

ADMIN:

AMMAN KHAN

&

KAINAT SHAHZAD

BUSINESS AND TECHNICAL ENGLISH

ENG 201 PAST PAPERS
FINAL TERM

VU MEDICAL
ZONE

VU Examination System (CLIENT) VUTES 6.5 Spring 2012 (FinalTerm) - Windows Internet Explorer

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Examination VU Examination System (... x)

Question No : 1 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following is NOT the purpose of experts while reading a document?

Answer (Please select your correct option)

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

Answer solved by Amaan Khan
Contact: 0305-4716616
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Examination VU Examination System (... x)

Question No : 2 of 52 Marks: 1 (Budgeted Time 1 Min)

What is the most important implicit goal of a business document?

Answer (Please select your correct option)

- To provide information
- To give instructions
- To argue with reader
- To establish a relationship

Answer solved by Amaan Khan
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Examination VU Examination System (... x)

Question No : 3 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following options should be used during business correspondence?

Answer (Please select your correct option)

- Choppy sentences
- Passive sentences
- Bias-free language
- Cliches

Answer solved by Amaan Khan
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Examination VU Examination System (... x)

Question No : 4 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following cannot be excluded from a resume?

Answer (Please select your correct option)

- Gaps in employment history
- Contacts
- Computer skills
- Hobbies and interests

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Examination YU Examination System (... x)

Question No : 5 of 52 Marks: 1 (Budgeted Time 1 Min)

What is meant by group-maintenance roles?

Answer (Please select your correct option)

- Offering to yield on a point in the interest of reaching mutually acceptable decision
- Drawing out other members by showing verbal support, praise or agreement
- Drawing out other members by showing non verbal support, praise or agreement
- Suggesting decision-making procedures that will move the group towards the goal

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Examination YU Examination System (... x)

Question No : 6 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following composition process is used in general and specific purpose while developing profile?

Answer (Please select your correct option)

- Composing business message
- Defining objectives
- Bad news message
- Planning business message

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Question No : 7 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following reports is used to establish a record?

Answer (Please select your correct option)

- Letter
- Memorandum
- Business message
- Long report

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Question No : 8 of 52 Marks: 1 (Budgeted Time 1 Min)

What is the best answer if the interviewer asks you, "Where do you want to be five years from now"?

Answer (Please select your correct option)

- This job is a stopover on my way to something bigger.
- I would like to reach one of the highest positions in the company.
- I would like to work at the position I will be hired.
- I would like to see myself contributing significantly to the company's success.

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Question No : 9 of 52 Marks: 1 (Budgeted Time 1 Min)

How can the main idea be grasped at the beginning of the report?

Answer (Please select your correct option)

- Through bad judgment
- Through Good judgment
- Through Good report
- Through objectives

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Question No : 10 of 52 Marks: 1 (Budgeted Time 1 Min)

The goal of content listening is toand retain information imparted by a speaker.

Answer (Please select your correct option)

- listen
- understand
- sense
- direct

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Examination VU Examination System (...)

Question No : 11 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.
Feasibility reports are used:

To analyze problems and predict practical alternatives

To control problems, sell products and services

To monitor and control production, sales, shipping, etc.

To solve problems and supply facts

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Examination VU Examination System (...)

Question No : 12 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option from the following:
Abstract stands for:

Condensation of entire reports

Focusing on the main issues

a & b

Writing problems

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Examination VU Examination System (... x)

Question No : 13 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

Which of the following should be included in the 'Recommendations' of the long reports?

Answer (Please select your correct option)

- Opinions
- Problems
- Tables
- Observations

Answer solved by Amaan Khan
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Navigation icons: info, back, forward, search

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Examination VU Examination System (... x)

Question No : 14 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

- Sharon arriving was unexpected.
- Sharon's arriving was unexpected
- Sharon's arriving was unexpected.
- Sharon's arriving was unexpected.

Answer solved by Amaan Khan
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Navigation icons: info, back, forward, search

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Question No : 15 of 52 Marks: 1 (Budgeted Time 1 Min)

-----is used at the end of a line when a word must be divided or to link the parts of a compound word or phrase.

Answer (Please select your correct option)

- Apostrophe
- Hyphen
- Dash
- Quotation marks

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Question No : 16 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- The argument for negotiating a peaceful resolution was well made.
- The argument for negotiating a peaceful resolution was well-made.
- The argument, for negotiating a peaceful resolution, was well made.
- The argument, for negotiating a peaceful resolution, was well-made.

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Examination VU Examination System (... x)

Question No : 17 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- Jan asked? "What did Joe mean when he said, 'I will see you later.'"
- Jan asked, "What did Joe mean when he said, 'I will see you later?'"
- Jan asked, "What did Joe mean when he said, 'I will see you later'?"
- Jan asked, "What did Joe mean when he said, 'I will see you later'?"

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Examination VU Examination System (... x)

Question No : 18 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the sentence with the correct punctuation.

Answer (Please select your correct option)

- If you believe in magic; magical things will happen, but if you do not believe in magic; you will discover nothing to be magical.
- If you believe in magic, magical things will happen; but if you do not believe in magic, you will discover nothing to be magical.
- If you believe in magic, magical things will happen, but if you do not believe in magic, you will discover nothing to be magical.
- If you believe in magic, magical things will happen, but if you do not believe in magic; you will discover nothing to be magical.

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Examination VU Examination System (... x)

Question No : 19 of 52 Marks: 1 (Budgeted Time 1 Min)

A letter of inquiry asks for :

Answer (Please select your correct option)

- General information
- Broad information
- Specific information
- None of the above

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Examination VU Examination System (... x)

Question No : 20 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following ensures success to a message by leaving audience with a feeling of their personal welfare in mind?

Answer (Please select your correct option)

- Abrupt close
- Polite close
- Courteous close
- Gradual close

P.g 104

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Question No : 21 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following presents supporting data before the main idea?

Answer (Please select your correct option)

- Business plan
- Direct plan
- Indirect plan
- Successful plan

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Question No : 22 of 52 Marks: 1 (Budgeted Time 1 Min)

Which word in the following sentence should contain an apostrophe?

Phillipa cannot go to her friends party because her parents have no cars.

Answer (Please select your correct option)

- can 'no parents'
- parents'
- friend's
- car's

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Question No : 23 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following is not used in external business communication?

Answer (Please select your correct option)

- Enquiries letter
- Curriculum Vitae
- Memo
- Complaint letter

Lesson no 15

Answer solved by Amaan Khan
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Question No : 24 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following can be classified as a bad-news letter?

Answer (Please select your correct option)

- Letter of resignation
- Message of inquiry
- Request for a time extension
- None of the above

Answer solved by Amaan Khan
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Question No : 25 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following has a single subject and a single predicate?

Answer (Please select your correct option)

- Complicated sentence
- Simple sentence
- Complex sentence
- Compound sentence

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Question No : 26 of 52 Marks: 1 (Budgeted Time 1 Min)

The brief and informal reports used to establish a record are called....

Answer (Please select your correct option)

- archives
- formal requests
- formal reports
- memoranda

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Answer solved by Amaan Khan
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Examination YU Examination System (... x)

Question No : 27 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option from the following:
We can categorize specification ---.

Answer (Please select your correct option)

- through Requirement specs and Functional specs
- through Open ended specs and Requirement specs
- through Orientation specs and Functional specs
- All of the above

Answer solved by Amaan Khan
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Examination YU Examination System (... x)

Question No : 28 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the sentence having correct grammatical structure from the following:

Answer (Please select your correct option)

- I have learned that it's better to be proactive than to have regrets.
- I have learned that its better to be pro-active than to have regrets.
- I have learned that its better to be proactive than to have regrets.
- I have learned that it's better to be pro-active than to have regrets.

Answer solved by Amaan Khan
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Question No : 42 of 52 Marks: 2 (Budgeted Time 4 Min)

Define fundamental factors of written communication.

Answer (Please click here to Add Answer)

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Question No : 29 of 52 Marks: 1 (Budgeted Time 1 Min)

RAM stands for:

Answer (Please select your correct option)

- Random-Access Memory
- Random Access Memorial
- Random Access Memorization
- Regular Access Memory

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Examination VU Examination System (... x)

Question No : 45 of 52 Marks: 3 (Budgeted Time 6 Min)

Which questions one should ask oneself before interview? Explain with examples.

Answer (Please click here to Add Answer)

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Examination VU Examination System (... x)

Question No : 31 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

What is considered as the heart of a report?

Answer (Please select your correct option)

- The introduction of a report
- Introduction, body, and a close
- Only the body of the report
- A variety of components

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Question No : 32 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- All of the class to is willing to take part in the prank.
- All of the class were willing to take part in the prank.
- All of the class are willing to take part in the prank.
- All of the classes has been willing to take part in the prank.

Answer solved by Amaan Khan
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Question No : 33 of 52 Marks: 1 (Budgeted Time 1 Min)

How many steps are essential for a successful oral presentation?

Answer (Please select your correct option)

- Five
- Six
- Seven
- Eight

P.g 13

Answer solved by Amaan Khan
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Question No : 32 of 52 Marks: 1 (Budgeted Time 1 Min)

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- All of the classes has been willing to take part in the prank.

Answer solved by Amaan Khan
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Question No : 33 of 52 Marks: 1 (Budgeted Time 1 Min)

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Answer (Please select your correct option)

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Question No : 1 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option:

_____ is a quick checking for errors of a document.

Answer (Please select your correct option)

- Editing
- Proofreading **P.g 173** Answer solved by Amaan Khan
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- Composing
- None of the above

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Question No : 2 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option:

'Analogy' can be defined as:

Answer (Please select your correct option)

- Explanation of one object or process in terms of another **P.g 178** Answer solved by Amaan Khan
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- Association of similar things or processes by grouping them into classes
- Establishment of a series of events that tells the reader what happened
- None of the above

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Examination VU Examination System (...)

Question No : 3 of 52 Marks: 1 (Budgeted Time 1 Min)

Which plan or model is mostly used in business messages?

Answer (Please select your correct option)

- The logical plan or its variation
- The emotional appeal or its variation
- The AIDA model or its variation
- All of the above

P.g 110

Answer solved by Amaan Khan
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Examination VU Examination System (...)

Question No : 4 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.
Communication is the _____ or accidental transfer of meaning.

Answer (Please select your correct option)

- Unintentional
- Deliberate
- Strategic
- Conscientious

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Examination VU Examination System (... X)

Question No : 5 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following should be essentially considered during speeches and presentations?

Answer (Please select your correct option)

Dress

Time Answer solved by Amaan Khan
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Appearance

Microphone

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Examination VU Examination System (... X)

Question No : 6 of 52 Marks: 1 (Budgeted Time 1 Min)

Which type of Visual aid is the most difficult to execute effectively?

Answer (Please select your correct option)

Graphics Answer solved by Amaan Khan
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Projections

Handouts

Film and video

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Question No : 7 of 52 Marks: 1 (Budgeted Time 1 Min)

When you are writing a routine message, what kind of approach will be used?

Answer (Please select your correct option)

- The direct approach
- The indirect approach
- The long approach
- None of the above

Answer solved by Amaan Khan
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Question No : 8 of 52 Marks: 1 (Budgeted Time 1 Min)

How appropriate appeal is gained through credibility by supporting relevant facts?

Answer (Please select your correct option)

- Short report
- Writing persuasive message
- Complimentary report
- Long reports

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Examination VU Examination System (...)

Question No : 9 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence from the following:

Answer (Please select your correct option)

Ahmed is the skydiver that broke his back last week.

Ahmed is the skydiver whom broke his back last week.

Ahmed is the skydiver who broke his back last week.

Ahmed is the skydiver which broke his back last week.

Answer solved by Amaan Khan
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Examination VU Examination System (...)

Question No : 10 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

_____ is based on observation and experiment instead of theory.

Answer (Please select your correct option)

Empirical research report

Short research report

Progress report

Long research report

Answer solved by Amaan Khan
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Examination VU Examination System (...)

Question No : 11 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

_____ is a bottom-up or generative approach to research.

Answer (Please select your correct option)

- Pattern method
- Hypothesis method
- Inductive method
- Deductive method

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Examination VU Examination System (...)

Question No : 12 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

What does RFP stand for?

Answer (Please select your correct option)

- RFP stands for "requirement for proposal."
- RFP means "return for proposal."
- RFP stands for "request for position."
- RFP stands for "request for proposal."

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Examination VU Examination System (...)

Question No : 13 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

_____ belongs to the prefatory part of a report.

Answer (Please select your correct option)

- Introduction
- Conclusion
- Executive summary
- None of the above

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Examination VU Examination System (...)

Question No : 14 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

Which one of the following is an example of a progress report?

Answer (Please select your correct option)

- Bid to write training manuals for a health care corporation
- Presentation of the policies and procedures required by a health care corporation
- Report on research done to ascertain whether online multimedia training for health care professionals is a viable option.
- Summary of the end-of-year-one status of a two-year project to develop multimedia-based training modules for healthcare professionals

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Examination VU Examination System (...)

