السلام علیکم اللہ ورحمتہ وبرکاتہ

اللہ" وَتُعِزُّ مَن تَشَاءُ وَتُذِلُّ مَن تَشَاءُ

اللہ "جسے چاہے عزت دے اور جسے چاہے ذلیل کرے"

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ENG-201 Subjective & Mcq's File

1. Writers usually announce the____ of their instructions in the first sentence.

   Subject

2. Which term is used for the sentences missing a subject a verb or both but even thenit is punctuated as if it were a complete sentence?

   Sentence fragment

3. Which term is used for the sentences never link two independent clauses with just a comma this is known as a comma splice error?

Comma splice

4. Use narration to establish a series of ____ that tells the reader whathappened.

   Events……confirm

5. In order to ensure_____ closely link the pronouns to their antecedents (pronoun reference).

   Clarity…..confirm

6. Which term is used for a modifier whose connection to the sentence is implied orintended but not actually made explicit?
   Dangling modifier……confirm

7. Which term is used for should be placed as close as possible to the words or phrasesthat they modify?
   Adverb modifiers…..confirm

8. Which term is used for should be placed either immediately before or immediatelyafter the noun?
   Modifiers of noun……confirm

9. Which term is used for Use only one negative word to express a negative idea. In English, using two negative words to express one negative idea creates a positive rather than a negative interpretation.

   Double negative…….confirm

10. Which term is used for Comparing one item with another can be a very powerful way to describe an object or a process (see the discussion of comparison and contrast).
    Faulty comparison…..confirm

11. Which term is used for When you construct a comparison, you must make the two items being compared parallel in structure.

    Non parallel comparisons……confirm

12. Which term is used for Incomplete comparisons should be avoided to ensure clarityin your writing. To be complete, a comparison must include both the item being compared and the item it is being compared with.

    Incomplete comparison…..confirm

13. What is the optional part of analysis reports?

Recommendation…..confirm

14. Hoping to gamer favor, my parents were sadly unimpressed with the gift. The given sentence is an example of_____.
Dangling modifier……confirm from net

15. The programmer quits it is an example of_____type of sentence.

Subject-verb sentences (SV)…confirm

16. In addition is an example of_____.

Transition word…….confirm from net

17. Which sentence is punctuated correctly?

The CEO was not optimistic “Profits are down 18% from last year”……confirm

18. _____is a paragraph writing technique which attempts to show how eventsare influenced by or caused by others.

Cause and effect……confirm

19. The report design should be_____enough to meet a variety of writer purpose andaudience needs.

Flexible……confirm

20. **The writer attempts to solve a problem by evaluating options and suggesting solution in _____**

An analysis report….confirm

21. For many tasks, visual aids are much_____than prose for readers

to use.

Easier…..confirm

22. _____is condensation of entire reports, focusing on the main issues whatwas done. What was found out, and its significance?

Abstract….confirm

23. Which sentence is correct?

If you're self-employed, it's a whole new world out there…..confirm from net

24. Rules for visual aids include all of the following except.

Make your aid visually neat and attractive…..confirm from net

25. While it is important for you to eliminate unnecessary details from your visual aids,it is also critical to include labels for the_____ content.

Important……confirm

26. Excessive use of modifiers sometimes creates _____.

Ambiguity

27. The__technique is used in paragraph development to provide a physicalpicture or functional view of the subject.

Description…..confirm

28. He likes cricket and playing football. The given sentence is an example of _____.

Nonparallel comparison

29. **Analogy can be defined as**

Explanation of an object or process in terms of another……confirm

30. From the following pairs of sentences, select the one which contains Dangling modifier.

While john was talking on the phone, the doorbell rang

31. Which sentence is punctuated correctly?

The chairman asked "why are our profits down?"….confirm

32. For many writers the worst part of the writing experience in the way _____.

Beginning…..confirm from net

33. _____verbs from concise prose.

Active……confirm

34. How can we correct a Comma Splice Error?

ALL Options……confirm

35. Which of the following errors does a sentence contain when it has long strings of modifiers or nouns?

Stacked modifiers…….confirm

36. Choose the correct option**.**

David won the fight even though he was smaller in size.

37. **The length of an analysis report depends on_____.**

The type and extent of the analysis

38. Appendix of an analysis report usually includes.

All options …..confirm

39. Which term is used for sentences that contain more information that a reader can easily follow?

Overloaded sentences…..confirm

40. Select the correct sentence from the following

A small piece of pie will do no harm to your diet

41. The president as well as several other _ executives_____of our

proposal.

Top-level, approve

42. The title page of a report should be_____from top to bottom and from left toright.

balanced ….confirm

43. The boss smiled.

SV

44. The first sentence in the ACTIVE VOICE. Choose the most correct way of saying the same thing in the passive voice. the job. She ___for the job They were interviewing for

Was being interviewed

45. A body infection is compared with an invading army of attacking organisms is an example of_____.

Analogy……confirm

46. Which sentence is punctuated correctly?

The chairman asked "Why are our profits down?"

47. **Functional specifications will form the basis for the higher precise _____ specifications.**

Design…….confirm

48. **While it is important for you to eliminate unnecessary details from your visual aids,it is also critical to include labels for the_____constant.**

Important……confirm

49. _____specifications are used as the basis for the test plans and user documentation.

Design….confirm

50. **Select the statement which shows perfect example of parallelism.**

Pakistan's travel industry is suffering as a result of a sluggish economy, a stretch ofhot weather and the chilling effects of persistent terrorist activity.

