

ENG201 FINAL TERM SOLVED PAPER BY SAHER

(VISIT VURANK FOR MORE)

Which of the following is associated with scholarly writing?

- ▶ Informal writing
- ▶ **Formal writing (Page 41)**
- ▶ Archaic writing
- ▶ Technical writing

-If your message is specific, definite and vivid; which of the following principle has been applied?

- ▶ Completeness
- ▶ Correctness
- ▶ Conciseness
- ▶ **Concreteness Page 35**

Use hyphens to connect certain prefixes to nouns. In most scientific and technical styles, the following prefixes are usually followed by a _____.

- ▶ comma
- ▶ full stop
- ▶ **hyphen (Page 141)**
- ▶ colon

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

- ▶ Credibility
- ▶ **Evaluation**
- ▶ Conciseness ▶ All

of them

<http://wordinfo.info/unit/237/page:38/s:rate> Which

is the most polite expression?

- ▶ Can I help you?
- ▶ Could I help you? ▶
- ▶ **May I help you? ... ▶**
- ▶ Should I help you?

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

- ▶Description
- ▶Analysis
- ▶ **Narration (Page 129)**
- ▶Improved version

Paper no: 1

Question: What is Interview? (Marks 2) Answer:

Comprehensive way of testing the knowledge and skills of a person. It is a face to face meeting.

Question: What is meant by inappropriate shift in paragraph? (Marks 2) page 133 Answer:

As a general rule, verb tenses in a sentence or paragraph should remain consistent. A shift in tenses distorts the sequence of event being described; it might confuse your reader. For example if you have started to explain a story in past verb don't change it to present verb.

Question: Mark sentences with (True or False)? (Marks 2) Page 117

1. The table is one of the most versatile and widely used visual aids. (**True**)
2. Line graphs can represent numerical quantities, which is done using rectangles called bars. (**False**)

Question: How can visual aids be helpful in oral presentation? (Marks: 3) Answer:

Visual aids helps to deliver speech, accommodate audience questions , helps audience in understanding the purpose of presentation.

Question: True/False about Proposals (Marks 3)

Question: What is meant by comma splice and correct the given sentence? (Marks 3)

Answer:

Never link two [independent clauses](#) with just a comma; this is known as a comma splice error.

Examples:

The sun is high, put on some sun block.

This computer doesn't make sense to me, it came without a manual.

You can correct a comma splice in four ways:

- Separate the independent clauses into two separate sentences. Punctuate both sentences with [periods](#).
- Replace the comma with a [semicolon](#) or with a semicolon and a [conjunctive adverb](#) such as however or furthermore. (The conjunctive adverb is then normally followed by a comma.)
- Replace the comma with a comma and a [coordinating conjunction](#).

Question: Write general purposes of business message? (Marks 3) Answer: Page

47

1. Inform
2. Persuade
3. Collaborate

Question: Write a note on Gunning's Fog Index? (Marks 5)

Answer:

- Select a part of the text which is approximately 100 words long, to the nearest period. Introductions, leads, and conclusions usually exhibit slightly different communication techniques which will skew the accuracy of this test.
- Count the number of sentences in the selected text.
- Determine the average length of sentences by dividing the number of words in the text by the number of sentences.
- Count the number of words which have three or more syllables. But *do not* count words which are capitalized, words which have three syllables because prefixes or suffixes have been added, or words which are combinations of one- or two-syllable words.
- Add the number for the average sentence length to the number of three-syllable words in the text.
- Multiply this sum by 0.04.

Question: Which features are included in "Planning Oral Reports"? Briefly explain each step? (Marks 5) Page 81

Planning an oral message is similar to planning a written message.

- You develop the main idea
- Construct an outline
- Estimate the appropriate length
- Decide on the most effective style

Establishing the main idea:

Start by focusing on the “big picture”. What is the main idea (or theme) that you want to convey to the audience? Look for a one-sentence generalization that links your subject and the purpose to the audience’s frame of reference, much as an advertising slogan points out how a product can benefit consumers. Demand for your low-calorie, high-quality frozen foods will increase because of basic social and economic trends.

Organizing an outline:

With a well-crafted main idea to guide you, you can begin to outline the speech or presentation.

Gear the structure:

- The subject
- The purpose
- The audience
- Time allotted for your speech or presentation

Estimated length:

Time for speeches and presentations is often strictly regulated, so you’ll need to tailor your material to the available time. You can use your outline to estimate how long your speech or presentation will take.