Question No : 15 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

_____ belongs to the supplementary part of a report.

Answer (Please select your correct option)

- List of illustrations
- Letter of transmittal
- Letter of authorization
- Index

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Examination VU Examination System (...)

Question No : 16 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- A friendly-little dog is all I need for company.
- A friendly little dog is all I need for company.
- A friendly, little dog is all I need for company.
- A friendly; little dog is all I need for company.

Answer solved by Amaan Khan
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Examination VU Examination System (...)

Question No : 17 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- "Do you understand her need for privacy," Wendy asked her husband?
- "Do you understand her need for privacy," Wendy asked her husband.
- "Do you understand her need for privacy?" Wendy asked her husband?
- "Do you understand her need for privacy?" Wendy asked her husband.

Answer solved by Amaan Khan
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Examination VU Examination System (...)

Question No : 18 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- The argument for negotiating a peaceful resolution was well made.
- The argument for negotiating a peaceful resolution was well-made.
- The argument, for negotiating a peaceful resolution, was well made.
- The argument, for negotiating a peaceful resolution, was well-made.

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Examination VU Examination System (...)

Question No : 19 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- It may not be the correct part-but I bet that it works.
- It may not be the correct part-but I bet that it works.
- It may not be the correct part; but I bet that it works.
- It may not be the correct part, but I bet that it works.

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Examination VU Examination System (...)

Question No : 20 of 52 Marks: 1 (Budgeted Time 1 Min)

How can you correct a comma splice error?

Answer (Please select your correct option)

- Replace the comma with a semicolon.
- Make one of the clauses into a subordinate clause.
- Separate the independent clauses into two separate sentences.
- All of the above

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Examination VU Examination System (...)

Question No : 21 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- Your award is richly-deserved.
- Your award is richly deserved.
- Your award is richly, deserved.
- Your award is richly; deserved.

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Examination VU Examination System (...)

Question No : 22 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following is the correct form in most of the situations?

Answer (Please select your correct option)

- Could you help me?
- Help me?
- Excuse me; I was wondering if you could possibly help me?
- I need help.

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Question No : 23 of 52 Marks: 1 (Budgeted Time 1 Min)

Customer services is a department of an organization that responds to:

Answer (Please select your correct option)

Suggestions

Orders

Inquiries or complaints

Explanations

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Question No : 24 of 52 Marks: 1 (Budgeted Time 1 Min)

In which of the following message categories would you place sales and marketing messages?

Answer (Please select your correct option)

Persuasive

Positive

Negative

Routine

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Question No : 25 of 52 Marks: 1 (Budgeted Time 1 Min)

Unabridged dictionaries are used for:

Answer (Please select your correct option)

- Focusing on the pronunciation of American accent
- Identifying the differences between American and British English spellings
- Focusing on the pronunciation of British accent
- Technical use of vocabulary

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Question No : 26 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- Noah's art work is positively beautiful.
- Noah's art work is positively-beautiful.
- Noah's art work is positively, beautiful.
- Noah's art work is positively; beautiful.

Answer solved by Amaan Khan
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Examination VU Examination System (...)

Question No : 27 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following requests get straight to the point because the audience usually wants to respond?

Answer (Please select your correct option)

- Credit requests
- Direct requests
- Plain requests
- Formal requests

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Examination VU Examination System (...)

Question No : 28 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following messages may be neutral?

Answer (Please select your correct option)

- Informative messages
- Good news messages
- Bad news messages
- None of the above

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Question No : 29 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following confidence building tips means the same as pretending to make the speech before the mirror?

Answer (Please select your correct option)

- Be prepared
- Recreate the speech environment when you practise
- Visualize your success
- Look for positive listener support

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Question No : 30 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following is often used to send information to a reader outside the organization?

Answer (Please select your correct option)

- Letter report
- Business report
- Formal report
- Informal report

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Examination VU Examination System (...)

Question No : 31 of 52 Marks: 1 (Budgeted Time 1 Min)

RAM stands for:

Answer (Please select your correct option)

- Random-Access Memory
- Random Access Memorial
- Random Access Memorization
- Regular Access Memory

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Examination VU Examination System (...)

Question No : 32 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- Either of us were capable of winning.
- Either of us is capable of winning.
- Either of us are capable of winning.
- Either of us have been capable of winning.

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Examination VU Examination System (...)

Question No : 33 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

The coordination of separate components into a unit or structure is called...

Answer (Please select your correct option)

- scope
- background
- organization
- instruction

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Examination VU Examination System (...)

Question No : 34 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option from the following:

While making the framework of your table you consider:

Answer (Please select your correct option)

- how to order the rows and columns
- how to align entries in the columns
- where to place special notes
- All of the above

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Question No : 35 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option from the following:
--- show changes in one quantity as a function changes in another quantity.

Answer (Please select your correct option)

- Bar graphs
- Line graphs
- Pictographs
- Photographs

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Question No : 36 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:
How many elements are there in general superstructure of reports?

Answer (Please select your correct option)

- Three
- Two
- Six
- Five

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Examination VU Examination System (... X)

Question No : 37 of 52 Marks: 1 (Budgeted Time 1 Min)

Which details are necessary for organizing positive messages?

Answer (Please select your correct option)

- Satisfy reader's information needs.
- Reinforce positive tone.
- Emphasize positive aspects of disappointing news.
- All of the above

Answer solved by Amaan Khan
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Examination VU Examination System (... X)

Question No : 38 of 52 Marks: 1 (Budgeted Time 1 Min)

.....reports can be structured in several ways.

Answer (Please select your correct option)

- Memo
- Progress
- Feasibility
- Sales

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Examination VU Examination System (... x)

Question No : 39 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:

Technical-information letters and _____ are short documents that announce new technical information, such as a software bug and its solution, or a new feature.

Answer (Please select your correct option)

- proposal
- memoranda
- report
- all of the above

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Examination VU Examination System (... x)

Question No : 40 of 52 Marks: 1 (Budgeted Time 1 Min)

The Internet comprises:

Answer (Please select your correct option)

- E-mail
- The World Wide Web
- Newsgroups
- All of the above

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Examination VU Examination System (...)

Question No : 41 of 52 Marks: 2 (Budgeted Time 4 Min)

Make the following statements considerate:

1. We are delighted to announce that we are opening a new store in Karachi.
2. We don't accept your claim of purchased goods but we have replacement for other goods.

Answer (Please click here to Add Answer)

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Examination VU Examination System (...)

Question No : 42 of 52 Marks: 2 (Budgeted Time 4 Min)

Define the term 'conflict phase'.

Answer (Please click here to Add Answer)

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Examination VU Examination System (... x)

Question No : 43 of 52 Marks: 2 (Budgeted Time 4 Min)

Briefly explain the following line.
'Consider your readers' tasks while choosing visual aids.'

Answer (Please click here to Add Answer)

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Examination VU Examination System (... x)

Question No : 44 of 52 Marks: 2 (Budgeted Time 4 Min)

Rewrite the following words in non-sexist expression.
Chairman, Headmaster, Businessman, Fireman, Salesman/girl

Answer (Please click here to Add Answer)

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Examination VU Examination System (... X)

Question No : 45 of 52 Marks: 3 (Budgeted Time 6 Min)

Read the following paragraph and identify the Transition Words.

When I played in Little League, he'd drive me. The Conservation Club was next to the park. He'd hang out there until practice was over. Once, he came to pick me up a little early. He interrupted the coach and insisted on explaining the infield fly rule-- not just once, but three times. He'd have gone on like a broken record if the coach hadn't stopped him and thanked him. Luckily, the coach quickly dismissed the team.

Answer (Please click here to Add Answer)

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Examination VU Examination System (... X)

Question No : 46 of 52 Marks: 3 (Budgeted Time 6 Min)

How can we avoid common mistakes while constructing a 'Pictograph'?

Answer (Please click here to Add Answer)

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Examination VU Examination System (... x)

Question No : 47 of 52 Marks: 3 (Budgeted Time 6 Min)

What are the general guidelines for using "Numbers in Non-technical Prose"?

Answer (Please [click here to Add Answer](#))

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Examination VU Examination System (... x)

Question No : 48 of 52 Marks: 3 (Budgeted Time 6 Min)

What is the purpose of writing 'References' in CV or Resume?

Answer (Please [click here to Add Answer](#))

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Examination VU Examination System (...)

Question No : 49 of 52 Marks: 5 (Budgeted Time 10 Min)

What is the difference between acronyms and abbreviations? Explain with the help of examples.

Answer (Please click here to Add Answer)

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Examination VU Examination System (...)

Question No : 50 of 52 Marks: 5 (Budgeted Time 10 Min)

What are modifiers? Give examples.

Answer (Please click here to Add Answer)

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Question No : 51 of 52 Marks: 5 (Budgeted Time 10 Min)

Explain the term 'Pie Chart' with reference to visual aids. How can we transfer information through it?

Answer (Please [click here](#) to Add Answer)

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Question No : 52 of 52 Marks: 5 (Budgeted Time 10 Min)

What points should be kept in mind while editing a business message?

Answer (Please [click here](#) to Add Answer)

Please make sure all the answers.

Effort By

Amaan Khan

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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 1 of 52 Marks: 1 (Budgeted Time 1 Min)

Claim letter is also called:

Answer (Please select your correct option)

- Transmittal letter
- Credit refusing letter
- Adjustment letter
- Complaint letter

Answer solved by Amaan Khan
Contact: 0305-4716616
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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 2 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following does significantly improve the interest of a presentation?

Answer (Please select your correct option)

- Illustration
- Visual aids
- Image
- Reflection

Answer solved by Amaan Khan
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Email: maniamaan2@gmail.com

P.g 17

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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 3 of 52 Marks: 1 (Budgeted Time 1 Min)

Which type of English is used while speaking to a friend?

Answer (Please select your correct option)

- Formal
- Informal
- Polite
- Impolite

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Answer solved by Amaan Khan
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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 4 of 52 Marks: 1 (Budgeted Time 1 Min)

What is the extremely important implicit goal of a business document?

Answer (Please select your correct option)

- To provide information
- To establish a relationship
- To give instructions
- To persuade the reader

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P.g 17

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Examination VU Examination System (... X)

ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 5 of 52 Marks: 1 (Budgeted Time 1 Min)

If you are writing a persuasive message, what are the common ways of establishing your credibility?

Answer (Please select your correct option)

- Naming your sources when you use information from others
- Demonstrating expertise
- Supporting your message with factual evidence
- All of the above

P.g 109

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Examination VU Examination System (... X)

ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 6 of 52 Marks: 1 (Budgeted Time 1 Min)

When analyzing an audience during the speech, the first thing the speaker should be aware of is the audience's:

Answer (Please select your correct option)

- Evaluation
- Understanding
- Motivation
- Attention

P.g 192

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ENG201 Business and Technical English Writing

BC120202108 (SAAD HABIB)

Question No : 7 of 52

Marks: 1 (Budgeted Time 1 Min)

What is the typical sequence of interviews?

Answer (Please select your correct option)

- Screening stage and final stage.
- Screening stage, selection stage, and final stage.
- Selection stage and final stage.
- There is no typical sequence of interviews.

Answer solved by Amaan Khan
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ENG201 Business and Technical English Writing

BC120202108 (SAAD HABIB)

Question No : 8 of 52

Marks: 1 (Budgeted Time 1 Min)

Which of the following speech is not one of the forms of an informative speech?

Answer (Please select your correct option)

- Explanatory speeches
- Oral briefings
- Actuation speeches
- Definitional speeches

Answer solved by Amaan Khan
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ENG201 Business and Technical English Writing

BC120202108 (SAAD HABIB)

Question No : 9 of 52

Marks: 1 (Budgeted Time 1 Min)

How can the main idea be grasped at the beginning of the report?

Answer (Please select your correct option)

Through bad judgment

Through Good judgment

Through Good report

Through objectives

P.g 33

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ENG201 Business and Technical English Writing

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Question No : 10 of 52

Marks: 1 (Budgeted Time 1 Min)

What is meant by chronology?

Answer (Please select your correct option)

Investigating a chain of events

P.g 119

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Information about the relevant subject

Specific goals

All of the above

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Question No : 11 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- That is a problem who can't be solved without a calculator.
- That is a problem that can't be solved without a calculator.
- That is a problem whom can't be solved without a calculator.
- That is a problem which can't be solved without a calculator.

Answer solved by Amaan Khan
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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 12 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

What is the first step in making your 'Recommendations' for an analytical report?

Answer (Please select your correct option)

- Introduce the benefit for the reader from your recommendations.
- Briefly describe the problem or opportunity that's addressed in the recommendations.
- Provide justification for your recommendations.
- Start with the most important recommendation.

Answer solved by Amaan Khan
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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 13 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- The baker which baked that bread should win an award.
- The baker whom baked that bread should win an award.
- The baker that baked that bread should win an award.
- The baker who baked that bread should win an award.