51. _____**is anything that links one sentence or paragraph to another.**

Transition….confirm from net

52. **In_____pronoun case the pronoun functions as an object.**

Objective…..confirm

53. **In_____pronoun case the pronoun functions as an subject.**

Subjective…confirm

54. **In_____pronoun case the pronoun functions as an processor.**

Possessive…….confirm

55. **The table of contents provides an outline of analysis reports for readers who do not wish to read the entire report.**

True…..confirm

56. **Lack of information is the result of poor_____.**

Research…confirm

57. **In paragraph writing_____is a series of events that tells about differenthappenings.**

Narration…confirm

58. **It includes derivations of equations, tables of raw data, sample equations, and so forth.**

Appendix…..confirm

59. **What do you understand by paragraph Coherence?**

All options…confirm from net

60. **_____do you consider to be better teacher?**

Who

61. **Functional specifications will form the basis for the highly precise _____ specifications.**

Design ..... confirm

62. **Which of the following writing techniques should be used to associate similar things or processes by grouping them into classes?**

Classification…..confirm

63. **Writing style is a result of___structure**

Sentence .....confirm

64. **While writing the business proposal the writer should keep in mind that the readers of proposal are_____.**

Employees

65. **_____is a writing technique, to develop a topic, by examining to similarities or dissimilarities to another thing process or state**

Comparison and contrast……confirm

66. **Report design should be_____enough to meet a variety of writer purposes andaudience needs.**

Flexible… confirm

67. **The___technique is used in paragraph development to establish a series of events that tells the reader what happened.**

Narration……confirm

68. **If_____analysis is performed poorly or not at all, it can cause writer's block**

Audience……confirm

69. **_____refer to non-alphabetical symbols.**

Punctuation problems

70. **In a sentence_____verbs de-emhasize or even eliminate mention of the**

performer ofthe action conveyed by the verb.

Passive….confirm

71. **Audio visual aids help___students in the class.**

Slow learning…confirm from net

72. **_____is the leader?**

Who

73. **____verbs from concise prose**

Active…..confirm

74. **A poorly defined_____of your communication will inevitably make writing moredifficult.**

Purpose……confirm

75. **_____prose often serves as the raw material for more elaborate forms of analytical prose**

Descriptive…..confirm

76. **Use__technique in paragraphs writing when you want to itemize or list a set of topics or a series of some kind.**

Enumeration……confirm

77. **She likes cooking, jogging and to read. The given sentence is an example of_____.**

Lack of parallelism

78. **Which of the following sections of an analysis report serves to orient its readers to the main issue(s) of the report?**

Introduction…..confirm

79. **Humma likes strawberry icecream.**

Complete sentence

80. **During the time that**

Wordy

81. **The writer attempts to solve a problem by evaluating options and suggesting solutions in_____.**

An analysis report

82. **Choose the correct sentence.**

Sometimes students fail to score well in examinations because they are nervous

83. **How many students in your class _ from Lahore**

Are coming

84. **Agreement between subject and verb and**

between pronoun and its antecedent is

important for paragraph____.

Conherence

85. **Which of the following techniques should be used to track the development of onesituation or event out of another?**

Cause and effect

86. **_____is anything that links one sentence or paragraph to**

another.

Transition

87. **___use of long strings of modifiers or nouns**

Avoid

88. **_____would usually include derivations of equations, table of raw data, sample equations.**

Appendix

89. **Lack of information often leads a writer towards the production of a/an _ text**

Irrelevant

90. **I feel like a fish out of**

water

Cause and effect

91. **The best way to write business plan is to use a standard template provided by one of the banks or specialist business planning software.**

False

92. **Went to the market to buy a pair of sandals is an example of_____.**

Sentence fragment

93. **_____is the problem of not being able to think of something to write about ornot being able to finish writing story, poem etc**

Writer's block

94. **Which one of the following options produces a fused sentence?**

Two independent clauses linked with just a comma

95. **A body infection is compared with an invading army of attacking organisms is an example of _____**

Analogy

96. **Which of the following is not a recognized type of plan?**

Ad-hoc

97. **Which of the following is discovered during the Editing phase?**

Organizational problems

98. **List of symbols is an_____addition to the front matter of an analysis**

report.

Optional

99. **Narration follows___ pattern of development.**

Chronological…..confirm

100. **A comparison between two things,**

typically on the basis of their structureand for

the purpose of explanation or clarification is

known as_____.

Analogy….confirm from net

101. **While writing your business proposal, you should have sufficient informationabout the particular___you are going to adopt.**

Format….confirm

102. **Test specifications contain one of the following;**
Glossary…..confirm

103. **In how many cases a pronoun can appear?**

3…….confirm

104. **Choose the correct option**

The government has cut university budgets; consequently. The dean has increased the size of most classes.

105. **How can we correct a Comma Splice Error?**
All options….confirm

106. **By arranging the events chronologically or spatially a writer will be able toachieve_____in his manuscript.**

Organizational logic……confirm

107. **Excessive use of modifiers sometimes**

creates_____.

Ambiguity…..confirm

108. **The____technique is used in paragraph development to provide instancesthat clarify your topic statement.**

Exemplification…….confirm

109. **The result of market research is called_____.**

Requirement specifications……confirm

110. **_____are you asking to run the errand?**

Who

111. **The gunning's fog index is a test designed to measure the readability of asample of English writing.**

False

112. **_____will inevitably make writing more difficult, and may block ittogether.**

A poorly defined purpose…….confirm

113 **Which one of the following options produces a fused sentence**

Two independent clauses run together without punctuation

ENG-201 Subjective

Steps of Planning a Report:

When you gather facts, you need to arrange them in a suitable format. Beforeputting a single word on the page follow the following series of steps that form the foundations of any report:

There are five following series of steps that form the foundations of any report

a. Define the outline and purpose

b. Outline the issue for investigation

c. Prepare a work plan

d. Conduct research

e. Analyze and interpret data, draw conclusions and developrecommendations

What is the Questions and Developing the Statement of purpose?