Deciding on the style:

Another important element in your planning is the style most suitable to the occasion. Is this is formal speech or presentation in an impressive setting, with professionally devoted visual aids? Or is it a casual, roll-up-your-sleeves working session? The size of the audience, the subject, your purpose, your budget and the time available for preparation, all determine the style.

Question: Highlight differences between business letter and memorandum?(Marks 5) **Answer:**

Business letters are formal letters used for business-to-business, business-to-client, or client-tobusiness correspondence. There are a number of elements to a business letter. **Letters are used to communicate outside your organization.** Whereas the memorandum is the primary vehicle for communication within an organization, letters are often used to communicate to individuals outside it, especially in formal and semiformal contexts.

Question: Fill in the blanks with appropriate words from the given option? (Marks 5) Page 161 (Active voice, list, warnings, illustrations, headings)

1. Present the step in a _____. (list)
2. Use the _____ and imperative mood. (active voice)
3. Use _____ and titles to indicate the overall structure of the task. (headings)
4. Place _____ where readers will see them before performing the steps to which they apply. (warnings)
5. Use _____ how to perform task. (illustrations)

Paper no : 2 1:

What is mixed group audience? (2 marks)

Answer:

A mixed group of audience may be based on experts, technicians, managers and laypersons.

2: Acronyms+examples (3 marks)

Answer:

Use acronyms to shorten phrases in order to save space or to avoid awkward repetition of phrases. Acronyms are abbreviations of the things they represent and are formed by combining the first, and sometimes other, letters of the principal words.

Examples

:

AIDS -- Acquired Immunodeficiency Syndrome

RAM -- random-access memory

ROM -- read-only memory

DOS -- Disk Operating System

FTP -- file transfer protocol

HTML -- Hypertext Markup Language

HIV -- Human Immunodeficiency Virus

3: Write any two of each given prefix; Anti- MultiAnswer:

Anticorruption, antibiotic, multiplex, multiplication, multicolor, multistage **4: What is conciseness?**

Answer:

Conciseness requires careful revising. Become familiar with the strategies for reducing wordiness. Look for ways of cutting useless words, sentences, and sections from the document.

5: True False statements (3 marks)

6:5 marks k fill in the blanks thy jis me suitable word put krny tha jo k given thy.

7: 3 marks ki b fill in the blanks thi....

8:What way of conveying Bad News in business you choose; Direct or Indirect and also give a reason.

Answer:

Instead of beginning a business message with a blunt 'no' which might restrain your audience from reading or listening to your reasons, use the **indirect plan** to ease your audience into the part of your message that demonstrates how you're fair-minded and eager to do business on some other terms.

The indirect plan consists of four parts:

- a. A buffer
- b. Reasons supporting the negative decision
- c. A clear, diplomatic statement of the negative decision
- d. A helpful, friendly, and positive close

Abstract:

An abstract includes these elements:

1. Problem. Note the key topic or problem of your document.
2. Method. State your main approach to solving the problem.
3. Results. Provide one or two important results.
4. Conclusion. Note your main conclusion.

Abbreviations

:

Unless you are following a style guide that specifies otherwise, observe the following conventions:

Abbreviations, shortened forms of words, are commonly employed in scientific and technical writing. However, avoid unnecessary abbreviations, which can confuse a reader.

Some abbreviations are always followed by a period.

Always abbreviate certain words and phrases in your text. Those always abbreviated include Mr., Ms., B.A., Ph.D., B.C., B.C.E.

Components of a letter of Recommendation:

- Head ○
- Body ○
- Footer ○
- Headings

Modifier

Modifiers

Modifiers change the interpretation or meaning of the words or phrases they are associated with. Some examples of modifiers are [adjectives](#), adverbs, [adjective clauses](#) (including relative clauses and [appositive phrases](#)), and [adverbial clauses](#). Modifiers are generally optional elements of sentences.

Paper:

3 1. where we place adverb modifiers in sentence (2)

Answer:

[Adverbs](#) should be placed as close as possible to the words or phrases that they modify.

If you allow an adverb to be separated from the word or [phrase](#) that it modifies, the interpretation of the adverb may become ambiguous. Always place a [quantity adverb](#) immediately before the word it modifies.

2. Informative speaking two types (2)

Answer:

Informative Speaking has audience learning as its primary goal. An informative speech may explain a concept, instruct an audience, demonstrate a process, or describe an event. In a professional setting, the informative speech may take many different forms:

- Individual or Group Report
- Oral Briefing
- Panel Discussion
- Oral Critique

3. concise the following sentence (2)

Answer:

Conciseness requires careful revising. Become familiar with the strategies for reducing wordiness. Look for ways of cutting useless words, sentences, and sections from the document.