Answer solved by Amaan Khan
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Examination VU Examination System (... x)

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Question No : 14 of 52 Marks: 1 (Budgeted Time 1 Min)

The three types of listening differ not only inbut also in the amount of that occurs.

Answer (Please select your correct option)

- feedback, response
- reply, response
- purpose, feedback
- information, feedback

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ENG201 Business and Technical English Writing

BC120202108 (SAAD HABIB)

Question No : 15 of 52

Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

How many types of criteria are used for writing a proposal?

Answer (Please select your correct option)

- Two
- Three
- Four
- Five

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ENG201 Business and Technical English Writing

BC120202108 (SAAD HABIB)

Question No : 16 of 52

Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

Feasibility reports are used:

Answer (Please select your correct option)

- To analyze problems and predict practical alternatives
- To control problems, sell products and services
- To monitor and control production, sales, shipping, etc.
- To solve problems and supply facts

Lesson 27

Answer solved by Amaan Khan
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Examination VU Examination System (...)

ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 17 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

Which one of the following is an example of a progress report?

Answer (Please select your correct option)

- Bid to write training manuals for a health care corporation
- Presentation of the policies and procedures required by a health care corporation
- Report on research done to ascertain whether online multimedia training for health care professionals is a viable option. **Answer solved by Amaan Khan
Contact: 0305-4716616
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- Summary of the end-of-year-one status of a two-year project to develop multimedia-based training modules for healthcare professionals

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Question No : 18 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- Wherever we go people recognize us. **Answer solved by Amaan Khan
Contact: 0305-4716616
Email: maniamaan2@gmail.com**
- Wherever we go, "people" recognize us.
- Wherever we go; people recognize us.
- Wherever we go, people recognize us.

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ENG201 Business and Technical English Writing

BC120202108 (SAAD HABIB)

Question No : 19 of 52

Marks: 1 (Budgeted Time 1 Min)

Choose the sentence with the correct punctuation.

Answer (Please select your correct option)

The American flag has three colors: namely, red, white, and blue.

The American flag has three colors, namely; red, white, and blue.

Answer solved by Amaan Khan
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Email: maniamaan2@gmail.com

The American flag has three colors; namely, red, white, and blue.

The American flag has three colors namely, red, white, and blue.

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ENG201 Business and Technical English Writing

BC120202108 (SAAD HABIB)

Question No : 20 of 52

Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

I asked Ella, "Did he ask for his ring back?"?

I asked Ella, "Did he ask for his ring back?"

Answer solved by Amaan Khan
Contact: 0305-4716616
Email: maniamaan2@gmail.com

I asked Ella, "Did he ask for his ring back"?

I asked Ella? "did he ask for his ring back?"

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ENG201 Business and Technical English Writing

BC120202108 (SAAD HABIB)

Question No : 21 of 52

Marks: 1 (Budgeted Time 1 Min)

What is "Grapevine"?

Answer (Please select your correct option)

- Grapevine is an upward communication flow.
- Grapevine is an informal communication network that operates in an organization when two or more employees are in contact.
- Grapevine is a horizontal communication flow.
- Grapevine is a horizontal communication flow.
- Grapevine is a downward communication flow.

Answer solved by Amaan Khan
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ENG201 Business and Technical English Writing

BC120202108 (SAAD HABIB)

Question No : 22 of 52

Marks: 1 (Budgeted Time 1 Min)

Which one of the following is generally organized by direct approach and receives a favorable reaction?

Answer (Please select your correct option)

- Business message
- Bad news message
- Good news message
- Routine message

Answer solved by Amaan Khan
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Examination VU Examination System (...)

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Question No : 23 of 52 Marks: 1 (Budgeted Time 1 Min)

What is a common mistake made in writing persuasive messages?

Answer (Please select your correct option)

- Using ambiguous language to clarify your purpose
- Using emotional appeals
- Using logical appeals
- Using the YOU perspective

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Question No : 24 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following statements is true?

Answer (Please select your correct option)

- Use dashes--sparingly--to indicate abrupt shifts in thought and to set off or emphasize appositional or parenthetical elements or interjections.
- Use dashes--sparingly--to indicate abrupt shifts in thought and to set off or emphasize appositional or parenthetical elements or adjectives.
- Use dashes--sparingly--to indicate abrupt shifts in language and to set off or emphasize appositional or parenthetical elements or adverbs.
- None of the above

Answer solved by Amaan Khan
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Question No : 25 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following options have both; a denotative meaning and a connotative meaning?

Answer (Please select your correct option)

- Closed words
- Content words
- Structure words
- Strong words

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Question No : 26 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option from the following:

We can categorize specification ---.

Answer (Please select your correct option)

- through Requirement specs and Functional specs
- through Open ended specs and Requirement specs
- through Orientation specs and Functional specs
- All of the above

Answer solved by Amaan Khan
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Examination VU Examination System (...)

ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 27 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the sentence having correct grammatical structure from the following :

Answer (Please select your correct option)

- The friendly looking vet examined our cat paw and suggested we have it bandaged.
- The friendly-looking vet examined our cat paw and suggested we have it bandaged.
- The friendly-looking vet examined our cat's paw and suggested we have it bandaged.
- The friendly looking vet examined our cat's paw and suggested we have it bandaged.

Answer solved by Amaan Khan
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Examination VU Examination System (...)

ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 28 of 52 Marks: 1 (Budgeted Time 1 Min)

RAM stands for:

Answer (Please select your correct option)

- Random-Access Memory
- Random Access Memorial
- Random Access Memorization
- Regular Access Memory

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Question No : 29 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

The coordination of separate components into a unit or structure is called...

Answer (Please select your correct option)

- scope
- background
- organization
- instruction

Answer solved by Amaan Khan
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Examination VU Examination System (... x)

ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 30 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option from the following:

Visual aids can be made easy to understand ---.

Answer (Please select your correct option)

- by removing unnecessary details
- by using appropriate objects
- by informative titles
- All of the above

P.g 240

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Examination VU Examination System (...)

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Question No : 31 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option:

Which of the following best describes 'attitude'?

Answer (Please select your correct option)

- Judgments of right and wrong
- Observable actions
- Statements of approval or disapproval
- Statements of truth

Answer solved by Amaan Khan
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Examination VU Examination System (...)

ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 32 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:

How many elements are there in general superstructure of reports?

Answer (Please select your correct option)

- Three
- Two
- Six
- Five

P.g 126

Answer solved by Amaan Khan
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Examination VU Examination System (... x)

ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 33 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct punctuated sentence.

Answer (Please select your correct option)

- When you go to training, take these items: paper pencil, and an alert mind.
- When you go to training, take these items paper, pencil, and an alert mind.
- When you go to training take these items: paper, pencil, and an alert mind.
- When you go to training, take these items; paper, pencil, and an alert mind.

Answer solved by Amaan Khan
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Examination VU Examination System (... x)

ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 34 of 52 Marks: 1 (Budgeted Time 1 Min)

..... can be a great way of enhancing a presentation VISUALLY when they are used sensibly and with a clear purpose.

Answer (Please select your correct option)

- Visual aids **P.g 158** Answer solved by Amaan Khan
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- Pictures
- Diagrams
- Charts

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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 35 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- He is innocent although a large number of people consider him guilty. Answer solved by Amaan Khan
Contact: 0305-4716616
Email: maniamaan2@gmail.com
- He is innocent though a large amount of people consider him guilty.
- He is innocent though a large number of people consider him guilty.
- He is innocent though large number of people consider him guilty.

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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 36 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:
Different formats for delivering content information include lectures, computerized visual presentations, role-playing, and _____.

Answer (Please select your correct option)

- Performance formats
- Computer-mediated instruction Answer solved by Amaan Khan
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- Text formats
- Digital formats

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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 37 of 52 Marks: 1 (Budgeted Time 1 Min)

The first thing, a business report must learn to do, is to ensure _____.

Answer (Please select your correct option)

- Conciseness
- Accuracy **P.g 113** Answer solved by Amaan Khan
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- Acceptability
- Suitability

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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 38 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:

_____ is a simple list of topics to be discussed along with the names of individuals who have agreed to lead discussion of those topics.

Answer (Please select your correct option)

- Memorandum
- Agenda **P.g 90** Answer solved by Amaan Khan
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Email: maniamaan2@gmail.com
- Minutes
- Proposal

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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 39 of 52 Marks: 1 (Budgeted Time 1 Min)

Facts or opinions attested to or endorsed by someone other than the speaker are:

Answer (Please select your correct option)

- relevance.
- recency.
- evidence.
- personal knowledge.

Answer solved by Amaan Khan
Contact: 0305-4716616
Email: maniamaan2@gmail.com

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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 40 of 52 Marks: 1 (Budgeted Time 1 Min)

Conducting an interview with an expert requires:

Answer (Please select your correct option)

- having a place to conduct the interview.
- preparing a list of questions.
- communicating your purpose to the interviewee.
- all of the above

Answer solved by Amaan Khan
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ENG201 Business and Technical English Writing

BC120202108 (SAAD HABIB)

Question No : 41 of 52

Marks: 2 (Budgeted Time 4 Min)

What are the characteristics of a good interviewer?

Answer (Please click here to Add Answer)

Rich text editor with toolbar (Bold, Italic, Underline, etc.) and a large empty text area for the answer.

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41 MADE BY WAQAR SIDDHU

ENG201 Business and Technical English Writing

BC120202108 (SAAD HABIB)

Question No : 42 of 52

Marks: 2 (Budgeted Time 4 Min)

Describe the specialized uses of commas.

Answer (Please click here to Add Answer)

Rich text editor with toolbar (Bold, Italic, Underline, etc.) and a large empty text area for the answer.

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42 MADE BY WAQAR SIDDHU

ENG201 Business and Technical English Writing

BC120202108 (SAAD HABIB)

Question No : 43 of 52

Marks: 2 (Budgeted Time 4 Min)

Is it possible to display a visual aid without a title? Explain briefly.

Answer (Please click here to Add Answer)

Rich text editor area with a toolbar containing options like Bold, Italic, Underline, and text alignment.

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43 MADE BY WAQAR SIDDHU

ENG201 Business and Technical English Writing

BC120202108 (SAAD HABIB)

Question No : 44 of 52

Marks: 2 (Budgeted Time 4 Min)

What are the document types that persuade the reader?

Answer (Please click here to Add Answer)

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Examination VU Examination System (... x)

ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 45 of 52 Marks: 3 (Budgeted Time 6 Min)

Define the term Semantics?

Answer (Please [click here](#) to Add Answer)

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Examination VU Examination System (... x)

ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 46 of 52 Marks: 3 (Budgeted Time 6 Min)

What are the general guidelines for using "Numbers in Non-technical Prose"?

Answer (Please [click here](#) to Add Answer)

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Examination VU Examination System (... x)

ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 47 of 52 Marks: 3 (Budgeted Time 6 Min)

What are "Test Specifications"?

Answer (Please [click here](#) to Add Answer)

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Examination VU Examination System (... x)

ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 48 of 52 Marks: 3 (Budgeted Time 6 Min)

Define expository paragraph.

Answer (Please [click here](#) to Add Answer)

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Examination VU Examination System (... x)

ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 49 of 52 Marks: 5 (Budgeted Time 10 Min)

Define Fused Sentences with examples.

Answer (Please [click here](#) to Add Answer)

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Examination VU Examination System (... x)

ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 50 of 52 Marks: 5 (Budgeted Time 10 Min)

What is the Reader-Centered Approach? Why is it necessary to keep in view this approach while writing a document?

Answer (Please [click here](#) to Add Answer)

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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 51 of 52 Marks: 5 (Budgeted Time 10 Min)

Group norms vary from group to group. Is it correct? Explain group norms in not more than three lines.

Answer (Please [click here](#) to Add Answer)

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ENG201 Business and Technical English Writing BC120202108 (SAAD HABIB)

Question No : 52 of 52 Marks: 5 (Budgeted Time 10 Min)

"Audience plays a vital role in determining the writing of a progress report. "Write down different factors which affect the above mentioned statement..

Answer (Please [click here](#) to Add Answer)

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Effort By Amaan Khan

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Question No : 1 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following descriptions can be applied to a résumé?

Answer (Please select your correct option)

- A résumé is a form of persuasive communication.
- A résumé is a structured, written summary of a person's education, employment background and job qualifications.
- A résumé is an advertisement intended to stimulate an employer's interest in meeting you.
- All of the above

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P.g 22 Answer solved by Amaan Khan
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Question No : 2 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following should be essentially considered during speeches and presentations?

Answer (Please select your correct option)

- Dress
- Time
- Appearance
- Microphone

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Answer solved by Amaan Khan
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Question No : 3 of 52 Marks: 1 (Budgeted Time 1 Min)

_____ is a matter of grouping or clustering ideas clearly.

Answer (Please select your correct option)

- Visualization
- Simplification
- Effective organization
- Word choice

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P.g 59

Answer solved by Amaan Khan
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Question No : 4 of 52 Marks: 1 (Budgeted Time 1 Min)

How can we hold audience's attention?