Questions

The person, who authorizes the report, defines the questions such as:Example

What needs to be determined?

The Statement of purpose

A purpose statement is a declarative sentence which summarizes the specifictopic and goals of a document.

To be effective, a statement of purpose should be

- Specific and precise - not general, broad or obscure
- Concise - one or two sentences
- Clear - not vague, ambiguous or confusing
- Goal-oriented - stated in terms of desired outcomes

What is Outlining and Organizing of Report? Long

Informational Reports:

These reports offer data, facts, feedback, and other types of information, without analysis of situation or recommendation. In these types of reports,reporting of facts may be factored by sub-topics:

In order of Importance:

If you are reviewing five product lines, you might organize your study in theincreasing order of the amount of revenue they generate.

Sequentially:

If you are studying a process, present your information step by step - 1, 2, 3,.

Chronology: When investigating a chain of events, organize the studyaccording to the event that happens first.

Spatially:

If you are studying a physical object, study it left to right, top to bottom, inside to outside. O Geography: If the location is important, factor your study

geographically.

Categorically:

If you are asked to review several distinct aspects of a subject, you need tolook at one category at a time, for example sales, profit, or investment.

Analytical Reports:

These reports offer both information and analysis, and they can also purposerecommendations.

For example,

An analytical report on ‘Why are we having trouble in hiring secretaries?’

What is preparing a Preliminary Outline?

The Preliminary Outline is the first step of planning reports. It is basically aplan for organizing the elements of a report.

Following are different ways to create and to present a preliminary outline:

Alphanumeric System

Decimal System:

Preparing a Work Plan:

Conduct Research:

What is Alphanumeric System?

It contains letters, numbers, punctuation marks, and mathematical and otherconventional symbols, e.g.

I. _____
II. _____
A. _____
B. _____
C. _____
1. _____
2. _____
a) _____
b) _____

What is Decimal System?

Decimal system is a way of writing numbers. Any number, from hugequantities to tiny fractions,

The decimal system is also known as a place-value system.

1.0. _____

1.1. _____

1.2. _____

1.21. _____

1.22. _____

a. Preparing a Work Plan: non important

Work plan for report writing is also very important. It can be prepared by thediscussion of the sequence of tasks to be accomplished and description of theend result that are interpreted from investigation, review of the project assignments, schedules, and resource management.

b. Conduct Research: non important

Collecting Primary Data:

The ways to collect primary data are: (How many ways to collect primarydata)

There are three ways to collect primary data (1) documents (2) Observations(3)Surveys

- Documents:

Documentary evidence and historical records are sources of primary data.

- Observations:

Observation applies your five senses and your judgment to investigation. Itinvolves taking organized notes about occurrences in the world.

- Surveys

A formal survey is a

way of finding out what

a cross-section of

people thinkabout

something. A formal survey requires a number of important decisions

Lecture no 24 (long reports)

What is Report Production?

Planning formal reports and proposals, conducting the necessary research, organizing the ideas, developingvisual aids, and drafting the text are demanding and time consuming tasks.

What is composing a formal Report?

A professional report conveys the impression that the subject is important. A formal report has manyformalities, embellishments, and requirements, which must be completed.

How many type of composing a formal Report?

A formal report may be divided in three major divisions:

1. Prefatory parts
2. Body of report
3. Supplementary parts

1. Prefatory parts: quiz

a) Title fly

b) Title page

c) Letter of authorization

d) Letter of transmittal

e) Table of contents

f) Preface

What is Title fly?

The title fly is a plane sheet with only the title of the report on it.

What is Title page?

The title page includes four blocks of information:

- The title of the report
- The name, title and address of the person that authorized the report

2. Body of report:

a) Introduction

b) Text

c) Terminal section

a. Introduction:

A report's introduction summarizes the contents by describing the purpose of the report and giving anoverview of the main ideas expressed within it.

b. Text:

The text contains the actual details of the report.

c. Terminal Section:

Terminal section of the body of the report may comprise one or all of the following elements:

- Summary
- Conclusions
- Recommentdations

Summary:

This section summarizes the findings of the investigation.

Conclusions:

It interprets facts explained. It does not give the writer’s personal opinion.

Recommendations:

This section suggests a plan of action based on findings and conclusions

3. Supplementary Parts

- Appendix
- Bibliography
- Glossary
- Index

Appendix:

In the appendix you may include tables, pictorials, graphs, charts or some additional information.

Bibliography:

It refers to the sources from where the data have been collected. The sources may be books, newspapers,magazines and government publications or its statistical departments.

Glossary:

A glossary is an alphabetic listing of special terms and words with their meaning and definitions. It is useful forboth technical and non-technical readers.

Index:

It includes the list of topics, their divisions and subdivisions with their location in the report. The order of theitems listed in the index is alphabetical.

What are Visual Aids? Short question imp

When illustrating the text of any report, you face the problem of choosing any specific form that best suits your message. Moreover, good business ethics demand you to choose a form of visual aid that will not mislead your audience.

- Tables
- Line and Surface Charts

Lecture no 25 (long reports)

Report-writing situations:

Report-writing situations may vary such as:

•A one-hundred-page report on a seventh-month project to test a special method of venting high-speedengines for using in space vehicles.

