

ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 1

to answer, and eliminate bias and prejudice in answer?

Open-ended questions

Close-ended questions

Subjective questions

Objective questions

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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 2

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

patriotic

paternal

patronizing

panoramic



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Question # 3

Which of the following sentences gives instructions?

Open your book and turn to page twenty-five



You open your book and turn to page twenty-five



Do you open your book and turn to page twenty-five



Can you open your book and turn to page twenty-five



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Question # 4

Bruno tends to get bored sitting on the beach, watching the waves, getting sand in his swimsuit, and reading detective novels for a week.

Compound Sentence

Simple Sentence

Compound-Complex Sentence

Complex Sentence

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Question # 5

We are planning to go to either Spain or France during the holidays

either...nor

either...or

neither...and

both...nor



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Question # 6

_____ in his grand operas, Rinsky-Korsakov six times dealt with fantastic and but twice with real or historical subjects.

Observing that when

It will be observed that

When will it be observed

Which of that will observe

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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 7

What is meant by the term 'Denotative'?

It refers to the literal meaning of a word



It refers to the surface meaning of the word



It refers to cognitive meaning of words



It refers simple meaning of words



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 8

Identify the correct subjects and verbs. The subjects are in bold and the verbs are underlined

In the newspaper, an interesting article appeared



In the newspaper, an interesting article appeared



In the newspaper, an interesting article appeared



In the newspaper, an interesting article appeared



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Question # 9

Which word in the following sentence should contain an apostrophe? Phillipa cannot go to her friends party because her parents have no cars.

can'tnot

parents

friends

car's



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University MCQs With Answers

Question # 10

The children are tired _____ happy after their trip
to the zoo

but



if



when



as



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Question # 11

Software functional specs usually contain:

Assumptions, resources

Cost target, Maintenance

A & b – correct

Orientation specs and Functional specs

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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 12

Pauline and Bruno have a big argument every summer over where they should spend their summer vacation.

Compound Sentence

Compound-Complex Sentence

Simple Sentence

Complex Sentence



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Question # 13

Feeling nervous leads speakers to:

Improperly evaluate themselves

Forget their speech

Eliminate their anxiety

Exaggerate their anxiety

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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 14

Which of the followings are real but unnamed readers?

Phantom Readers



Future Readers



Complex Readers



Technical Readers



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 15

Complete the question tag: They worked for Kaufman's,

Did they?



Haven't they?



Didn't they?



Had they?



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Question # 16

The Teacher compared the poet.....a bird

of

to

with

for



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 17

Which report share one essential characteristic and is written to help decision makers choose between two or more courses of action?

Long report

Short report

Essential report

Feasibility report



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Question # 18

We have enough spices for only one type of curry. We can cook both chicken curry and mutton curry.

Both...and

Either...or

Neither...nor

Either...and

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Question # 19

What is meant by self-oriented roles?

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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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 20

While delivering an oral presentation to large groups, a person should use ----- style.

Casual

Informal

Formal

Interpersonal



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 21

To ensure clarity, place your _____ carefully

articles

modifiers

semicolon

exclamation marks



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 22

America is at the front of the race to become the world's most obese country.

underling

underbelly

undecidedly

undeniably

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Question # 23

What is the typical sequence of interviews?

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 # 24

How can we make visual aids easy to understand?

By Informative titles

By using appropriate objects

By removing unnecessary details

All of them



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 25

International restaurants in Singapore are particularly adept at simultaneously perfecting both eastern and western dishes on their menus

Partly

Particularity

Partially

Particularly



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ENG-201 Final Term Exams Preparation Virtual
University MCQs With Answers

Question # 26

Which type of Visual aid is three-dimensional?

Objects



Graphs



Graphics



Pictures



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 27

Which of the following is the main task of a Conventional Résumé?

Provide functions and tasks the applicant can perform

Make your name and professional achievements prominent

Put the most important information first

Place the name and professional objectives at the top

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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 28

----- is a nonverbal communication conveyed by posture and movement.

expressions

body language

nodding of head

none of the above

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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 29

Which of the following accurately convey the actual appearance of things?