Answer (Please select your correct option)

- Plan to devote half of your time on audience's behavior
- Present every point in light of audience's needs and values
- By changing tone of voice
- None of them

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P.g 228

Answer solved by Amaan Khan
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Question No : 5 of 52

Marks: 1 (Budgeted Time 1 Min)

Which of the following reports is used to establish a record?

Answer (Please select your correct option)

- Letter
- Memorandum
- Business message
- Long report

P.g 89

Answer solved by Amaan Khan
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Question No : 6 of 52

Marks: 1 (Budgeted Time 1 Min)

What is meant by chronology?

Answer (Please select your correct option)

- Investigating a chain of events
- Information about the relevant subject
- Specific goals
- All of the above

P.g 119

Answer solved by Amaan Khan
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Question No : 7 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:

--- elements are found in conventional superstructure for instructions.

Answer (Please select your correct option)

- Three
- Four
- Five
- Two

P.g 142

Answer solved by Amaan Khan
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Question No : 8 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

_____ is based on observation and experiment instead of theory.

Answer (Please select your correct option)

- Empirical research report
- Short research report
- Progress report
- Long research report

P.g 128

Answer solved by Amaan Khan
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Question No : 9 of 52 Marks: 1 (Budgeted Time 1 Min)

Modifiers are coordinate if they modify the _____.

Answer (Please select your correct option)

- another word
- same word
- obsolete word
- opposite word

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P.g 194

Answer solved by Amaan Khan
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Question No : 10 of 52 Marks: 1 (Budgeted Time 1 Min)

If the documentation style does not specify, you will use.....

Answer (Please select your correct option)

- brackets
- quotation marks
- hyphen
- dash

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Answer solved by Amaan Khan
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Question No : 11 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

_____ give the customer an idea of the work that has been completed to date.

Answer (Please select your correct option)

- Long reports
- Business proposals
- Short reports
- Interim progress reports

P.g 116

Answer solved by Amaan Khan
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11

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Question No : 12 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

How many elements are found in the conventional superstructure of a progress report?

Answer (Please select your correct option)

- Three
- Four
- Five
- Six

Answer solved by Amaan Khan
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Question No : 13 of 52

Marks: 1 (Budgeted Time 1 Min)

Choose the best option from the following:

Abstract stands for:

Answer (Please select your correct option)

- Condensation of entire reports
- Focusing on the main issues
- a & b
- Writing problems

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Question No : 14 of 52

Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

_____ belongs to the supplementary part of a report.

Answer (Please select your correct option)

- List of illustrations
- Letter of transmittal
- Letter of authorization
- Index

P.g 124

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14

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Question No : 15 of 52

Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.
_____ is related to the researcher's investigation.

Answer (Please select your correct option)

- Justification of the study
- Research question
- Definition of terms
- Purpose of the study

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Question No : 16 of 52

Marks: 1 (Budgeted Time 1 Min)

In the following sentence, which word is with a missing apostrophe?
My parents and their friends often visit each others houses.

Answer (Please select your correct option)

- house's
- parent's
- other's
- friend's

Answer solved by Amaan Khan
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Question No : 17 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- The wealthy became wealthier during the 90s.
- The wealthy became wealthier during the '90's.
- The wealthy became wealthier during the 1990s.
- The wealthy became wealthier during the 1990's.

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Answer solved by Amaan Khan
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Question No : 18 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the sentence with the correct punctuation.

Answer (Please select your correct option)

- If you believe in magic; magical things will happen, but if you do not believe in magic; you will discover nothing to be magical.
- If you believe in magic, magical things will happen; but if you do not believe in magic, you will discover nothing to be magical.
- If you believe in magic, magical things will happen, but if you do not believe in magic, you will discover nothing to be magical.
- If you believe in magic, magical things will happen, but if you do not believe in magic; you will discover nothing to be magical.

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Question No : 19 of 52

Marks: 1 (Budgeted Time 1 Min)

Which one of the following would be unethical to use in a persuasive message?

Answer (Please select your correct option)

- Consideration of audience needs
- The "you" attitude
- Manipulation
- Persuasion

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Question No : 20 of 52

Marks: 1 (Budgeted Time 1 Min)

What punctuation mark does the following example require?
"She has carefully read all of her works moreover, she has published several critical articles about those works."

Answer (Please select your correct option)

- A comma after "works"
- A semicolon after "works"
- A period after "works"
- A colon after "works"

Answer solved by Amaan Khan
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Question No : 21 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following functions is not served by introduction of a formal report?

Answer (Please select your correct option)

- Investigation **P.g 123** Answer solved by Amaan Khan
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- Definition
- Background
- Authorization

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Question No : 22 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following is used as a tool by the speakers to increase audience's ability to absorb and remember?

Answer (Please select your correct option)

- Audience attention
- Presentation
- Speech
- The visual aids **P.g 229** Answer solved by Amaan Khan
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Question No : 23 of 52 Marks: 1 (Budgeted Time 1 Min)

A 'Planning Report' consists of ----- steps.

Answer (Please select your correct option)

- three
- four
- five
- six

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23

Answer solved by Amaan Khan
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Question No : 24 of 52 Marks: 1 (Budgeted Time 1 Min)

In clarity , the outdated expressions are:

Answer (Please select your correct option)

- taken care of
- omitted
- acquitted
- adopted

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Answer solved by Amaan Khan
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Question No : 25 of 52

Marks: 1 (Budgeted Time 1 Min)

RAM stands for:

Answer (Please select your correct option)

- Random-Access Memory
- Random Access Memorial
- Random Access Memorization
- Regular Access Memory

Answer solved by Amaan Khan
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Question No : 26 of 52

Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- One-third of the eligible population tend not to vote in national elections.
- One-third of the eligible population are tending not to vote in national elections.
- One-third of the eligible population have tended not to vote in national elections.
- One-third of the eligible population tends not to vote in national elections.

Answer solved by Amaan Khan
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Question No : 27 of 52 Marks: 1 (Budgeted Time 1 Min)

How can you target your audience?

Answer (Please select your correct option)

- By identifying the level of expertise of your audience
- Audiences' attitude towards you and the content of document
- All of the above
- By identifying your audience's type

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Answer solved by Amaan Khan
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Question No : 28 of 52 Marks: 1 (Budgeted Time 1 Min)

How can you make the following statement concise?

'There are only four rules of our company and every employee is bound to follow these rules.'

Answer (Please select your correct option)

- Follow the rules.
- Four rules must be observed.
- There are four rules that must be observed.
- You must follow the rules.

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Answer solved by Amaan Khan
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Question No : 29 of 52

Marks: 1 (Budgeted Time 1 Min)

Where can we apply seven C's?

Answer (Please select your correct option)

- To non-verbal communication
- To oral communication
- To written communication
- To written and oral communication

P.g 48

Answer solved by Amaan Khan
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29

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Question No : 30 of 52

Marks: 1 (Budgeted Time 1 Min)

"Only John gave me Rs. 500 to clean all his sidewalks."
It is an example of...

Answer (Please select your correct option)

- misplaced auxiliary
- misplaced adjective
- misplaced modifier
- dangling modifier

Answer solved by Amaan Khan
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Question No : 31 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:

Interpretations, conclusions are general statements based on

Answer (Please select your correct option)

- Opinion
- Observation
- Facts
- Judgments

P.g 126

Answer solved by Amaan Khan
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Question No : 32 of 52 Marks: 1 (Budgeted Time 1 Min)

Pie charts are used for audience to measure.....

Answer (Please select your correct option)

- length
- surface area
- area
- width of area

P.g 126

Answer solved by Amaan Khan
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Question No : 33 of 52

Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:
When analyzing an audience during the speech, the first thing the speaker should be aware of is the audience's.....

Answer (Please select your correct option)

- Evaluation
- Attention
- Motivation
- Understanding

P.g 192

Answer solved by Amaan Khan
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Question No : 34 of 52

Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:
Which of the following is an example of a nonverbal message?

Answer (Please select your correct option)

- Jargon
- Mumbling
- Eye contact
- Yelling

Answer solved by Amaan Khan
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Question No : 35 of 52 Marks: 1 (Budgeted Time 1 Min)

_____ is the study of personality, values, attitudes and lifestyles.

Answer (Please select your correct option)

- Demographics
- Psychographics
- Firmographics
- Filmographics

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Question No : 36 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:

While organizing business message, break the main idea into subdivisions grouped under _____ categories. Arrange ideas in direct or indirect order, depending on the audience's possible reaction.

Answer (Please select your correct option)

- logical
- related
- coherent
- sequential

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Question No : 37 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:

In a business message, the more _____ a word, the more it is removed from the tangible, objective world of things that can be perceived with sense.

Answer (Please select your correct option)

- familiar
- strong
- abstract
- concrete

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Answer solved by Amaan Khan
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Question No : 38 of 52 Marks: 1 (Budgeted Time 1 Min)

Although your _____ are the heart of your empirical research project, they may take up a very small portion of it.

Answer (Please select your correct option)

- Recommendations
- Suggestions
- Conclusions
- Results

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Answer solved by Amaan Khan
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Email: maniamaan2@gmail.com

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Question No : 39 of 52

Marks: 1 (Budgeted Time 1 Min)

Choose the best option.

Who was the first man _____ today?

Answer (Please select your correct option)

- whom you spoke
- spoke to you
- you spoke to
- you spoke

Answer solved by Amaan Khan
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Question No : 40 of 52

Marks: 1 (Budgeted Time 1 Min)

Which of the following is good advice when selecting a topic?

Answer (Please select your correct option)

- Choose a historical event.
- Choose a complex topic so the audience won't get bored.
- Be careful there are many boring topics.
- Make sure you are interested in the topic.

Answer solved by Amaan Khan
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Question No : 41 of 52 Marks: 2 (Budgeted Time 4 Min)

Explain the term ornate language.

Answer (Please [click here](#) to Add Answer)

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Question No : 42 of 52 Marks: 2 (Budgeted Time 4 Min)

Why is it necessary to label 'Visual Aids'?

Answer (Please [click here](#) to Add Answer)

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Question No : 43 of 52 Marks: 2 (Budgeted Time 4 Min)

Why bad news is kept in the middle of the business messages ?

Answer (Please [click here](#) to Add Answer)

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Question No : 44 of 52 Marks: 2 (Budgeted Time 4 Min)

What is a memorandum?

Answer (Please [click here](#) to Add Answer)

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Question No : 45 of 52 Marks: 3 (Budgeted Time 6 Min)

How many kinds of sentences are there?

Answer (Please [click here](#) to Add Answer)

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Question No : 46 of 52 Marks: 3 (Budgeted Time 6 Min)

What is the purpose of memo writing?

Answer (Please [click here](#) to Add Answer)

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Question No : 47 of 52 Marks: 3 (Budgeted Time 6 Min)

Explain briefly the importance of emotion and logic while writing persuasive messages.

Answer (Please click here to Add Answer)

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Question No : 48 of 52 Marks: 3 (Budgeted Time 6 Min)

Explain the term 'Budget Statement'.

Answer (Please click here to Add Answer)

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Question No : 49 of 52 Marks: 5 (Budgeted Time 10 Min)

Name any five categories of 'Hardware Functional Specifications'.

Answer (Please [click here](#) to Add Answer)

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Question No : 50 of 52 Marks: 5 (Budgeted Time 10 Min)

How would you prepare yourself for a job interview? Explain briefly.

Answer (Please [click here](#) to Add Answer)

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Question No : 51 of 52 Marks: 5 (Budgeted Time 10 Min)

Assume yourself a school teacher who is asked to write a short memo-report about Principal - Teacher meeting. You need to mention only complains and suggestions to raise the standard of education in your institute.

Answer (Please [click here](#) to Add Answer)

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Question No : 52 of 52 Marks: 5 (Budgeted Time 10 Min)

How does Editing help to improve a document?

Answer solved by Amaan Khan
Contact: 0305-4716616
Email: maniamaan2@gmail.com

Answer (Please [click here](#) to Add Answer)

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52

Effort by Amaan Khan

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Question No : 1 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option:

The conversion of verbs or adjectives into nouns is termed as _____.

Answer (Please select your correct option)

- wordiness
- nominalization
- inflection
- none of the above

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Answer solved by Amaan Khan
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Question No : 2 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

How many aspects does Accuracy have?

Answer (Please select your correct option)

- 6
- 5
- 4
- 3

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Answer solved by Amaan Khan
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Question No : 3 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the the following phrases is likely to offend and should be avoided?

Answer (Please select your correct option)

- We allow, we must reject
- I prefer, we must deny
- I must refuse, we must deny
- We welcome, I must refuse

Answer solved by Amaan Khan
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Question No : 4 of 52 Marks: 1 (Budgeted Time 1 Min)

Which type of sentences express two or more independent but related thoughts?

Answer (Please select your correct option)

- Complex sentence
- Imperative sentence
- Compound sentence
- Simple sentence

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Question No : 5 of 52 Marks: 1 (Budgeted Time 1 Min)

If you are at a meeting and are asked to report on the progress you have made on a project, what method of delivery will you use?