• A twelve-page report, based on library research, to determine which long-distance telephone companyprovides the most reliable service.

How readers want to use the

information you provide? Your readers

may want to use your information to

solve:

• *An organizational problem:*

Where typical goals are to increase efficiency and profit

• *A social problem:*

Where typical goals are to improve the general health and welfare of groups of people

• A personal problem:

Where typical goals are to satisfy individual preferences and values

What is General superstructure of reports and element?

The general superstructure of reports contains six elements, one for each of the six basic questions.

a. Introduction
b. Method of Obtaining Facts
c. Facts
d. Discussion
e. Conclusions
f. Recommendations:

What is Introduction of the General superstructure of reports?

In the introduction of a report, you answer your readers' question, "what will be we gain by reading yourreport?"

What is Method of Obtaining Facts of the General superstructure of reports?

It also suggests to your readers, how they can gain additional information on the same subject.

What is Facts in the General superstructure of reports?

Your facts are the individual pieces of information that underlie and support your conclusions.

What is Discussion in the General superstructure of reports?

Taken alone, facts mean nothing. Therefore, an essential element of every report, you prepare will be adiscussion in which you interpret your facts in a way that is significant to your readers.

What is Conclusions in the General superstructure of reports?

Like interpretations, conclusions are general statements, based on your facts.

What is Recommendations in the General superstructure of reports?

Just as conclusions grow out of interpretations of the facts, recommendations grow out of conclusions. They
answer the reader's question, "If your conclusions are valid, what should we do?"

What is Executive Summaries?

Such summaries are often called 'Executive Summaries' because they usually are addressed to decision-makers.

Lecture no 26

Defining Empirical Research Report?

Empirical research is a research that reports the results of a study and uses data derived from actualobservation or experimentation. Such research is used to answer a question or test a hypothesis.

Lecture no 27

What is Typical Writing Situation in feasibility reports?

All feasibility reports share one essential characteristic i.e. they are written to help decision makers to choose between two or more courses of action. Even when a feasibility report seems to focus primarilyon one course of action, the readers are always considering a second course: to leave things the way they are.

The Questions Readers Ask Most Often:

As they think about the choice they must make, decision-makers ask many questions. From situation tosituation, these basic questions remain the same.

Superstructure for Feasibility Reports:

To answer your readers' questions about your feasibility studies, you can use a superstructure that hasthe following seven elements:

a. Introduction

b. Criteria

c. Method of obtaining facts

d. Overview of alternatives

e. Evaluation

f. Conclusions

g. Recommendations

What is introduction Superstructure for Feasibility Reports?

In the introduction to a feasibility report you should answer your readers' question, "Why is it important for us to consider these alternatives?" The most persuasive way to answer this question is toidentify the problem, your feasibility study will help your readers solve or achieve their goal.

What is Criteria Superstructure for Feasibility Reports?

Criteria are the standards that you apply in a feasibility study to evaluate the alternative courses ofaction which you are considering.

Four Common Types of Criteria in Superstructure for Feasibility Reports

As you develop your criteria, you may find it helpful to know that at work, criteria often address one ormore of the following questions:

- Will the course of action really do what's wanted?
- Can we implement it?
- Can we afford it?
- Is it desirable?

Lecture no 28

Define Progress Report?

The progress report states the progress made towards the goal during the reporting period, discusses significant costs and scheduling issues, and lists future objectives to be carried out. Project monitoring andaccountability are the main objectives of a progress report.

Write down Typical Writing Situations?

Progress reports are prepared in two types of situations.

In the first, you tell your readers about your progress on one particular project.

In the second type of situation, you prepare progress reports that tell about your work on all your projects. Many employers require their workers to report on their activities at regular intervals all year round, year inand year out. Jacqueline is a person who must write such progress reports (often called periodic reports).

Lecture no 29

What is Proposal?

A proposal is a special type of analytical report designed to get products, plans, or projects accepted by outsidebusiness or government clients.

Proposal Readers are Investors:

The proposals written by Helen and the three writers from the TV station illustrate some of the differencesbetween different proposal writing situations.

Lecture no 31

What are Visual Aids?

Visual aids can be defined as instructional aids, such as posters, scale models, graphs, tables, diagrams, flowcharts 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 pullout a sheet of instructions for leaving the planein an emergency.

Computers and Visual Aids

For instance, if you are using a program to make a line graph, you will still have to decide which variable toplace on the horizontal axis and which on the vertical axis.

Guidelines

The first step in using visual aids effectively is to search actively for places where they can help you achieveyour communication objectives.

Clarify the Relationships among Numerical Data

On the job, you may need to describe the relationships between various pieces of data, which may be fromlaboratory research, surveys etc.

Fully Integrate Your Visual Aids with Your Prose

You should integrate your visual aids with your prose so that they work together harmoniously to create asingle, unified message.

Three ways to do that are:

- Introduce your visual aids in your prose.
- State the conclusions you want your readers to draw.
- Make your visual aids easy to find.

Introduce Your Visual Aids in Your Prose:

Sometimes, your introduction to a visual aid will have to include information your readers or listeners need in order to understand or use the visual aid. Whatever kind of introduction you make to a visual aid, place it at theexact point where you would like your readers to focus their attention to it.

State the Conclusions You Want Your Readers to Draw:

You might find it helpful to think of the sentences in which you explain a visual aid's significance as a special kind of topic sentence. Just as the topic sentence at the head of a paragraph, you can tell your audience the point to be derived from the various facts that follow.