4. three sentences of subjective verb (3) Answer:

I play , I eat , she sleeps.

5. fill in the blanks (3)

6. drawing in visual aids (3)

Answer:

A diagram is much like a drawing except that drawings accurately convey the actual appearance of things, diagrams depict subjects more abstractly.

Diagrams can convey complex information, such as the system used for industrial processing of fruits, without actually showing the actual machinery.

8 . Interview categories (5)

Answer:

Categorizing interviews

:

- Job interviews
- Informative interviews
- Persuasive interviews
- Exit interview
- Evaluation interview
- Counseling interviews
- Conflict-resolution interviews
- Disciplinary interviews ☒ Termination interviews

underline transitional words (5) Answer: [transitional words](#) such as thereafter, first, next, moreover, however, therefore and after. 10 . resume compulsory components (5)

Answer:

- Defining your objectives
- Planning
- Drafting
- Evaluating
- Revising

11 . Budget statement Answer:

A budget statement is a table that shows how the money will be gained or spent.

It may be very simple or very elaborate depending on your reader's needs.

On the job, you can use budget statements in the following situations:

- To explain the expenses involved with a project purchase.
- To summarize the savings to be realized by following a recommendation you are making.
- To report the costs that have been incurred by a project for which you are responsible. ☒ To explain the sources of revenue associated with some project or activity.

12 . fill in the blanks

01 . Describe Pagination.

Answer: **Pagination**

:

Number the front matter in italic lowercase roman numerals (*i, ii, iii, iv*, and so on).

Normally, number the pages in the body of the document with Arabic numerals, starting with page 1.

03. Letter Format Answer:

Business letters have the following elements:

- Heading
- Date
- Recipient's address
- Salutation
- Body
- Closing
- End notations

04 . in part important instructions in report

Answer:

Good reports have three things in common:

- a. The information is accurate
- b. The content shows writer's good judgment
- c. The format, style and organization respond to reader's needs

06 . Three components of designing report or letter ,,,, forgot Answer:

Component of Letter:

- Head ○
- Body ○
- Footer ○
- Headings

07. Explain stage fright in details 5 marks

Answer:

When the time to deliver the speech, you may feel a bit of stage fright. Most people do even professional actors. A good way to overcome your fears is to rehearse until you're thoroughly familiar with your material. Communication professionals have suggested other tips, which we will now go over: Prepare more material than necessary. Extra knowledge, combined with a genuine interest in the topic, will boost your confidence. Think positively about your audience, yourself, and what you have to say. See yourself as polished and professional, and your audience will too.

Be realistic about stage fright. After all, even experienced speakers admit that they feel butterflies before the y address an audience. Tell yourself you're ready. Use the few minutes while you're arranging your materials, before you actually begin speaking, to tell yourself you're on and you're ready.

08 . Super structure proposal Answer:

1. Introduction
2. Problem
3. method
4. product
5. Schedule
6. Management
7. Cost
8. Qualification

Paper no :4

Business and Technical English Writing (ENG201)

Question: **41** (Marks: 2)

What is meant by Broad Pronoun Reference?

Business and Technical English Writing (ENG201)

Question: **42** (Marks: 2)

Which TWO of the following are NOT among the components of conventional superstructure of a progress report?

- a) Abstract
- b) Introduction
- c) Literature review
- d) Facts
- e) Discussion

- f) Conclusions
- g) Recommendations

Business and Technical English Writing (ENG201)

Question: **43** (Marks: 2)

Make the given statement concise.

Trouble is caused when people disobey rules that have been established for the safety of all.

Answer no 1:

Broad Pronoun Reference

:

Use a [demonstrative pronoun](#) only if the connection to the intended [antecedent](#) of the pronoun is quite strong. Otherwise, your pronoun reference may be too broad, thus unclear.

Answer no 2 :

Superstructure for Progress Reports

To answer your readers' questions, you can use the conventional superstructure for writing progress reports, which has the following elements:

1. Introduction

2. Facts

3. Discussion

4. Conclusions

5. Recommendations **Answer no : 3 Disobeying safety rules caused trouble.**

Business and Technical English Writing (ENG201)

Question: **44** (Marks: 2)

Write two points regarding the role of audience in the presentation.

Business and Technical English Writing (ENG201)

Question: **45** (Marks: 3)

What role do visual aids play in creating instructions?