Answer (Please select your correct option)

- Extempore
- Impromptu
- Memorization
- Reading

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Question No : 6 of 52 Marks: 1 (Budgeted Time 1 Min)

Which type of English is used while speaking to a friend?

Answer (Please select your correct option)

- Formal
- Informal
- Polite
- Impolite

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Question No : 7 of 52

Marks: 1 (Budgeted Time 1 Min)

Why do Experts read technical and scientific documents?

Answer (Please select your correct option)

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

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Question No : 8 of 52

Marks: 1 (Budgeted Time 1 Min)

What is the typical sequence of interviews?

Answer (Please select your correct option)

- Screening stage and final stage.
- Screening stage, selection stage, and final stage.
- Selection stage and final stage.
- There is no typical sequence of interviews.

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Question No : 9 of 52

Marks: 1 (Budgeted Time 1 Min)

What is meant by impromptu speaking?

Answer (Please select your correct option)

- Prompted by the occasion rather than being planned in advance
- Speaking about personal experiences
- Well planned speech
- Written presentation

P.g 231

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Question No : 10 of 52

Marks: 1 (Budgeted Time 1 Min)

How can we hold audience's attention?

Answer (Please select your correct option)

- Plan to devote half of your time on audience's behavior
- Present every point in light of audience's needs and values
- By changing tone of voice
- None of them

P.g 228

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Question No : 11 of 52

Marks: 1 (Budgeted Time 1 Min)

While practicing your speech you should do all of the following except:

Answer (Please select your correct option)

- Finish your speech without stopping to correct errors or to restart
- Practice in a singular setting
- Keep practice sessions brief
- Practice in various settings

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Question No : 12 of 52

Marks: 1 (Budgeted Time 1 Min)

How appropriate appeal is gained through credibility by supporting relevant facts?

Answer (Please select your correct option)

- Short report
- Writing persuasive message
- Complimentary report
- Long reports

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Question No : 13 of 52 Marks: 1 (Budgeted Time 1 Min)

What is the best answer if the interviewer asks you, "Where do you want to be five years from now"?

Answer (Please select your correct option)

- This job is a stopover on my way to something bigger.
- I would like to reach one of the highest positions in the company.
- I would like to work at the position I will be hired.
- I would like to see myself contributing significantly to the company's success.

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Question No : 14 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- That is a problem who can't be solved without a calculator.
- That is a problem that can't be solved without a calculator.
- That is a problem whom can't be solved without a calculator.
- That is a problem which can't be solved without a calculator.

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Question No : 15 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

_____ shows the headings of a document in an outline form.

Answer (Please select your correct option)

- Executive summary
- Synopsis
- List of illustrations
- Table of contents

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Question No : 16 of 52 Marks: 1 (Budgeted Time 1 Min)

The three types of listening differ not only inbut also in the amount of that occurs.

Answer (Please select your correct option)

- feedback, response
- reply, response
- purpose, feedback
- information, feedback

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Question No : 17 of 52

Marks: 1 (Budgeted Time 1 Min)

Choose the option that best defines the term 'Criteria'.

Answer (Please select your correct option)

An accepted standard used in making a decision

To evaluate the alternative course of action

Judgment about something

All of the above

Answer solved by Amaan Khan
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Question No : 18 of 52

Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

You may not enter Mr. Harris office without his permission.

You may not enter Mr. Harrises office without his permission.

You may not enter Mr. Harrises' office without his permission.

You may not enter Mr. Harris's office without his permission.

Answer solved by Amaan Khan
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Question No : 19 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the sentence with the correct comma placement.

Answer (Please select your correct option)

- Please Ali, come home as soon as you can.
- Please, Ali , come home as soon as you can.
- Please, Ali come home as soon as you can.
- Please Ali, come home, as soon as you can.

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Question No : 20 of 52 Marks: 1 (Budgeted Time 1 Min)

To ensure clarity, place your ----- carefully.

Answer (Please select your correct option)

- articles
- modifiers
- semicolon
- exclamation marks

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Question No : 21 of 52

Marks: 1 (Budgeted Time 1 Min)

Which format should be used for the information being sent inside an organization?

Answer (Please select your correct option)

- Memorandum
- Report
- Letter
- Proposals

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Question No : 22 of 52

Marks: 1 (Budgeted Time 1 Min)

Which one of the following letters is used for buying purposes:

Answer (Please select your correct option)

- Order letter
- Adjustment letter
- Inquiry letter
- Deposit letter

Answer solved by Amaan Khan
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Question No : 23 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following should be used while writing persuasive messages?

Answer (Please select your correct option)

- Logical appeals
- Emotional appeals
- Arguments based on the audiences' needs
- All of the above

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Question No : 24 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

What is considered as the heart of a report?

Answer (Please select your correct option)

- The introduction of a report
- Introduction, body, and a close
- Only the body of the report
- A variety of components

Answer solved by Amaan Khan
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Question No : 25 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

The introduction part of a report answers:

Answer (Please select your correct option)

- Proposal
- Facts of report
- Conclusions and Recommendations
- Reader questions

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Question No : 26 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

Which one of the following can be categorised as a special type of analytical report?

Answer (Please select your correct option)

- Progress Report
- Proposal
- Feasibility Report
- Empirical Research Report

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Question No : 27 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option from the following:

The idea that 'communication is a process of adjustment' means that:

Answer (Please select your correct option)

- people usually engage in complementary transactions during communication.
- people have to learn each other's meanings for words, as well as their nonverbal behavior during communication.
- people will adapt to others' attitudes and speech while communicating.
- both the content and relational dimensions of a message can change during communication.

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Question No : 28 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- Either of us were capable of winning.
- Either of us is capable of winning.
- Either of us are capable of winning.
- Either of us have been capable of winning.

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Question No : 29 of 52

Marks: 1 (Budgeted Time 1 Min)

Choose the sentence with the correct comma placement.

Answer (Please select your correct option)

- I need sugar, butter, and eggs from the grocery store.
- I need, sugar, butter, and eggs from the grocery store.
- I need sugar, butter, and eggs, from the grocery store.
- I need sugar, butter and eggs, from the grocery store.

Answer solved by Amaan Khan
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Question No : 30 of 52

Marks: 1 (Budgeted Time 1 Min)

Choose the sentence with the correct punctuation.

Answer (Please select your correct option)

- I wanted a cup of coffee not a glass of milk.
- I wanted a cup of coffee: not a glass of milk.
- I wanted a cup of coffee, not a glass of milk.
- I wanted a cup of coffee; not a glass of milk.

Answer solved by Amaan Khan
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Question No : 31 of 52

Marks: 1 (Budgeted Time 1 Min)

A comma can be used to indicate the omission of a in an elliptical constructions.

Answer (Please select your correct option)

- word
 - phrase
 - sentence
 - preposition
- Answer solved by Amaan Khan
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Question No : 32 of 52

Marks: 1 (Budgeted Time 1 Min)

Which one of the following factors is discussed in the data analysis section?

Answer (Please select your correct option)

- Budget
 - Data collection
 - Results and findings
 - All of the above
- Answer solved by Amaan Khan
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Question No : 33 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following facts does support the report writing?

Answer (Please select your correct option)

- Discussions Answer solved by Amaan Khan
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- Introduction
- Conclusions and Recommendations
- Body

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Question No : 34 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option from the following:

Software functional specifications usually contain:

Answer (Please select your correct option)

- assumptions, resources
- cost target, maintenance
- A & B Answer solved by Amaan Khan
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- orientation specifications and functional specifications

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Question No : 35 of 52 Marks: 1 (Budgeted Time 1 Min)

..... can be a great way of enhancing a presentation VISUALLY when they are used sensibly and with a clear purpose.

Answer (Please select your correct option)

- Visual aids
- Pictures
- Diagrams
- Charts

Answer solved by Amaan Khan
Contact: 0305-4716616
Email: maniamaan2@gmail.com

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Question No : 36 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:
Written communication generally covers structure, _____, and _____ issues

Answer (Please select your correct option)

- Planning, stylistic
- Presentation, behavior
- Execution, personal
- None of above

Answer solved by Amaan Khan
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Email: maniamaan2@gmail.com

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Question No : 37 of 52 Marks: 1 (Budgeted Time 1 Min)

Instruction isto follow carefully while doing an assigned task.

Answer (Please select your correct option)

- set of different rules
- set of instructional rule
- set of rules
- set of grammar rules

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Answer solved by Amaan Khan
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Question No : 38 of 52 Marks: 1 (Budgeted Time 1 Min)

Writers usually announce theof their instructions in the first sentence.

Answer (Please select your correct option)

- set pattern
- body
- theme
- subject

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Answer solved by Amaan Khan
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Question No : 39 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:

_____ is achieved through a balance between precise language and familiar language.

Answer (Please select your correct option)

- Completeness
- Conciseness
- Correctness
- Clarity

P.g 58

Answer solved by Amaan Khan
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Question No : 40 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:

_____ is the process of handling and settling claims or the amount requested by a policyholder or claimant because of a loss or damages suffered.

Answer (Please select your correct option)

- Direct request
- Routine request
- Claim
- Adjustment

P.g 102

Answer solved by Amaan Khan
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Question No : 41 of 52 Marks: 2 (Budgeted Time 4 Min)

Why is it necessary to label 'Visual Aids'?

Answer (Please [click here to Add Answer](#))

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Question No : 42 of 52 Marks: 2 (Budgeted Time 4 Min)

Write down the components of a Proposal's structure.

Answer (Please [click here to Add Answer](#))

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Question No : 43 of 52 Marks: 2 (Budgeted Time 4 Min)

Arrange the following sentences with appropriate parallelism.

1. Air travel is safe, fast and it is convenient.
2. Swimming, seeing movies and to go for walk are my hobbies.

Answer (Please [click here to Add Answer](#))

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Question No : 44 of 52 Marks: 2 (Budgeted Time 4 Min)

Write brief note on active listening.

Answer (Please [click here to Add Answer](#))

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Question No : 45 of 52 Marks: 3 (Budgeted Time 6 Min)

What are the characteristics of a good opening of a report?

Answer (Please [click here to Add Answer](#))

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Question No : 46 of 52 Marks: 3 (Budgeted Time 6 Min)

Explain the term biased language.

Answer (Please [click here to Add Answer](#))

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Question No : 47 of 52 Marks: 3 (Budgeted Time 6 Min)

How is 'Bar Graph' constructed?

Answer (Please [click here to Add Answer](#))

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Question No : 48 of 52 Marks: 3 (Budgeted Time 6 Min)

How will you talk about important question of salary during the interview?

Answer (Please [click here to Add Answer](#))

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Question No : 49 of 52 Marks: 5 (Budgeted Time 10 Min)

Write a note describing 'Table of Contents' in an 'Analysis Report'.

Answer (Please click here to Add Answer)

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Question No : 50 of 52 Marks: 5 (Budgeted Time 10 Min)

What is the difference between a Verb and a Linking Verb?

Answer (Please click here to Add Answer)

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Question No : 51 of 52 Marks: 5 (Budgeted Time 10 Min)

Group norms vary from group to group. Is it correct? Explain group norms in not more than three lines.

Answer (Please [click here to Add Answer](#))

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Question No : 52 of 52 Marks: 5 (Budgeted Time 10 Min)

What is informative speaking? What are the different forms of informative speech in professional setting?

Answer (Please [click here to Add Answer](#))

I am not writing the page number of some M.C.Q because, they are mostly repeated and some are out of handout.
Effort By Amaan Khan

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52

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Question No : 1 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following is NOT the part of a document?

- Answer (Please select your correct option)
- Background
 - Theory
 - Materials
 - Specifications
- Answer solved by Amaan Khan
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Question No : 2 of 52 Marks: 1 (Budgeted Time 1 Min)

Why do Experts read technical and scientific documents?

- Answer (Please select your correct option)
- To maintain and expand their own general expertise
 - To obtain specific answers to their own research and writing
 - To evaluate a document's technical or scientific content.
 - All of the above
- Answer solved by Amaan Khan
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Question No : 3 of 52 Marks: 1 (Budgeted Time 1 Min)

Visualization allows the speaker to:

Answer (Please select your correct option)

- Appear more attractive to their audience
- Accurately gauge audience reactions
- Picture themselves delivering a successful speech
- Appropriately provide visual aids for the audience

Answer solved by Amaan Khan
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3

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Question No : 4 of 52 Marks: 1 (Budgeted Time 1 Min)

What is meant by chronology?

Answer (Please select your correct option)

- Investigating a chain of events
- Information about the relevant subject
- Specific goals
- All of the above

Answer solved by Amaan Khan
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4

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Question No : 5 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:
--- elements are found in conventional superstructure for instructions.

Answer (Please select your correct option)

- Three
- Four
- Five
- Two

Answer solved by Amaan Khan
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Question No : 6 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.
_____ is the idea that knowledge comes from experience.

Answer (Please select your correct option)

- Rationalism
- Deductive reasoning
- Logic
- Empiricism

Answer solved by Amaan Khan
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Question No : 7 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct statement.