Graphs

Diagrams

Charts

Tables



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 30

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

Letter of resignation



Message of inquiry



Request for a time extension



None of the above



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 31

Which of the following is the first thing you must consider while writing a resume?

Defining your objectives



Planning your objectives



Evaluating your objectives



Revising your objectives



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ENG-201 Final Term Exams Preparation Virtual
University MCQs With Answers

Question # 32

You must have been either daydreaming or
sleeping in class again

Neither...nor

Either...or

Neither...or

Both...or



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 33

"I like James. He is quick on the..... You only have to tell that guy how to do something once. He understands the importance of something and how it works very quickly," Jack said to his assistant.

intake

uptake

second take

take



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 34

Fill in the blanks with appropriate words. To create a memorable speech the subject of the speech should be related to-----

Government's needs



Media's needs



Audience's needs



None of above



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Question # 35

Written defamation is called

Slander

Libel

Written disagreeable opinions

None of above



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 36

Which of the followings are like good mail order forms, although they also provide more room for explaining special needs

Order letters



Adjustment letters



Inquiry letters



Deposit letters



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 37

How many elements are found in conventional superstructure for instructions?

Three

Four

Five

Two



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 38

Choose the correct sentence.

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

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ENG-201 Final Term Exams Preparation Virtual
University MCQs With Answers

Question # 39

The injured boy must receive medical attention at once _____ he will die.

and

or

but

nor



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Question # 40

What is meant by chronology?

Investigating a chain of events



Information about the relevant subject



Specific goals



All of the above



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 41

Which is the most polite expression?

Can I help you?

Could I help you?

May I help you?

Should I help you?



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 42

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

Composing business message

Defining objectives

Bad news message

Planning business message

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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 43

What is meant by the term 'Connotative'?

It refers to the literal meaning of words

It refers to the associations that are connected to a certain word

It refers to general meaning of words

It refers to cognitive meaning of words

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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 44

Which of the following report is often used when sending information to a reader outside the organization?

Letter reports



Business reports



Formal reports



Informal reports



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 45

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

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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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 46

Which of the following significantly improves the interest of a presentation?

Illustration

Visual aids

Image

Reflection



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 47

How many steps a Planning report has?

Three

Four

Five

Six



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 48

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

Evaluation

Understanding

Motivation

Attention



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 49

What is meant by intended reader?

Simple reader

Complex reader

A member of a target audience

Unplanned reader



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 50

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

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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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 51

In the years following the American Revolution and prior to the establishment of a national government, Washington provided the fledgling country with keen economic insight, _____ and astute international judgment.

sense of domestic stability



a recognition of stability that was domestic



to stabilize the domestic situation



which was domestically stable



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 52

The liver regulates most chemical levels in the blood and excretes a product called bile, which helps carry away waste products from the liver

carry over

carry on with

carry away

carry through

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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 53

"I like James. He is quick on the..... You only have to tell that guy how to do something once.He understands the importance of something and how it works very quickly," Jack said to his assistant.

intake

uptake

second take

take



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 54

What should be the purpose of visual aids?

To make the document interesting

To provide information

To simplify the data

All of the above



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 55

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

Symbols

Equations

Acronyms

Enumeration



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 56

A look of came over Nancy's face when the verdict was announced. She now wants to meet with lobbyists who work to change laws for the betterment of society

disgust



deform



discussed



disperse



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 57

Why is the baby crying? _____ she is hungry _____ her nappy needs changing.

Neither nor



Either or



Neither and



Either nor



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 58

Which phrase should be used while making a presentation ?

Please feel free to interrupt me with questions



Don't disturb me while I'm presenting these statistics



No, you're wrong. We need more staff



Please! No interruptions during the presentation.



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 59

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

Business message

Bad news message

Good news message

Routine message



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 60

"Many people probably think that politeness is simply a social lubricant."

It contains a noun clause



It contains an adverbial clause



It contains an adjectival clause



It contains a prepositional phrase



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 61

Choose the sentence with the correct comma placement.