Business and Technical English Writing (ENG201)

Question: **46** (Marks: 3)

Identify the following sentences as simple, complex or compound:

- 1. Although you may question Ali's abilities, you must admit that his morals are strong.**
- 2. Profits have increased in the past year.**
- 3. Wage rates have declined by five percent, and employee turnover has been high.**

Answer:2

Visual Aids

Visual aids can be defined as instructional aids, such as posters, scale models, graphs, tables, diagrams, flow charts or videotapes, that present information visually.

Visual aids can be a great way of enhancing a presentation VISUALLY – when they are used sensibly and with a clear purpose. Visual aids can add a new dimension to presentations.

More than Just Visual Aids

In some situations, visual aids can carry the entire message. For instance, if you've ever flown, you may recall reaching the pocket on the back of the seat ahead of you to pull out a sheet of instructions for leaving the plane in an emergency. Many airlines use sheets that are wordless

Business and Technical English Writing (ENG201)

Question: **47** (Marks: 3)

Fill in the blank from the given choices.

1. Saying words correctly is part of (pronunciation, enunciation)
2. Saying words distinctly is part of (enumeration, enunciation)
3. Policy and Procedure is part of (informative speaking, persuasive)

Business and Technical English Writing (ENG201)

Question: **48** (Marks: 3)

Write a short note on "Punctuation"; also mention three Punctuation Marks.

Business and Technical English Writing (ENG201)

Question: **49** (Marks: 5)

Explain the term "Tables" with reference to 'Visual Aids'. How can we convey information through it?

Answer : 47

Pronunciation

Enunciation

Informative speaking

Answer : 48

Punctuation

:

Punctuate your prose in order to help clarify how words, [clauses](#), and sentences fit together.

Many scientific and technical organizations have detailed style guides outlining appropriate and inappropriate uses of punctuation for technical documents in their respective disciplines.

Follow the appropriate style in your particular field.

Detailed information on punctuation marks is given in the following entries:

- [Periods](#) . [Commas](#) , [Colons](#) :
- [Semicolons](#) ; [Question marks](#) ?
- [Exclamation points](#) !
- [Apostrophes](#) '
- [Quotation marks](#) " "
- [Hyphens](#) –
- [Dashes](#) –
- [Parentheses](#) ()
- [Brackets](#) []

Answer: 49

The table is one of the most versatile and widely used visual aids. Tables are used so often because they can help writers achieve several common objectives. For example, they are an excellent tool for groups of detailed facts in a concise and readable form.

How to construct a table

:

To create a table, you systematically arrange information in rows and columns. You should adjust the basic structure as needed to create an attractive visual aid that your readers will find easy to use. For example, if your table is crowded you can separate columns (or groups of columns) with vertical lines, and to help them read across rows, you can place horizontal or leave a blank row after every five lines or so.

Note that fancier variations of the basic design may be used where attractiveness is especially important, as in advertising brochures and annual reports to stockholders.

When deciding how to display your information within the framework of your table, you have several basic decisions to make:

- How to order the rows and columns
- Which labels to use for the columns and which for the rows
- How to align entries in the columns
- Where to place special notes

Business and Technical English Writing (ENG201)

Question: **50** (Marks: 5)

How can a speaker earn confidence of skeptical or antagonistic audience?

Business and Technical English Writing (ENG201)

Question: **51** (Marks: 5)

How many kinds of sentences are there?

Business and Technical English Writing (ENG201)

Question: **52** (Marks: 5)

Mark the statements as True or False.

1. The two basic strategies to communicate bad news message are the direct plan and the indirect plan.
2. A message organized by using direct plan starts with a buffer statement.
3. An indirect organizational plan is a technical way to express a bad news and helps us to avoid a blunt NO.
4. Bad news is a neutral statement which is meant to bring the audience in an accepting mood.
5. The indirect plan ends the message with a helpful, friendly and positive close.

Question : 50

- Persuasive Messages

Using the indirect approach gives you an opportunity to get your message across to a skeptical or hostile audience.

question : 51

- **Types of Sentence**

To give your sentence variety, use the three types of sentences:

- Simple
- Compound
- Complex

☑ **A Simple Sentence**

A simple sentence has a single subject and a single predicate.

Profits have increased in the past year.

Subject is in bold and predicate is underlined.

☑ **A Compound Sentence**

A compound sentence expresses two or more independent but related thoughts.

Wage rates have declined by five percent, and **employee** turnover has been high.

Subject is in bold and predicate is underlined.

question :52 true, false ,

true , false , true

(VISIT VURANK FOR MORE)