Answer (Please select your correct option)

- Neither Jackson nor I am playing hockey.
- Neither Jackson nor I is playing hockey.
- Neither Jackson nor I are playing hockey.
- Neither Jackson nor I were playing hockey.

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Answer solved by Amaan Khan
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Question No : 8 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the sentence with the correct comma placement.

Answer (Please select your correct option)

- I am typing a letter and, she is talking on the phone.
- I, am typing a letter and she, is talking on the phone.
- I am typing a letter and she is talking, on the phone.
- I am typing a letter and she is talking on the phone..

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Answer solved by Amaan Khan
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Question No : 9 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

_____ give the customer an idea of the work that has been completed to date.

Answer (Please select your correct option)

- Long reports
- Business proposals
- Short reports
- Interim progress reports

P.g 116

Answer solved by Amaan Khan
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Question No : 10 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option from the following:

Abstract stands for:

Answer (Please select your correct option)

- Condensation of entire reports
- Focusing on the main issues
- a & b
- Writing problems

Answer solved by Amaan Khan
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Question No : 11 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence from the following:

Answer (Please select your correct option)

- Our philosophy teacher thinks that: Einstein meant: that ,we cannot stop war by waging war.
- Our philosophy teacher thinks that, Einstein meant that, we cannot stop war by waging war.
- Our Philosophy teacher thinks that, Einstein meant that; we cannot stop war by waging war.
- Our philosophy teacher thinks that Einstein meant that we cannot stop war by waging war.

Answer solved by Amaan Khan
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Question No : 12 of 52 Marks: 1 (Budgeted Time 1 Min)

What punctuation mark should complete the following sentence?

John was angry and shouted at his son, "Go to your room now!

Answer (Please select your correct option)

- Question mark
- Full stop
- Speech mark
- Comma

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Question No : 13 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- The alarm clock went off at 4:00 o'clock.
- The alarm clock went off at four p.m. o'clock.
- The alarm clock went off at four o'clock.
- The alarm clock went off at four o'clock p.m.

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Question No : 14 of 52 Marks: 1 (Budgeted Time 1 Min)

How can you correct a comma splice error?

Answer (Please select your correct option)

- Replace the comma with a semicolon.
- Make one of the clauses into a subordinate clause.
- Separate the independent clauses into two separate sentences.
- All of the above

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Question No : 15 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- Your award is richly-deserved.
- Your award is richly deserved.
- Your award is richly, deserved.
- Your award is richly; deserved.

Answer solved by Amaan Khan
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Question No : 16 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following mechanics is used to denote a number of things on a list one by one?

Answer (Please select your correct option)

- Symbols
- Equations
- Acronyms
- Enumeration

Answer solved by Amaan Khan
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Question No : 17 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following consists of the following parts: a buffer, reasons supporting the negative decision, clear, diplomatic statement of the negative decision and a helpful, friendly and positive close?

- Answer (Please select your correct option)
- Direct plan
 - Indirect plan
 - Business plan
 - Strategic plan

Answer solved by Amaan Khan
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Question No : 18 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following marks is used to separate parts of a sentence and indicates a pause longer than a comma but shorter than a period?

- Answer (Please select your correct option)
- Colon
 - Semicolon
 - Brackets
 - Hyphen

Answer solved by Amaan Khan
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Question No : 19 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following sentences is incorrect?

Answer (Please select your correct option)

- He lives in London.
- I arrived at home at 6 O'clock.
- They drove to San Francisco on Saturday.
- Where do you live?

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Question No : 20 of 52 Marks: 1 (Budgeted Time 1 Min)

What is meant by 'self-oriented roles'?

Answer (Please select your correct option)

- Showing relationship among ideas
- Calling attention to oneself and demanding recognition from others
- Drawing out other members by showing verbal and non verbal support, praise or agreement
- Suggesting decision-making procedures

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Question No : 21 of 52 Marks: 1 (Budgeted Time 1 Min)

What can be considered the heart of a report?

Answer (Please select your correct option)

- The introduction of a report
- A variety of components
- Introduction, body, and a close
- Only the body of the report

Answer solved by Amaan Khan
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Question No : 22 of 52 Marks: 1 (Budgeted Time 1 Min)

"You now know that the three steps in making a cake are: gathering the materials, mixing the batter, and baking the cake."
This statement in the conclusion of a speech could best be described as:

Answer (Please select your correct option)

- Signaling the end of the speech
- A dissolve ending
- A crescendo ending
- Reinforcement of the central idea

Not Sure

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Question No : 23 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following components is not a part of planning a written message?

- Answer (Please select your correct option)
- Developing the main idea
 - Constructing an outline
 - Estimating the appropriate length
 - Handling the audience's questions effectively

Answer solved by Amaan Khan
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Question No : 24 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following is often used to send information to a reader outside the organization?

- Answer (Please select your correct option)
- Letter report
 - Business report
 - Formal report
 - Informal report

Answer solved by Amaan Khan
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Question No : 25 of 52 Marks: 1 (Budgeted Time 1 Min)

A 'Planning Report' consists of ----- steps.

Answer (Please select your correct option)

- three
 - four
 - five
 - six
- Answer solved by Amaan Khan
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Question No : 26 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following aspects represent the function of Report?

Answer (Please select your correct option)

- Problem, purpose, background,
 - Limitations, sources, scope
 - Methods, authorization
 - All of the above
- Answer solved by Amaan Khan
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Question No : 27 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following.

Never look a gift horse in the.....

Answer (Please select your correct option)

- Mouth
- Eye
- Nose
- Teeth

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Answer solved by Amaan Khan
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Question No : 28 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following is not a part of indirect plan?

Answer (Please select your correct option)

- A clear, diplomatic statement of the negative decision
- A helpful, friendly, and positive close
- Reasons supporting the negative decision
- Making a shorter message possible

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Answer solved by Amaan Khan
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Question No : 29 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following sentences is correct?

Answer (Please select your correct option)

- He's working at that company for fifteen years.
- He works at that company for fifteen years.
- He's worked at that company for fifteen years.
- He's been working at that company for fifteen years.

Answer solved by Amaan Khan
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Question No : 30 of 52 Marks: 1 (Budgeted Time 1 Min)

Where can we apply seven C's?

Answer (Please select your correct option)

- To non-verbal communication
- To oral communication
- To written communication
- To written and oral communication

Answer solved by Amaan Khan
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Question No : 31 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following factors is discussed in the data analysis section?

Answer (Please select your correct option)

- Budget
- Data collection
- Results and findings
- All of the above

Answer solved by Amaan Khan
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Question No : 32 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option:

Which of the following best describes 'attitude'?

Answer (Please select your correct option)

- Judgments of right and wrong
- Observable actions
- Statements of approval or disapproval
- Statements of truth

Answer solved by Amaan Khan
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Question No : 33 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option from the following:
--- show changes in one quantity as a function changes in another quantity.

Answer (Please select your correct option)

- Bar graphs
- Line graphs
- Pictographs
- Photographs

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Answer solved by Amaan Khan
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Question No : 34 of 52 Marks: 1 (Budgeted Time 1 Min)

People belonging to specific context organize their CV according to a.....

Answer (Please select your correct option)

- new trend
- set pattern
- new methodology
- new information

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Answer solved by Amaan Khan
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Email: maniamaan2@gmail.com

Question No : 35 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following problems refers to non-alphabetical symbols?

- Answer (Please select your correct option)
- Functional problem
 - Punctuation problem
 - Writing problem
 - None of the above

Answer solved by Amaan Khan
Contact: 0305-4716616
Email: maniamaan2@gmail.com

Start Time: 6:56 PM
116:00
Time Left



Question No : 36 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

- Answer (Please select your correct option)
- He is innocent although a large number of people consider him guilty.
 - He is innocent though a large amount of people consider him guilty.
 - He is innocent though a large number of people consider him guilty.
 - He is innocent though large number of people consider him guilty.

Answer solved by Amaan Khan
Contact: 0305-4716616
Email: maniamaan2@gmail.com

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Question No : 37 of 52 Marks: 1 (Budgeted Time 1 Min)

The first thing, a business report must learn to do, is to ensure _____.

Answer (Please select your correct option)

- Conciseness
- Accuracy
- Acceptability
- Suitability

Answer solved by Amaan Khan
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Question No : 38 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the given options are being described by the following lines?

'It interprets facts explained. It does not give the writer's personal opinion. The opinion should be unbiased and, should not base on personal likes and dislikes.'

Answer (Please select your correct option)

- Introduction
- Summary
- Recommendations
- Conclusion

Answer solved by Amaan Khan
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Question No : 39 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:

Technical-information letters and _____ are short documents that announce new technical information, such as a software bug and its solution, or a new feature.

Answer (Please select your correct option)

- proposal
- memoranda
- report
- all of the above

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Question No : 40 of 52 Marks: 1 (Budgeted Time 1 Min)

Which statement from the following is wrong?

Answer (Please select your correct option)

- DOS -- Disk Operating System
- HTML -- Hypertext Markup Language
- HIV -- Human Immunodeficiency Virus
- FTP -- Fire transfer protocol

All the options are correct.

Answer solved by Amaan Khan
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Question No : 41 of 52 Marks: 2 (Budgeted Time 4 Min)

Describe various forms of speaking.

Answer (Please click here to Add Answer)

Rich text editor with toolbar (Bold, Italic, Underline, etc.) and a large text area for writing the answer.

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Navigation controls including a progress bar for question 41, an information icon, and navigation buttons (back, forward, etc.).

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Question No : 42 of 52 Marks: 2 (Budgeted Time 4 Min)

Describe the specialized uses of commas.

Answer (Please click here to Add Answer)

Rich text editor with toolbar (Bold, Italic, Underline, etc.) and a large text area for writing the answer.

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Navigation controls including a progress bar for question 42, an information icon, and navigation buttons (back, forward, etc.).

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Question No : 43 of 52 Marks: 2 (Budgeted Time 4 Min)

What is a Random List?

Answer (Please [click here](#) to Add Answer)

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Question No : 44 of 52 Marks: 2 (Budgeted Time 4 Min)

How should we design a 'title page'?

Answer (Please [click here](#) to Add Answer)

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Question No : 45 of 52 Marks: 3 (Budgeted Time 6 Min)

Name any THREE common problems of writing.

Answer (Please [click here](#) to Add Answer)

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Question No : 46 of 52 Marks: 3 (Budgeted Time 6 Min)

What do you know about 'Self-oriented' roles in meeting?

Answer (Please [click here](#) to Add Answer)

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Question No : 47 of 52 Marks: 3 (Budgeted Time 6 Min)

Write down a few usages of 'Line Graph'.

Answer (Please [click here](#) to Add Answer)

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Question No : 48 of 52 Marks: 3 (Budgeted Time 6 Min)

How can you promote structural clarity in your document?

Answer (Please [click here](#) to Add Answer)

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48

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Question No : 49 of 52

Marks: 5 (Budgeted Time 10 Min)

Describe the Sequence of Tenses and Timing of Events.

Answer (Please click here to Add Answer)

Rich text editor area with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and a 100% zoom level.

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49



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Question No : 50 of 52

Marks: 5 (Budgeted Time 10 Min)

Job application letters are intended to show your competence for a job. Do you agree? Define application letters and discuss its parts.

Answer (Please click here to Add Answer)

Rich text editor area with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and a 100% zoom level.

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Question No : 51 of 52 Marks: 5 (Budgeted Time 10 Min)

Differentiate between graphic visuals and text visuals.

Answer (Please [click here](#) to Add Answer)

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Question No : 52 of 52 Marks: 5 (Budgeted Time 10 Min)

How can you write effective instructions that will help your reader to perform some task and persuade him to use your instructions?

Answer (Please [click here](#) to Add Answer)

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52

Effort By Amaan Khan

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Question No : 1 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.
To decode a message is to:

Answer (Please select your correct option)

- Reject a message
- Translate ideas into code
- Evaluate a message
- Interpret a message

Answer solved by Amaan Khan
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1

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Question No : 2 of 52 Marks: 1 (Budgeted Time 1 Min)

What is meant by Ownership of writer's work?

Answer (Please select your correct option)

- By whom it is written
- For whom it is written
- Possession of the writer
- All of the above

Answer solved by Amaan Khan
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Email: maniamaan2@gmail.com

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2

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Question No : 3 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following does significantly improve the interest of a presentation?

Answer (Please select your correct option)

- Illustration
- Visual aids
- Image
- Reflection

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3

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Question No : 4 of 52 Marks: 1 (Budgeted Time 1 Min)

Which is farthest in the past?

Answer (Please select your correct option)

- couple of days
- last week
- a day before yesterday
- a month ago

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4

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Question No : 5 of 52

Marks: 1 (Budgeted Time 1 Min)

Which one is not an optional part of a letter?

Answer (Please select your correct option)

Attention line

Answer solved by Amaan Khan
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Subject Line

Enclosure

Salutation

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Question No : 6 of 52

Marks: 1 (Budgeted Time 1 Min)

If you are writing a persuasive message, what are the common ways of establishing your credibility?