We will grant you immunity, if you decide to cooperate with us

We will grant you immunity, if you decide, to cooperate with us

We will grant you immunity if you decide, to cooperate with us

We will grant you immunity if you decide to cooperate with us

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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 62

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

Three

Four

Five

Six



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 63

The children at the deaf-mute center can neither hear nor speak

Neither...and

Neither...nor

Either...and

Either...nor

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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 64

“Oh, dear! I have left _____ my purse _____ keys in the other bag,” said Sean.

both...and



either...and



either...nor



neither...or



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 65

Software functional specs usually contain.

Assumptions, resources

Cost target, Maintenance

A & b

Orientation specs and Functional specs



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 66

How many types of criteria are used in proposal?

Two

Three

Four

Five



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 67

Which of the following aspect represents the act of giving somebody a reason or incentive to do something?

Motivation



Direction



Usage



Subject



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 68

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

Dress

Time

Microphone

None of above



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 69

America has been called the affluent society because of its abundance of goods and services

Middle-class

Divided

Prosperous

Generous

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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 70

What is the first task in planning a report?

Defining purpose



Identifying the sequence in which tasks should be performed



Preparing a work plan



Preparing a work plan



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 71

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

patriotic

paternal

patronizing

panoramic



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 72

..... Any one objects if I turn the heating down?

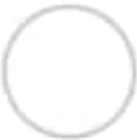
Doing



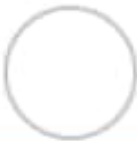
Does



Did



Do



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 73

Which one of the following questions that produce specific information, save time, requires less effort to answer, and eliminate bias and prejudice in answers?

Open-ended questions

Close-ended questions

Subjective questions

Objective questions



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 74

"Many students who have to take out loans, have a heavy debt load on graduation."

Punctuation error



Run-on sentence



Pronoun case error



Pronoun-antecedent agreement error



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 75

Which of the following are functional units that revolve around a single thought?

Paragraphs



Passages



Fragments



Documents



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 76

"Guinevere and Lancelot, who can be considered archetypal betrayers."

It is a comma splice

It is a sentence fragment

It contains an adverbial clause

It contains a noun clause

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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 77

Marijuana is less toxic than alcohol or tobacco. Because, some people believe it should be legalized

Therefore

Because

So

and



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 78

The liver regulates most chemical levels in the blood and excretes a product called bile, which helps waste products from the liver

carry over

carry on with

carry away

carry through

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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 79

What kind of paper can be used for a Conventional Résumé?

White paper

Buff paper

Gray paper

All of the above



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 80

Claim letter is also called:

Transmittal letter



Credit refusing letter



Adjustment letter



Complaint letter



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 81

"The politicians in office today need to start looking for a solution to our Social Security program running out of funds instead of passing the buck to the next people in line," George said to Luke. "You it! I am sick of hearing about problems in this country and never hearing about any solutions

thought

meant

post

said



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 82

Which of the following should be done when writing recommendation letters?

Include only relevant and factual information

Avoid value judgments

Balance criticisms with favorable points

All of the above

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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 83

Which one of the following is more effective Technical Communication?

Oral communication

Mata communication

Non verbal communication

Written communication



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 84

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.'

Four rules must be observed

There are four rules that must be observed

You must follow the rules

Follow the rules

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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 85

Which form is correct in most situations?

Could you help me?



Help me?



Excuse me; I was wondering if you could possibly help me?



I need help



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 86

"Comparing the two essays on space exploration, Zaid's argument is more convincing than Ali's."

Faulty comparison

Dangling modifier

Comma splice

Run-on sentence

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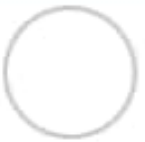
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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 87

Identify the correct subjects and verbs. The subjects are in bold and the verbs are underlined

The insurance agent gave her sound advice.



The insurance agent gave her sound advice.



The insurance agent gave her sound advice.



The insurance agent gave her sound advice.



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 88

A fault in the communication procedure where the meaning of the message is lost 'in translation' from intention to language or from language to understanding is called.....

