Answer & Move to Next Question](#)

Question # 3 of 10 (Start time: 12:40:28 PM, 27 June 2024)

Total Marks: 1

Good business ethics demand you to choose a suitable form of _____.

Select the correct option

- company
- planning
- visual aid
- audience

Click to Save Answer & Move to Next Question

Question # 4 of 10 (Start time: 12:41:09 PM, 27 June 2024)

Total Marks: 1

Sales letter influences the reader to take a specific action by making an offer--not an announcement--to him.

Select the correct option

- False
- True

Click to Save Answer & Move to Next Question

Question # 5 of 10 (Start time: 12:41:34 PM, 27 June 2024)

Total Marks: 1

Complete the following sentence with correct punctuation mark:
What time did you go to the movie last night

Select the correct option

 Apostrophe Question mark Full stop Exclamation mark[▶ Click to Save Answer & Move to Next Question](#)

Question # 6 of 10 (Start time: 12:42:50 PM, 27 June 2024)

Total Marks: 1

The title ----- is a plain sheet with only the title of the report on it.

Select the correct option

 fly page[▶ Click to Save Answer & Move to Next Question](#)

Question # 7 of 10 (Start time: 12:43:17 PM, 27 June 2024)

Total Marks: 1

In _____ attachments may consist of several pages

Select the correct option

- long reports
- short reports
- progress reports
- analytical reports

Click to Save Answer & Move to Next Question

Question # 8 of 10 (Start time: 12:43:59 PM, 27 June 2024)

Total Marks: 1

Choose the best option:
Ethical business people especially inform their customers about the true _____.

Select the correct option

- cost of a product
- none of the above
- benefits of a product
- discount of a product

Click to Save Answer & Move to Next Question

Question # 9 of 10 (Start time: 12:45:12 PM, 27 June 2024)

Total Marks: 1

Which of the following sections suggests a plan of action based on findings and conclusions?

Select the correct option

- Methodology
- Recommendations
- Conclusion(s)
- Analysis

[Click to Save Answer & Move to Next Question](#)

Question # 10 of 10 (Start time: 12:45:59 PM, 27 June 2024)

Total Marks: 1

Use the direct approach when the audience is
-----.

Select the correct option

- interested and neutral
- interested and displeased
- eager and displeased
- eager and interested

[Click to Save Answer & Move to Next Question](#)

Question # 1 of 10 (Start time: 11:35:14 AM, 04 July 2024)

Total Marks: 1

The visual aids in brochures are often _____.

Select the correct option

- titled
- simple
- explanative
- untitled

Click to Save Answer & Move to Next Question

Question # 2 of 10 (Start time: 11:38:02 AM, 04 July 2024)

Total Marks: 1

Instructions shape _____ of the readers.

Select the correct option

- attitude
- discernment
- needs
- gestures

Click to Save Answer & Move to Next Question

Question # 3 of 10 (Start time: 11:37:09 AM, 04 July 2024)

Total Marks: 1

Making the beliefs, values, and behavioral norms explicit and intentional builds the _____ of an organization.

Select the correct option

- mission
- culture

Click to Save Answer & Move to Next Question

Question # 4 of 10 (Start time: 11:37:36 AM, 04 July 2024)

Total Marks: 1

The programmer quits. The following sentence is an example of:

Select the correct option

- SVIO
- SVO
- SV
- SLVC

Click to Save Answer & Move to Next Question

Question # 5 of 10 (Start time: 11:38:26 AM, 04 July 2024)

Total Marks: 1

Which of the following is correct for this definition 'It contains an analysis of the technical issues important to the report?'

Select the correct option

- Title page
- Discussion
- Conclusion
- Appendix

[Click to Save Answer & Move to Next Question](#)

Question # 6 of 10 (Start time: 11:39:34 AM, 04 July 2024)

Total Marks: 1

List of symbols is an _____ addition to the front matter of an analysis report.

Select the correct option

- inconvenient
- optional
- none of the above
- important

[Click to Save Answer & Move to Next Question](#)

Question # 7 of 10 (Start time: 11:40:53 AM, 04 July 2024)

Total Marks: 1

Labeling of a figure determines the level of understanding of.....

Select the correct option

speaker

reader

supervisor

ghost reader

Click to Save Answer & Move to Next Question

Question # 8 of 10 (Start time: 11:41:44 AM, 04 July 2024)

Total Marks: 1

----- are unsurpassed in their ability to depict the composition of a whole.

Select the correct option

Both of the above

Flow charts

Pie charts

None of the above

Click to Save Answer & Move to Next Question

Question # 9 of 10 (Start time: 11:42:32 AM, 04 July 2024)

Total Marks: 1

_____ specifications form the basis of the highly precise design specifications.

Select the correct option

- Functional
- Requirement
- Design
- Test

Click to Save Answer & Move to Next Question

Question # 10 of 10 (Start time: 11:43:02 AM, 04 July 2024)

Total Marks: 1

_____ is a description of what the desired product should be capable of doing. It leads to the next type of specification.

Select the correct option

- Functions list
- Product definition
- Functional Specifications
- Cost

Click to Save Answer & Move to Next Question