Answer (Please select your correct option)

Naming your sources when you use information from others

Demonstrating expertise

Supporting your message with factual evidence

P.g 237

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All of the above

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Question No : 7 of 52

Marks: 1 (Budgeted Time 1 Min)

How can we create motivation among the audience during the presentation?

Answer (Please select your correct option)

Through visual aids

Through simple use of language

Through verbose language

Through skill

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Question No : 8 of 52

Marks: 1 (Budgeted Time 1 Min)

How appropriate appeal is gained through credibility by supporting relevant facts?

Answer (Please select your correct option)

Short report

Writing persuasive message

P.g 237

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Complimentary report

Long reports

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Question No : 9 of 52

Marks: 1 (Budgeted Time 1 Min)

Where do we use proper tone from the beginning in a reasonable and understandable way?

Answer (Please select your correct option)

Neutral news message

Bad news message

P.g 237

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Good news message

Business message

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Question No : 10 of 52

Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

_____ is based on observation and experiment instead of theory.

Answer (Please select your correct option)

Empirical research report

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Short research report

Progress report

Long research report

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Question No : 11 of 52

Marks: 1 (Budgeted Time 1 Min)

Choose the correct statement.

Answer (Please select your correct option)

Neither Jackson nor I am playing hockey.

Answer solved by Amaan Khan
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Neither Jackson nor I is playing hockey.

Neither Jackson nor I are playing hockey.

Neither Jackson nor I were playing hockey.

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Question No : 12 of 52

Marks: 1 (Budgeted Time 1 Min)

Which one of the following statements is true?

Answer (Please select your correct option)

Place a comma before a transitional word or phrase that begins a sentence.

Place a comma after a transitional word or phrase that begins a sentence.

Do not place a comma after a transitional word or phrase that begins a sentence.

Place a full stop after a transitional word or phrase that begins a sentence.

Answer solved by Amaan Khan
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Question No : 13 of 52 Marks: 1 (Budgeted Time 1 Min)

In.....all nouns are capitalized.

Answer (Please select your correct option)

- English
- French
- German
- Japanese

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13

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Question No : 14 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.
Feasibility reports are used:

Answer (Please select your correct option)

- To analyze problems and predict practical alternatives
- To control problems, sell products and services
- To monitor and control production, sales, shipping, etc.
- To solve problems and supply facts

Answer solved by Amaan Khan
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14

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Question No : 15 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.
How many elements are found in the conventional superstructure of a progress report?

Answer (Please select your correct option)

- Three
- Four
- Five
- Six

P.g 142

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15

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Question No : 16 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- A friendly-little dog is all I need for company.
- A friendly little dog is all I need for company.
- A friendly, little dog is all I need for company.
- A friendly; little dog is all I need for company.

Answer solved by Amaan Khan
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Question No : 17 of 52 Marks: 1 (Budgeted Time 1 Min)

-----is used at the end of a line when a word must be divided or to link the parts of a compound word or phrase.

Answer (Please select your correct option)

- Apostrophe
- Hyphen
- Dash
- Quotation marks

Answer solved by Amaan Khan
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Question No : 18 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the sentence with the correct punctuation.

Answer (Please select your correct option)

- If you believe in magic; magical things will happen, but if you do not believe in magic; you will discover nothing to be magical.
- If you believe in magic, magical things will happen; but if you do not believe in magic, you will discover nothing to be magical.
- If you believe in magic, magical things will happen, but if you do not believe in magic, you will discover nothing to be magical.
- If you believe in magic, magical things will happen, but if you do not believe in magic; you will discover nothing to be magical.

Answer solved by Amaan Khan
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Question No : 19 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:
Like a table, a bar graph can represent numerical quantities which is done using rectangles called ----.

- Answer (Please select your correct option)
- pie chart
 - lines
 - bars
 - all of the above

P.g 161

Answer solved by Amaan Khan
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19

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Question No : 20 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following is often required by federal, state, or local law, by-laws, charters, or regulations?

- Answer (Please select your correct option)
- Meeting minutes
 - Meeting documents
 - Formal minutes
 - Informal minutes

Answer solved by Amaan Khan
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Question No : 21 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.
A good business letter is simple and straightforward without being harsh or -----.

Answer (Please select your correct option)

- patriotic
- paternal
- patronizing
- panoramic

Answer solved by Amaan Khan
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Question No : 22 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following letters is used for buying purposes:

Answer (Please select your correct option)

- Order letter
- Adjustment letter
- Inquiry letter
- Deposit letter

Answer solved by Amaan Khan
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22

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Question No : 23 of 52

Marks: 1 (Budgeted Time 1 Min)

Credit references are generally used to determine the creditworthiness of a:

Answer (Please select your correct option)

Person or individual

Answer solved by Amaan Khan
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Company

Factory

All of the above

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Question No : 24 of 52

Marks: 1 (Budgeted Time 1 Min)

What punctuation mark does the following example require?
"She has carefully read all of her works moreover, she has published several critical articles about those works."

Answer (Please select your correct option)

A comma after "works"

A semicolon after "works"

Answer solved by Amaan Khan
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A period after "works"

A colon after "works"

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Question No : 25 of 52 Marks: 1 (Budgeted Time 1 Min)

Application letters are usually just one page and consist of

Answer (Please select your correct option)

One section Answer solved by Amaan Khan
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Two sections

Three sections

Four sections

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Question No : 26 of 52 Marks: 1 (Budgeted Time 1 Min)

What is meant by 'self-oriented roles'?

Answer (Please select your correct option)

Showing relationship among ideas

Calling attention to oneself and demanding recognition from others Answer solved by Amaan Khan
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Drawing out other members by showing verbal and non verbal support, praise or agreement

Suggesting decision-making procedures

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Question No : 27 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following types of interview questions provides specific information, requires less effort to answer, and eliminates bias?

Answer (Please select your correct option)

- Open-ended questions
- Close-ended questions
- Subjective questions
- Objective questions

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Question No : 28 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following confidence building tips means the same as pretending to make the speech before the mirror?

Answer (Please select your correct option)

- Be prepared
- Recreate the speech environment when you practise
- Visualize your success
- Look for positive listener support

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Question No : 29 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following represents prefatory parts, text and supplementary parts?

Answer (Please select your correct option)

- Formal report
- Informal report
- Analysis report
- Progress report

P.g 122

Answer solved by Amaan Khan
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29

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Question No : 30 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following aspects represent the function of Report?

Answer (Please select your correct option)

- Problem, purpose, background,
- Limitations, sources, scope
- Methods, authorization
- All of the above

Answer solved by Amaan Khan
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Question No : 31 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following features should be placed either immediately before or immediately after the noun?

Answer (Please select your correct option)

- Adverb modifiers
- Dependent clause
- Modifiers of noun
- None of the above

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31

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Question No : 32 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following punctuation marks refers to explain some points within a sentence?

Answer (Please select your correct option)

- Dash
- Colon
- Semicolon
- Ellipsis

Answer solved by Amaan Khan
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32

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Question No : 33 of 52

Marks: 1 (Budgeted Time 1 Min)

How can you target your audience?

Answer (Please select your correct option)

By identifying the level of expertise of your audience

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Audiences' attitude towards you and the content of document

All of the above

By identifying your audience's type

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33

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Question No : 34 of 52

Marks: 1 (Budgeted Time 1 Min)

Choose the best option from the following:

Visual aids can be made easy to understand ---.

Answer (Please select your correct option)

by removing unnecessary details

by using appropriate objects

Answer solved by Amaan Khan
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Email: maniamaan2@gmail.com

by informative titles

All of the above

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34

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Question No : 35 of 52

Marks: 1 (Budgeted Time 1 Min)

Choose the correct option:

To show quantitative comparisons among variables, you would use a _____ .

Answer (Please select your correct option)

- diagram
- pie chart
- line graph
- bar graph

Answer solved by Amaan Khan
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35

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Question No : 36 of 52

Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:

What is a 'title fly'?

Answer (Please select your correct option)

- Title fly is a page with four blocks of information.
- Title fly is a plain sheet of paper with only the title of the report on it.
- Title fly is a page with the name, title, and address of the person or organization writing the report.
- None of the above.

Answer solved by Amaan Khan
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Question No : 37 of 52 Marks: 1 (Budgeted Time 1 Min)

.....report involves intensive details of the project being undertaken.

Answer (Please select your correct option)

- Memo
- Feasibility
- Progress
- Sales

Answer solved by Amaan Khan
Contact: 0305-4716616
Email: maniamaan2@gmail.com

Start Time: 1:39 AM
117:00 Time Left

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Question No : 38 of 52 Marks: 1 (Budgeted Time 1 Min)

Summary is one of the mostparts of a proposal.

Answer (Please select your correct option)

- crucial
- optional
- unnecessary
- extra

Answer solved by Amaan Khan
Contact: 0305-4716616
Email: maniamaan2@gmail.com

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Question No : 39 of 52 Marks: 1 (Budgeted Time 1 Min)

The basic characteristic of goodis to navigate that makes it more likely to be read, used and understood.

Answer (Please select your correct option)

- precaution
- instruction
- direction
- specification

Answer solved by Amaan Khan
Contact: 0305-4716616
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Question No : 40 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the given options are being described by the following lines?

'It interprets facts explained. It does not give the writer's personal opinion. The opinion should be unbiased and, should not base on personal likes and dislikes.'

Answer (Please select your correct option)

- Introduction
- Summary
- Recommendations
- Conclusion

Answer solved by Amaan Khan
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Question No : 41 of 52 Marks: 2 (Budgeted Time 4 Min)

Define 'diagram'.

Answer (Please [click here to Add Answer](#))

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Question No : 42 of 52 Marks: 2 (Budgeted Time 4 Min)

Write some categories of interviews.

Answer (Please [click here to Add Answer](#))

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Question No : 43 of 52 Marks: 2 (Budgeted Time 4 Min)

Provide at least two guidelines to secure completeness in your writing.

Answer (Please [click here to Add Answer](#))

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Question No : 44 of 52 Marks: 2 (Budgeted Time 4 Min)

What do you mean by 'wordiness'?

Answer (Please [click here to Add Answer](#))

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Question No : 45 of 52 Marks: 3 (Budgeted Time 6 Min)

What are Incomplete Comparisons in writing.

Answer (Please [click here to Add Answer](#))

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Question No : 46 of 52 Marks: 3 (Budgeted Time 6 Min)

Write down the general rules for organizing Direct Requests.

Answer (Please [click here to Add Answer](#))

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Question No : 47 of 52 Marks: 3 (Budgeted Time 6 Min)

Write a note on impromptu method of oral presentation.

Answer (Please [click here to Add Answer](#))

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Question No : 48 of 52 Marks: 3 (Budgeted Time 6 Min)

Instructions should be tested by the writer after it being completed. Do you agree?

Answer (Please [click here to Add Answer](#))

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Question No : 49 of 52 Marks: 5 (Budgeted Time 10 Min)

Describe 'Structural Clarity' and 'Contextual Clarity' briefly.

Answer (Please [click here to Add Answer](#))

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Question No : 50 of 52 Marks: 5 (Budgeted Time 10 Min)

Write a short note on the following techniques used in paragraph development: 5 (3+2)

- Exemplification
- a. Narration

Answer (Please [click here to Add Answer](#))

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Question No : 51 of 52 Marks: 5 (Budgeted Time 10 Min)

Briefly explain 'group norms'.

Answer (Please [click here to Add Answer](#))

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Question No : 52 of 52 Marks: 5 (Budgeted Time 10 Min)

Write a short note on 'pictographs'.

Answer (Please [click here to Add Answer](#))

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52

Effort By Amaan Khan

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Question No : 1 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option:
'Analogy' can be defined as:

- Answer (Please select your correct option)
- Explanation of one object or process in terms of another
 - Association of similar things or processes by grouping them into classes
 - Establishment of a series of events that tells the reader what happened
 - None of the above

P.g 178

Answer solved by Amaan Khan
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Question No : 2 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option:
The conversion of verbs or adjectives into nouns is termed as _____ .

- Answer (Please select your correct option)
- wordiness
 - nominalization
 - inflection
 - none of the above

Answer solved by Amaan Khan
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Email: maniamaan2@gmail.com

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Question No : 3 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

Which of the following are real but unnamed readers?

Answer (Please select your correct option)

- Phantom Readers
- Future Readers
- Complex Readers
- Technical Readers

Answer solved by Amaan Khan
Contact: 0305-4716616
Email: maniamaan2@gmail.com

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Question No : 4 of 52 Marks: 1 (Budgeted Time 1 Min)

To whom usually good will letters are written?

Answer (Please select your correct option)

- Customer
- Manager
- Director
- Chairman

Answer solved by Amaan Khan
Contact: 0305-4716616
Email: maniamaan2@gmail.com

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Question No : 5 of 52 Marks: 1 (Budgeted Time 1 Min)

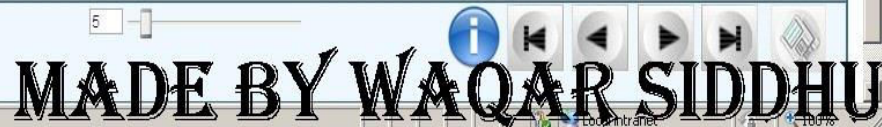
Choose the correct option.
All employees are requested to ----- from smoking in the presence of customers.