Make your Visual Aids Easy to Find:

If you place the figure farther away than that (for instance in an appendix), you can help your readers byproviding the number of the page on which the figure may found.

Lecture 32

Tables

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 detailedfacts 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 basicstructure as needed to create an attractive visual aid that your readers will find easy to use.

Bar Graphs:

Like a table, a bar graph can represent numerical quantities, which is done using rectangles called bars. Thegreater the quantity, the longer the bar will be

Some uses of bar graphs are as follows:

1. To compare quantities at a glance

2. To show trends

3. To indicate the composition of a whole

How to construct a bar graph

Begin by drawing your axis so that your graph will be roughly square. Along one axis place tick marks at regularintervals to indicate quantities

How to construct a bar graph

Begin by drawing your axis so that your graph will be roughly square. Along one axis place tick marks at regularintervals to indicate quantities

Pictographs:

Pictographs are a special kind of bar graph in which the bars are replaced by drawings that represent the thingbeing described. The chief advantage of the pictograph is that it uses drawings to symbolize concretely the quantities you are talking about in your graph

How to create a pictograph

The procedure for creating a pictograph is nearly identical to that for creating a bar graph the difference is thatyou draw pictures instead of rectangles to represent quantities.

Line graphs

A line graph shows how one quantity changes as a function changes in another quantity.

How to create a line graph:

In line graphs, you generally show how variation in one thing (called the dependent variable) is affected byvariation in another thing (the independent variable).

Line graphs almost always show the dependent variable on the vertical axis and the independent variable onthe horizontal one.

Pie Charts:

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

How to create a pie chart

To create a pie chart, you draw a circle and draw lines that slice it into wedges. Each wedge occupies a portion
of the circle's circumference proportional to the amount of the total pie that the wedge represents

Diagrams

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 usedfor industrial processing of fruits, without actually showing the actual machinery.

How to create a diagram

- Decide exactly what you want to show.
- Create an appropriate means to represent your subject with geometric shapes, or perhaps sketches that

suggest their appearance.

- Provide the explanations people need in order to understand your diagram as a separate key, in the title or as

part of the diagram itself.

Flow Charts

Flow charts are an excellent means of representing the succession of events in a process or procedure. Thesimplest flow charts use rectangles, circles, diamonds, or other geometric shapes to represent events, and arrows to show the progress from one event to another.

How to create a flow chart:

A few conventions govern the creation of flow charts. The labels that identify the activities are placed inside theboxes that represent those activities. Boxes are arranged so that activity flows from left to right, or from top to bottom, or both.

Organizational charts:

An organizational chart uses rectangles and lines to represent the arrangement of people and departments in an organization. It reveals the organization's hierarchy, indicating how the smaller units are combined to createlarger units. It also indicates who reports to whom and who gives direction to whom.

Schedule charts:

A schedule chart identifies the major steps in a project and tells when they will be performed. They are often
used in project proposals to show the proposer's plan of work.

How to create a schedule chart

One of the principal considerations in creating a schedule chart is deciding how much detail to include, whichdepends on the audience's needs and expectations. Tasks are always listed along the vertical axis, with indentation used to distinguish subtasks from major tasks.

Budget statements:

A budget statement is a table that shows how money will be gained or spent. It may be very simple or veryelaborate depending on your reader's needs.

Lecture no 33

The situation is even worse when work has to be undone or redone because of bad specifications. Specifications can be categorized into four types:

- Requirement specifications
- Functional specifications
- Design specifications
- Test specifications

Requirement Specifications

His result of market research is requirement specifications. In it, the marketing people attempt to specify whatthe market is looking for, what people or companies who use computers would find useful and would like to have.

Product definition

This is as accurate a description as can be written by marketing about the desired product. It should answer the
question: "What is it?"

Functions list

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

Cost

This is a ballpark estimate as to what the desired product should cost to be competitive

in the marketplace. Wethen move onto the functional specification.

Analysis Reports

The important thing to remember is that no report format is perfect. Company documentation standardsattempt to resolve the issue by prescribing a format into which all analysis reports are poured.

Title Page

A title page should be designed with the visual order in mind. It should be balanced from top to bottom andfrom left to right.

1A file's _____ is normally stored as a separate file on the Sam



ENG201 SPRING 2021 228 MCQS

SEARCHING FILE QUIZ 2 UPDATED

MADE BY ORANGE MONKEY

Remember own pryer

1. **To give your readers a feeling about their welfare on your part makers the message_____.**

   Successful….confirm

2. **Acknowledge letters are sent to a customer confirming the receipt of a/an _____.**

   All options…. Confirm

3. **Usually technical-information letters announce_____.**

   Technical information…confirm

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

   Memorandum…confirm

5. **Customer services is the department of an organization that responds to inquiries or complaints from customers of that organization.**

   True…..confirm

6. **A computer programmer will write a/an _____ to gain specific information about an upcoming release of a software product XYZ Company.**

   Inquiry letter…..confirm

7. **Your message is unlikely to succeed if your audience is left with the feeling that you have their personal welfare in mind.**

   False……confirm

8. **Your message is most likely to succeed if your audience is left with the feeling that you have their personal welfare in mind.**

True….confirm

9. **Whether written or oral, positive messages begin with a clear statement of the main idea, clarify any necessary details and end with a _____close.**

Courteous…..confirm

10. **While writing an adjustment letter the individual or the department responsible for the poor performance can be blamed.**