Distortion



Noise



Redundancy



Feedback



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 89

Buffer of a bad news should be

explanatory

neutral

positive

negative



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 90

She employs a maid to do _____ the cooking _____ washing for her family

neither...nor

both...and

either...and

both...then

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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 91

Which one of the following cannot be used for the suffix -ure?

lect

fiss

depart

polit



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 92

A letter or report to a customer from an employer belongs to which kind of communication?

official communication



officer communication



administrator communication



manager communication



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 93

“Why is the baby crying?” “_____ she is hungry _____ her nappy needs changing.”

Neither...nor

Either...or

Neither...and

Either...nor



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 94

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

Extempore



Impromptu



Memorization



Reading



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 95

Bruno, on the other hand, likes the view that he gets from the log cabin up in the mountains, and he enjoys hiking in the forest

Compound-Complex Sentence

Complex Sentence

Simple Sentence

Compound Sentence

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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 96

Finland and the Finnish upper secondary education system constitute a good example of the fact that it is possible to very extensive readjustments with a view to making a system more flexible and adapted to individualized learning.

carry away

carry through

carry on with

carry off



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 97

Which of the following statement does not apply to the element of "discussion" in a report?

It should be consistent with the study results

It should not go beyond the study results

It should generally be distinct from the results

In qualitative studies, keeping it distinct from results is difficult

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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 98

They can watch _____ the detective series _____ the foreign movie

neither...and

either ...or

both...or

either...then

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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 99

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

Through visual aids



Through simple use of language



Through verbose language



Through skill



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 100

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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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 101

Choose the best available substitute word for the following root/prefix: Poly-

bad



little



many



self



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 102

The band are bringing..... a new album in the new year

over



down



out



up



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 103

An employee with 400 accrued sick leave hours at the end of the fiscal year will into the new fiscal year 360 hours of sick leave and 8 hours of additional annual leave.

carry out



carry off



carry over



carry on



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 104

The population has increased by 6% since 1970

Present

Infinitive

-ing

-ed



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 105

Which of the following complimentary close is accurate in general letter writing?

Yours sincerely

Sincerely

Yours respectfully

All of the above



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 106

To Darwin we _____

have owed the change

owe the change

owing the change

have owed the change



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 107

Which of the following types of interviews will judge interpersonal skills in a better way?

Open-ended interview

Stress interview

Video interview

Group interview



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 108

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

Memorandum



Report



Letter



Proposals



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 109

The Introduction of a report answers:

Proposal

Facts of report

Conclusions and Recommendations

Reader questions

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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 110

What punctuation mark should complete the following sentence? John was angry and shouted at his son, "Go to your room now!

Question mark

Full stop

Speech mark

Comma



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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 111

What is Title Fly?

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

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ENG-201 Final Term Exams Preparation Virtual University MCQs With Answers

Question # 112

Why document objective should be stated at the beginning?

To motivate readers to read further



To gain readers' attention



Both i & ii



To impress readers



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Question # 113

Which of the following speech offers a verbal explanation of a complex process?

Through visual aids



Through simple use of language



Through verbose language



Through skill



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Question # 114

Which of the following aims at gathering specific information?

Letter of claim

Letter of request

Letter of inquiry

Letter of information



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Question # 115

“Would you like to have fruits _____ ice-cream for dessert?” the waitress asked us.

for

as

but

or



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Question # 116

If you go to a Mexican restaurant, you can infer that

They will not serve tea

They will have hot dogs on the menu

They have specialized in Mexican food

They will have the best food in the town

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Question # 117

Choose the sentence with the correct punctuation

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

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

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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Question # 118

We had a tremendous snowstorm during the night. Winds gusted to 45 mph. The roads are blocked, even at the bus stop

We decided to make a snowman

We were not able to go to school

We stayed inside and made hot chocolate

We went to the store to get some snacks

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Question # 119

Which of the following element refers to brief overview of report's most important point?