Answer (Please select your correct option)

- restrict
- refrain
- restrain
- stop

Answer solved by Amaan Khan
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Email: maniamaan2@gmail.com

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Question No : 6 of 52 Marks: 1 (Budgeted Time 1 Min)

When is the following phrase used?
'This is Ken'.

Answer (Please select your correct option)

- Answering the telephone
- Introducing yourself in person
- Asking who is on the line
- Introducing yourself in general

Answer solved by Amaan Khan
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Question No : 7 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

- That is a promise that cannot be broken.
- That is a promise who cannot be broken.
- That is a promise whom cannot be broken.
- That is a promise which cannot be broken.

Answer solved by Amaan Khan
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Question No : 8 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following reports is used to establish a record?

Answer (Please select your correct option)

- Letter
- Memorandum
- Business message
- Long report

P.g 89

Answer solved by Amaan Khan
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Question No : 9 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

How many elements are present in the superstructure of a feasibility report?

Answer (Please select your correct option)

- Four
- Five
- Six
- Seven

P.g 134

Answer solved by Amaan Khan
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Question No : 10 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence from the following:

Answer (Please select your correct option)

- Just to be sure, I called three more D.V.M.s' offices.
- Just to be sure, I called three more D.V.M.s offices.
- Just to be sure, I called three more, D.V.M.'s offices.
- Just to be sure, I called three more D.V.M. offices'.

Answer solved by Amaan Khan
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Question No : 11 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence from the following:

Answer (Please select your correct option)

- Our philosophy teacher thinks that: Einstein meant: that ,we cannot stop war by waging war.
- Our philosophy teacher thinks that, Einstein meant that, we cannot stop war by waging war.
- Our Philosophy teacher thinks that, Einstein meant that; we cannot stop war by waging war.
- Our philosophy teacher thinks that Einstein meant that we cannot stop war by waging war.

Answer solved by Amaan Khan
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Question No : 12 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the sentence with the correct punctuation.

Answer (Please select your correct option)

- You asked for forgiveness, he granted it to you.
- You asked for forgiveness: he granted it to you.
- You asked for forgiveness he granted it to you.
- You asked for forgiveness; he granted it to you.

Answer solved by Amaan Khan
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Question No : 13 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the sentence with the correct comma placement.

Answer (Please select your correct option)

- Please Ali, come home as soon as you can.
- Please, Ali , come home as soon as you can.
- Please, Ali come home as soon as you can.
- Please Ali, come home, as soon as you can.

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Question No : 14 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:

Like a table, a bar graph can represent numerical quantities which is done using rectangles called ---.

Answer (Please select your correct option)

- pie chart
- lines
- bars
- all of the above

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Answer solved by Amaan Khan
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Question No : 15 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following usually accompanies a document?

Answer (Please select your correct option)

- Cover letter
- Adjustment letter
- Correction letter
- Credit request

P.g 95

Answer solved by Amaan Khan
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15

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Question No : 16 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following is generally organized by direct approach and receives a favorable reaction?

Answer (Please select your correct option)

- Business message
- Bad news message
- Good news message
- Routine message

Answer solved by Amaan Khan
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Question No : 17 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following aims to influence the audience and depends heavily on strategic planning?

Answer (Please select your correct option)

- Considerate message
- Courteous message
- Informative message
- Persuasive message

Answer solved by Amaan Khan
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Question No : 18 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following would be unethical to use in a persuasive message?

Answer (Please select your correct option)

- Consideration of audience needs
- The "you" attitude
- Manipulation
- Persuasion

Answer solved by Amaan Khan
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18

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Question No : 19 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.
One fundamental principle of effective writing is to put the key information:

Answer (Please select your correct option)

- at the beginning
- in the end
- in the middle
- None of the Above

Answer solved by Amaan Khan
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Question No : 20 of 52 Marks: 1 (Budgeted Time 1 Min)

Something that stands for another thing especially an object representing an abstraction is called:

Answer (Please select your correct option)

- Pagination
- Symbol
- Equation
- Acronyms

Answer solved by Amaan Khan
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Question No : 21 of 52 Marks: 1 (Budgeted Time 1 Min)

How do you define "building credibility"?

Answer (Please select your correct option)

Try to earn confidence of strangers especially those predisposed to be skeptical or antagonistic. Answer solved by Amaan Khan
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Giving your audience a preview of what's ahead adds to your authority and more importantly, helps people understand your message.

Arousing audience's interest

The relationship you have with your audience

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Question No : 22 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following represents prefatory parts, text and supplementary parts?

Answer (Please select your correct option)

Formal report Answer solved by Amaan Khan
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Informal report

Analysis report

Progress report

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Question No : 23 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option from the following:

'Direct Approach' has another name that is

Answer (Please select your correct option)

Deductive **P.g 78** Answer solved by Amaan Khan
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Inductive

Progress

Advance

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Question No : 24 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct sentence.

Answer (Please select your correct option)

The data was readily available. Answer solved by Amaan Khan
Contact: 0305-4716616
Email: maniamaan2@gmail.com

The data was readily-available

The data was readily, available.

The data was readily; available.

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Question No : 25 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:

The basic divisions of a formal report are: prefatory parts, ----- and supplementary parts.

Answer (Please select your correct option)

- written parts
- oral parts
- added parts
- text parts

P.g 122 and 123

Answer solved by Amaan Khan
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Question No : 26 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

Which one of the following proposal sections is found in the discussion of internal validity?

Answer (Please select your correct option)

- Procedures
- Budget
- Results and findings
- Key terms

Answer solved by Amaan Khan
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Question No : 27 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

A suggestion or intention, especially one put forward formally or officially denotes.....

Answer (Please select your correct option)

- Conclusion
- Recommendation Answer solved by Amaan Khan
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- Resources
- Proposals

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Question No : 28 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option from the following:

The purpose of visual aids should be ---.

Answer (Please select your correct option)

- to simplify the data
- to provide information
- to make the document interesting
- all of the above Answer solved by Amaan Khan
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Question No : 29 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:

What is a 'title fly'?

Answer (Please select your correct option)

Title fly is a page with four blocks of information.

Title fly is a plain sheet of paper with only the title of the report on it.

Title fly is a page with the name, title, and address of the person or organization writing the report.

None of the above.

Answer solved by Amaan Khan
Contact: 0305-4716616
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Question No : 30 of 52 Marks: 1 (Budgeted Time 1 Min)

Which one of the following facts does support the report writing?

Answer (Please select your correct option)

Discussions

Introduction

Conclusions and Recommendations

Body

Answer solved by Amaan Khan
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Question No : 31 of 52 Marks: 1 (Budgeted Time 1 Min)

How many elements are found in general superstructure of reports?

Answer (Please select your correct option)

- Three
- Two
- Six
- Five

P.g 125

Answer solved by Amaan Khan
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31

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Question No : 32 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.
The act of considering or examining something in order to judge its value shows:

Answer (Please select your correct option)

- Credibility
- Evaluation
- Conciseness
- All of them

Answer solved by Amaan Khan
Contact: 0305-4716616
Email: maniamaan2@gmail.com

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Question No : 33 of 52 Marks: 1 (Budgeted Time 1 Min)

A display ofis one of the key factors in oral presentation.

Answer (Please select your correct option)

- non verbal gestures
- spoken fluency
- confidence
- style

P.g 14

Answer solved by Amaan Khan
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33

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Question No : 34 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option from the following:
Software functional specifications usually contain:

Answer (Please select your correct option)

- assumptions, resources
- cost target, maintenance
- A & B
- orientation specifications and functional specifications

Answer solved by Amaan Khan
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Question No : 35 of 52 Marks: 1 (Budgeted Time 1 Min)

Analysis resembles other techniques of paragraph development like....

Answer (Please select your correct option)

- subtraction
- addition
- unity
- classification

P.g 174

Answer solved by Amaan Khan
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Question No : 36 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option.

A courteous close _____

Answer (Please select your correct option)

- Indicates what should happen next
- Satisfy reader's information
- Reinforces positive tone
- Conveys information effectively

Answer solved by Amaan Khan
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Question No : 37 of 52 Marks: 1 (Budgeted Time 1 Min)

Visual aids perform which of the following functions?

Answer (Please select your correct option)

- Emphasizing important points
- Illustrating how things work
- Illustrating how things related to one another
- All of given option

Answer solved by Amaan Khan
Contact: 0305-4716616
Email: maniamaan2@gmail.com

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Question No : 38 of 52 Marks: 1 (Budgeted Time 1 Min)

Selecting a speech topic is often the _____ part of preparing a speech.

Answer (Please select your correct option)

- easiest
- least time-consuming
- most difficult
- least important

Answer solved by Amaan Khan
Contact: 0305-4716616
Email: maniamaan2@gmail.com

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Question No : 39 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following is NOT appropriate when choosing support for a speech?

Answer (Please select your correct option)

- relying on one's own personal experience
- conducting interviews or contacting experts
- making use of the library
- using the evidence even if it is extremely outdated

Not Sure

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Question No : 40 of 52 Marks: 1 (Budgeted Time 1 Min)

Select the sentence with correct punctuation.

Answer (Please select your correct option)

- She always enjoyed: sweets, chocolate, marshmallows and toffee apples.
- She always enjoyed sweets chocolate marshmallows and toffee apples.
- She always enjoyed sweet's, chocolate, marshmallow's and toffee apple's.
- She always enjoyed sweets, chocolate, marshmallows and toffee apples.

Answer solved by Amaan Khan
Contact: 0305-4716616
Email: maniamaan2@gmail.com

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Question No : 41 of 52

Marks: 2 (Budgeted Time 4 Min)

Name the 'Specifications' that are commonly used in computer industry.

Answer (Please click here to Add Answer)

Rich text editor area with toolbar (Bold, Italic, Underline, etc.) and a large empty text box for the answer.

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41 [Progress bar] [Info icon] [Navigation icons]

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Question No : 42 of 52

Marks: 2 (Budgeted Time 4 Min)

How can different elements of punctuation be used in a correct sequence?

Answer (Please click here to Add Answer)

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42 [Progress bar] [Info icon] [Navigation icons]

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Question No : 43 of 52 Marks: 2 (Budgeted Time 4 Min)

Why does a resume need to be sharply focused?

Answer (Please click here to Add Answer)

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Question No : 44 of 52 Marks: 2 (Budgeted Time 4 Min)

Define pagination.

Answer (Please click here to Add Answer)

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Question No : 45 of 52 Marks: 3 (Budgeted Time 6 Min)

What are the general rules for capitalizing letters?

Answer (Please click here to Add Answer)

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Question No : 46 of 52 Marks: 3 (Budgeted Time 6 Min)

How can a writer accomplish transition in his writing?

Answer (Please click here to Add Answer)

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Question No : 47 of 52 Marks: 3 (Budgeted Time 6 Min)

What are the three strategies for writing effective proposals?

Answer (Please click here to Add Answer)

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Question No : 48 of 52 Marks: 3 (Budgeted Time 6 Min)

Comment on the implication of the following statement.

“Making a false statement in a sales letter is fraud if the recipient can prove that”

Answer (Please click here to Add Answer)

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Question No : 49 of 52 Marks: 5 (Budgeted Time 10 Min)

Which characteristics are required to ensure 'Completeness' to a document?

Answer (Please [click here](#) to Add Answer)

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Question No : 50 of 52 Marks: 5 (Budgeted Time 10 Min)

In what ways ideas can be linked in an oral presentation?

Answer (Please [click here](#) to Add Answer)

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Question No : 51 of 52 Marks: 5 (Budgeted Time 10 Min)

Write down any three components of an abstract. Elaborate

Answer (Please [click here to Add Answer](#))

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Question No : 52 of 52 Marks: 5 (Budgeted Time 10 Min)

Correct the sequence of Tenses in the following sentences.

1. Ali said that he had worked hard all day, that he was tired and that he will go to bed early.
2. The boy ran away from home. He will never come back.
3. Had the man ever told you that he has been beaten by her wife first time?
4. The man reported the fact that he has heard a shot in the street to the police.

Answer (Please [click here to Add Answer](#))

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Question No : 52 of 52 Marks: 5 (Budgeted Time 10 Min)

1. Au saad unat ne nau worken naru au uay, unat ne was ureu auu unat ne wuu go to beu early.
2. The boy ran away from home. He will never come back.
3. Had the man ever told you that he has been beaten by her wife first time?
4. The man reported the fact that he has heard a shot in the street to the police.
5. John had a very good memory, which he had always thought of as a great advantage. He stores up the things his friends said to him and if he did not understand them.

Answer (Please click here to Add Answer)

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Effort By

AMAAN KHAN

&

KAINAT SHAHZAD