True……confirm

11. **While responding adjustment letters, end the letter on a _____.**

Pleasant note…….confirm

12. **While responding adjustment letters, reveal the good news in the first_____.**

Sentence of the letter….confirm

13. **While responding adjustment letter, Explain the various circumstances under which_____.**

Action has been taken…..confirm

14. **While responding adjustment letter, Don't blame an individual or _____.**

A specific department…confirm

15. **While responding adjustment letter, Avoid lame excuses such as "Nobody's perfect" or_____.**

Mistakes will happen….confirm

16. **Use the indirect approach when the audience is.**

Displeased….confirm

17. **_____ are an essential component of almost all admissions, grants, and employment processes.**

References…confirm

18. **How many BLANK LINES do we leave for a signature in a personal business letter?**

Remember own pryer

3…..confirm

19. The two basic strategies to communicate bad news message are direct plan and the indirect plan.

True….confirm

20. _____ makes a statement of support for a candidate by assessing the applicant's qualities and capabilities for performing a particular task.

Recommendation letters…..confirm

21. Which of the following elements relate to the organizing direct requests?

Main idea, necessary detail and specific action…..confirm

22. To encourage the future sale is one of the goals while answering request that involved no potential sale

false…confirm

23. Whether written or oral, positive messages begin with a clear statement of the main idea, clarify any necessary details and end with a _____ close

Courteous ……confirm

24. A _____ is the information, the name of an individual, or the name of an organization that can provide details about an individual's part track record with credit.

Credit reference…..confirm

25. Adjustment letter is a letter in answer to a _____ letter.

Complaint…confirm

26. Which of the following is a purpose of writing ' courteous close'?

All options…confirm

27. His birthday is coming _____ next week.

Up….confirm

28. A message organized by using direct plan starts with a buffer statement.

True…confirm

Remember own pryer

29. One should be careful about the chances of being _____ while making a direct request.

All options…confirm

30. An indirect organizational plan is a technical way to express a bad news and helps us to avoid a _____.

Negative decision

31. Which part of a routine reply or positive message should contain the details?

The opening of the message…..confirm

32. Whether written or oral, _____ messages begin with a clear statement of the main idea, clarify any necessary details and end with a courteous close.

Positive…..confirm

33. In the organization of a direct request the very first step is to state the _____.

Main idea…confirm

34. In the organization of a direct request the 2nd step is to _____.

Give necessary details….confirm

35. In the organization of a direct request the 3rd step is to close with a Cordial request for _____.

specific action…confirm

36. Which of the following plan should be used for a bad news message?

Indirect plan…..confirm

37. All employees are requested to _____ from smoking in the presence of customers.

Restrict…..confirm

38. The punctuation mark that belongs to the salutation of a business letter is a _____.

Colon…confirm

39. _____letter begins the paper trail of a specific purchase.

Remember own pryer

Order….confirm

40. An _____is also known as a PO or purchase order letter.

Order letter…confirm

41. An Order Letter is also known as a _____ .

PO…confirm

42. Order letters are like good mail order forms, although they also provide more room for explaining special needs are known as_____.

Placing orders….confirm

43. _____ Department is the department of an organization that responds to inquires or complaints from customers of that organization.

Customer Services…confirm

44. The opening paragraph states the reason for the letter. The frank request should arouse curiosity and encourage a frank response.

Structure of customer letter…confirm

45. Legal demand or assertion by a claimant for compensation, payment, or reimbursement for a loss under a contract, or an injury due to negligence.

Claim….confirm

46. It is the process of handling and settling claims or the amount requested by a policyholder or claimant because of a loss or damage.

Adjustment…confirm

47. _____is a letter in answer to a complaint letter. The answer may either be a refusal or a grant.

Adjustment letter….confirm

48. In the _____ of a report, present the main pieces of knowledge communicated in the literature and identify some significant gap in this knowledge.

Literature review…..confirm

49. In report writing, a _____ is a declarative sentence which summarizes the specific topic and goals of a document.

Remember own pryer

Purpose statement……confirm

50. Which of the following report is based on observation and experiment instead of theory?.

Empirical research report

51. Read the following statements and select the one free from gender bias.

A professor should his students papers according to this set of predetermined guidelines.

52. Which of the following errors does a sentence contain when it has long strings modifiers or nouns?

Stacked modifier…confirm

53. Which sentence is punctuated correctly?

The chairman asked, "Why are our profits down?"….confirm

54. What is the last step in planning a report?

Interpreting your investigation and research…..confirm

55. What is the 4th step in planning a report?

Conduct research….confirm

56. What is the 3rd step in planning a report?

Prepare a work plan…..confirm

57. What is the 2nd step in planning a report?

Outline the issue for investigation…confirm

58. What is the 1st step in planning a report?

Define the outline and purpose…confirm

59. Which of the following sentences is correctly punctuated?

Paris, France is my favorite place to visit……confirm

60. _____section does not simply focus on interpreting the facts but also on answering the readers' question, i.e " How are those facts significant to us ?"

Conclusion…confirm

Remember own pryer

61. Commas are used to:

All options…..confirm

62. _____ is a neutral statement which is meant to bring the audience in an accepting mood.

Bad news….confirm

63. Which of the following is the most important part of indirect plan?

A buffer

64. An order letter is also known as a PO or purchase order letter.

True…confirm

65. End mater of a proposal includes _____.

Bibliography, resumes, appendixes…..all options…..confirm

66. Credit references are generally used to determine the credit worthiness of a person or individual.

True…..confirm

67. While placing an order, there is no need to _____.

Excite your reader….confirm

68. While placing an order, you don't need to _____.

Excite your reader…..confirm

69. _____ at the moment. I'll get to the market.