- Synopsis
- Executive Summary
- Contents
- Bibliography

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Question # 120

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

Strategic plan



Indirect plan



Direct plan



Business plan



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Question # 121

“An attachment notation is included to remind the reader to check additional pages of information. This is typed single or double space below the reference initials.” Match the above statement with one of the followings:

Copy Notation

Enclosure

Attention line

Postscript



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Question # 122

He was told not to laugh at policemen

-ed

-ing

Infinitive

Past



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Question # 123

Which of the following aspect represents a series of events that tells the reader what happened?

Description

Analysis

Narration

Improved version

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Question # 124

You might hurt yourself if you don't watch out

It contains an appositive phrase

It contains an adjectival clause

It contains an adverbial clause

It contains a noun clause

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Question # 125

Which one of the following is a sentence fragment?

the dog will not bite him

However, the dog doesn't bite him

Although the dog will not bite him

All of the above

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Question # 126

Which of the following is achieved through a balance between precise language and familiar language?

Clarity



Correctness



Concreteness



Conciseness



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Question # 127

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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Question # 128

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

Graphics

Projections

Handouts

Film and video

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Question # 129

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

Neutral news message

Bad news message

Good news message

Business message

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Question # 130

When I was called upon to give an on-the-spot speech in class, I was so surprised that I stood up and recited nothing but gibberish.

Nonsense



Lies



Clichés



Jokes



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Question # 131

Salutations are used in

memorandums

Letters

Informal speech

None of above

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Question # 132

The act of considering or examining something in order to judge its value shows:

Credibility

Evaluation

Conciseness

All of them

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Question # 133

Among American football aficionados, the tackling of the quarterback behind the line of scrimmage that is known as a "sack."

That is

is what is

has what

what is



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Question # 134

Which of the following is unsurpassed in its ability to depict the composition of a whole?

Pie Charts



Flow Charts



Organizational Charts



Schedule Charts



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Question # 135

Middle Eastern restaurants often have a way of whisking you away to a far off land of belly dancers, exotic spices and drink.

instigating

intimidating

incriminating

intoxicating



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Question # 136

Which of the following aspect denotes the necessary research and organizing ideas?

Informal letter

Report production

Manuscript

None of them

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Question # 137

Abstract stands for:

Condensation of entire reports

Focusing on the main issues

a & b

Writing problems

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Question # 138

"Whereas, no one could believe that she had married him."

It is a comma splice.

It is a compound sentence.

It is a compound-complex sentence

It is a sentence fragment

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Question # 139

----- is a list of source materials on a particular subject.

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Question # 140

Animals and humans use the evaporation of water to heat that is absorbed from the sun or generated by metabolic activity and exercise.

carry away



carry out



carry off



carry through



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Question # 141

Which of the following is associated with scholarly writing?

Informal writing

Formal writing

Archaic writing

Technical writing



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Question # 142

Which of the following factor is discussed in the data analysis section?

The budget

How the data will be collected?

Results and findings

All of the above



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Question # 143

Modern Asian restaurants in Jakarta have an External history

exude

extended

extracted

External

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Question # 144

Which signature is the most formal?

Love

Yours faithfully

Best wishes

Best regards



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Question # 145

The ape is accepted, and sits quietly smoking a cigar and reading a newspaper, which he holds upside down

It is a compound-complex sentence

It is a compound sentence

It is a simple sentence

It is a complex sentence



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Question # 146

An eagle, if pressed for food, might a small baby that had been left in the open unprotected, but such an opportunity must occur very rarely

carry out



carry on with



carry off



carry through



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Question # 147

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

Consideration of audience needs

The "you" attitude

Manipulation

Persuasion



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Question # 148

Mr. James cannot speak English _____ he can speak Mandarin very well

because

but

since

while



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Question # 149

Which of the following reports represent prefatory parts, text and supplementary parts?

Formal reports



Informal reports



Analysis reports



Progress reports



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Question # 150

Why style guides are widely used in organizations?

To achieve a uniform document

To achieve consistency of style

To achieve consistency of style

Both i & ii

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Question # 151

How many categories of role playing are used in meetings?

Three



Two



Four



Five



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Question # 152

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

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.