



# ENG201

## Quiz 1

### 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.*

### Maha Malik

Business and Technical English

## ENG201\_Business and Technical English

### Quiz 1

1. A specified audience or demographic group of people for whom a message is designed can be termed as \_\_\_\_\_. (target audience)
2. Often a business document will be read by readers with different levels of expertise. (true)
3. Communication is effective when \_\_\_\_\_. (it encourages a receiver to think in new ways)
4. When employees receive appropriate \_\_\_\_\_ communication from the management, they become motivated and efficient. (downward)
5. While writing a document, include extensive explanation of your conclusion if your audience . (does not consider you an expert)
6. Format oral reports are usually prepared well in advance of presentation and are therefore well rehearsed. (True)
7. The document should include extensive explanations of your conclusions and recommendations to establish \_\_\_\_\_. (credibility)
8. Select the option which gives the literal meaning of the word 'revision'. (amendment)
9. Poor organization and incompleteness are the prominent feature of \_\_\_ method of delivery. (Impromptu)
10. Feedback can come in the form of \_\_\_\_\_. (verbal and non-verbal cues)
11. Documents that are meant to 'enact' something include authorization memoranda and \_\_\_\_\_. (acceptance letters)
12. The persuasive argument has two elements; a \_\_\_\_\_ and evidence to \_\_\_\_\_ your claim. (claim, support)
13. Writing at workplace is very much similar to writing at school or college. (False)
14. The businessman regularly plan, design and control affairs to maximize their production and minimize the \_\_\_\_\_. (cost)
15. Communication is a/an \_\_\_\_\_ process. (active)
16. Stylistic accuracy is one of the main aspects of written accuracy. (True)
17. When asked to deliver a speech at the last moment, the type of delivery style you will use is . (Impromptu)
18. Objectives should always be \_\_\_\_\_. (measurable; attainable; specific, all of the above)
19. The \_\_\_ flow of information follows the official chain of command. (formal)
20. Advisors provide information and advice for the \_\_\_\_\_. (decision makers)
21. In your job interview, don't complain about previous job or former \_\_\_\_\_. (employers)
22. The first step of audience analysis is to \_\_\_\_\_. (examine the size of your audience)
23. Word choice plays a major role in \_\_\_\_\_ you should use directly worded sentences to promote this type of clarity. (stylistics clarity)
24. The \_\_\_\_\_ communication involves planning and execution presentations, controlling group behavior and conducting effective meetings. (business)
25. Audience analysis is \_\_\_\_\_ in professional environment. (vital)
26. Which of the following is not an implicit purpose of a document? (to provide information)

## ENG201\_Business and Technical English

### Quiz 1

27. In order to create trust and establish credibility with a reader with whom you have had past negative experience, include extensive explanation of your conclusion and recommendations in the documents. (True)
28. The experts who either share or surpass your knowledge of your document's subject matter are called \_\_\_\_\_. (technical experts)
29. The need of your audience can be \_\_\_\_ keeping in view their purpose in reading the document. (assessed)
30. In resume, the best way to list your jobs is in \_\_\_\_\_. (chronological order)
31. An oral report may be delivered around \_\_\_\_\_ with just a few listeners or in \_\_\_\_ to hundreds of people. (a small table, a large auditorium)
32. When you turn your ideas into a message, you are the \_\_\_\_\_. (encoder)
33. Which of the following is the prominent feature of extempore method of oral presentation? (planning before speaking)
34. Why document's objective should be stated at the beginning? (to make them interested, to gain reader's attention, to motivate readers to read further, all of the above)
35. Credibility is a measure of your believability based on how much trust you evoke and how reliable you are. (True)
36. When asked to deliver a preplanned and well-planned speech, the type of delivery style you will use is \_\_\_\_\_. (manuscript)
37. We're having a lunch next week, \_\_\_\_\_? (are you coming)
38. A \_\_\_\_ is a suggestion separate from the usual definition of a word. (description)
39. Bring much information about yourself as you might need. On your \_\_\_\_ make sure you include hobbies, volunteer work or anything that you've done that may pertain to that job. (resume)
40. Which of the following is not a part of effective oral communication? (editing and proofreading)
41. It's getting very late \_\_\_\_\_. (I'll have to hurry)
42. A specified audience or demographic group of people for whom a message is designed can be termed as \_\_\_\_\_. (target audience)
43. Choose the correct option from the following:  
Style guides provide definite \_\_\_\_\_ for preparing a document. (instructions)
44. Choose the correct option  
Procedures and work plan in a document show: \_\_\_\_\_. (instructions)
45. Choose the correct option  
The \_\_\_\_\_ flow possess on information the managers require. (downwards)
46. Choose the correct option  
At work your communication should only include the information that you \_\_\_\_ need. (manager)

**ENG201\_Business and Technical English**  
**Quiz 1**

**47.** Why experts read technical and scientific documents?

- To obtain specific answers to their own research and writing
- To maintain and expand their own general expertise
- To evaluate a document's technical or scientific content
- All of the given options

[B.Ed. \(1.5 Years\)](#)

[BS English](#)

[Files](#)