As it isn't raining……confirm

70. What is a buffer in a negative message?

It explains the reasons for the negative message

71. Which of the following words should be avoided when writing an adjustment grant?

Sorry, mistake , Problem All options

72. Which one of the following phrases are likely to offend and should be avoided?

I must refuse, we must deny….confirm

Remember own pryer

73. Do not begin an indirect message with _____.

A buffer….confirm

74. Which of the following is not a common problem that can cause poor organization of a message?

Using brainstorming technique…..confirm

75. 'Approving Credit' and 'Credit Reference' are the two types of positive responses to routine credit requests.

True……..confirm

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

Courteous close…….confirm

77. Your reason for communicating can usually be expressed in a sentence or two, but you will need more spaces or time to explain your point completely so that your audience will have no confusion or lingering doubt.

Necessary details…..confirm

78. Almost all business communication has two basic purposes: • To convey information • To produce in the audience a favorable (or at least accepting) attitude or response

Clear statement of the main idea….confirm

79. Whether written or oral, positive messages begin with a clear statement of the main idea, clarify any necessary details and end with a courteous close.

Organizing positive messages……confirm

80. A positive message begins with a clear statement of the main idea, clarifies any necessary details and end with a courteous close.

True…….confirm

81. _____ is a neutral statement which is meant to bring the audience in an accepting mood.

Bad news…..confirm

82. To encourage the future sale is one of the goals while answering request that involved no potential sale.

Remember own pryer

False…..confirm

83. To encourage the future sale is one of the goals while answering request that involved a potential sale.

True…..confirm

84. To leave your reader with a good impression of you and your firm , While answering requests that involved a potential sale

True…..confirm

85. To respond to the inquiry and answer all questions, While answering requests that involved a potential sale.

true …..confirm

86. To respond to the inquiry and answer all questions, While answering requests that involved not a potential sale.

False…..confirm

87. To leave your reader with a good impression of you and your firm , While answering requests that involved not a potential sale

False…..confirm

88. In business communications use the _____ format if the document will be sent to outside individuals.

Letter……confirm

89. Every sentence contains a subject and a

Predicate

90. To whom usually good will letters are written?

Customer…confirm

91. Requests for information and action have ---- types.

2

92. ----- is the process of drafting your message; polishing it is a later step.

Composition

93. ----- makes a statement of support for a candidate by assessing the applicants qualities and capabilities for performing a particular task.

Remember own pryer

Recommendation letters

94. Which one of the following is the part of Proposal Structure?

Introduction

95. The two principal documents that hold relative importance in a meeting are the---- and the ----

Agenda, meeting minutes

96. Which one of the following is not the part of Proposal Structure?

Subject

97. Choose the correct option from the following, are an essential component of almost all admissions, grant, and employment

References

98. Which of the following should you avoid when you are responding to a claim and your company is at fault?

Making a big apology

99. A message is a signal that serves as:

Informational report

100. .------ are an essential component of almost all admissions, grant, and employment processes as it provides a statement of support for a candidate.

References and recommendation

101. Choose the correct option from the following. While writing a ---- identify a specific area of employment, summarize your qualifications for the job, refer to an enclosed resume, and request the next step of the application process, usually an interview

Job application letter

102. Choose the correct option from the following. In business communications use the format if the information is being sent inside an organization.

Memorandum..confirm

Remember own pryer

103. In which direction does communication flow in a formal communication network.

Horizontal

104. Which of the following goals have to be kept in mind while writing bad news messages?

All options

105. Which of the following statements is false?

None. All of the above statements are correct

106. A flexible and efficient writing style that readers can understand in one reading.

I plain English

107. ---------- are Challenging to write because we know our readers will not be happy to receive the news.

Bad news messages

108. Which one of the following is the best expression to use with the customers for rejection.

I we have accepted the proposal from another builder.

109. Which is good advice when writing a memorandum?

Use a polite style for your colleagues. You can contract verbs, but do not be too informal

110. In which directions communication flow in a formal communication network?

Horizontal, downward and upward

111. Orders are considered one of the simplest types of _____.

Direct request

112. Use the indirect approach when the audience is_____.

Displaced

113. What is the first step in using the indirect plan ?

Remember own pryer

Put the audience in an accepting mood….confirm

114. The main idea of a business message is usually _____ which is/are concisely stated

One idea / Single most important idea…..confirm

115. An indirect organizational plan is a technical way to express a bad news and helps us to avoid a _____.

Blunt no

116. The _____ of an order letter is to provide the vendor with detailed instructions for fulfilling an order.

Objective….confirm

117. One of the two basic purposes of business communication is to _____ information.

Convey ……confirm

118. Adjustment letter is a letter in answer to a _____ letter. The answer may either be a refusal or a grant

Complaint …..confirm

119. A/An _____letter is a letter in answer to a complaint letter. The answer may either be a refusal or a grant.

Adjustment…..confirm

120. Adjustment are also called.

Claim settlements

121. HKB's store managers are certainly interested in helping Levi's increase sales, just as distributors are interested in filling the HKB order' this statement is an example of_____.

Direct request…..confirm

122. The return address in a letter represents_____.

The person writing the letter

Remember own pryer

123. When placing _____ you don't need to excite your reader's interest, just take your needs clearly and directly.

Order…..confirm

124. To decode a message is to:

Interpret a message

125. Customer services is the department of an organization that responds to inquiries or complaints from customers of that organization.

True….confirm

126. Which of the following is the first and the most essential step in writing bad news messages?

Buffer…..confirm

127. Application letters are usually just one page and consist of _____sections

THREE…..confirm

128. Customer service correspondence occurs in _____format.

Letterhead or postcard format……confirm

129. The purpose of giving complete _____ is to ensure that the audience has no confusion or lingering doubt about the message.

Supporting details……confirm

130. The indirect plan consists of _____ parts.

4…..confirm

131. Credit approvals mark the beginning of a business relationship with a _____.

Customer….confirm

132. In the organization of a direct request the very first step is to state the _____.

Main idea…confirm

133. Which of the following is a part of an indirect plan?

Remember own pryer

All option…..confirm

134. Bad news is not delivered directly as it falls under the category of _____messages.

Negative…..confirm

135. To encourage the future sale is one of the goals while answering request that involved no potential sale.

False……confirm

136. Claim is a legal demand or assertion by a claimant for _____ for a loss.

Reimbursement, payment and compensation…..all options…confirm

137. Which part of a routine reply or positive message should contain the details?

The opening of the message….confrim

138. In the organization of a direct request the very first step is to state the _____.

Main idea….confirm

139. the organization of a direct request the very 2nd step is to state the _____.

Give necessary details

140. the organization of a direct request the very 3rd step is to state the _____.

Close with a cordial request for specific action

141. One of the two basic information purposes of business communication is to _____ information.

Convey……confirm

142. Credit references are generally used to determine the credit worthiness of a person or individual.

True…confirm

143. Customer services is a department of an organization that responds to _____.

Remember own pryer

Inquiries or complaints…..confirm

144. In which direction does communication flow in a formal communication network ?

Horizontal downward and upward

145. Orders are considered one of the simplest types of?

Direct request

146. Use the indirect approach when the audience is ?

Displeased.

147. What is the first step in using the indirect plan?

Put the audience in an accepting mood

148. The main idea of a business message is usually _____ which is/are concisely stated.

One idea

149. An indirect organizational plan is a technical way to express bad news and help us to avoid a _____.

Blunt no

150. The _ of an order letter is to provide the vendor with detailed instruction for fulfilling and order.

Objective

151. One of the two basic purpose of business communication is to _____ formation.

Convey

152. The main address in a letter represents _____.

The person writing the letter

153. When placing_____ you don't need to excite your readers interest just state your needs clearly and directly.

Order

Remember own pryer

154. Credit approvals mark the beginning of a business relationship with a _____.

Customer

155. In the organization of a direct request the very first step is to state the ____.

Main idea

156. Which of the following is a part of an indirect plan?

All options

157. _____ are an essential component of our most are admission grants and employment processes.

References

158. The two basic strategies to communicate bad news on the direct plan and the indirect plan.

True…confirm

159. _____ makes a statement of support of a candidate by assessing the applicant's qualities and capabilities for performing a particular task.

Recommendation letters

160. Which of the following elements relate to the organizing direct request?

Main idea, necessary details and specific action

161. In increase the future sell is one of the goals while answering request that involve no potential sale.

True

162. _____ is the information, the name of an individual is the name of an organization that can provide details about an individual's past track with credit.

Credit reference

163. Which of the following is a purpose of writing courteous close?

All options…..confirm

164. A message organized by direct plan starts with a buffers statement .

Remember own pryer

True

165. One should be careful about the chances of being_____ while making a direct request.

All options

166. An indirect organizational plan is a technical way to express bad news and help us to avoid a _____.

Negative decision

167. To give your readers a feeling about their welfare on your part makes the message……

Sucessful

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

Memorandum….confirm

169. In the _____report, present the main pieces of knowledge communicated in the literature and identity find some significant gap in this knowledge.

Literature review

170. I n report writing a _____ is a declarative sentence which summarizes the specific topic and goals of a document.

Purpose statement

171. Which of the following report is based on observation and experiment instead of theory?

Empirical research report

172. Read the following statements and select the one free from gender bias.

Should his students paper according to this state of pre-determind guidance)

173. Which of the following errors does a sentence containment it has long strings modifiers are nouns ?

Remember own pryer

Stack modifier

174. What is the last step in planning a report?

In treading your investigation and research

175. Which of the following you should avoid while writing a claim letter?

A complaining tone

176. A message organized by using direct plan starts with a buffer statement

False…confirm

177. A bad news message organized on the direct plan starts with a clear statement.

True….confirm

178. While writing bad news message, avoid blunt statements that are likely to cause pain and anger.

True…confirm

179. _____ letter is written to offer a brief description of the cause of dissatisfaction and prepare the necessary action.

Adjustment

180. Buffer statement constitutes the _____ part of a bad news message written in indirect organizational plan.

First

181. One of the two basic purposes of business communication is to _____ information.

Convey

182. You can communicate negative news without being negative by:

Pointing out the positive aspects of a situation, if any, telling what you can do, not just what you can't do.

183. To give your readers a feeling about their welfare on your part makes the message _____.

Successful….confirm

Remember own prver

184. Which one of the following is mostly used to handle repetitive routine queries?

A computerized form response….confirm

185. When no special persuasion is needed, the use of _____ is recommended.

Direct request

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

Memorandum….confirm

187. Letters of _____ are extremely important in decisions to hire, admit an individual and to award a scholarship or grant

Recommendation

188. Identity the statement which should not be included in ' NECESSARY DETAILS' section of a positive message.

Provide buffer statement…..confirm

189. Which one of the following media would be the best choice when you have to deny a promotion to a long-term employee?

A face-to-face meeting

190. Which one of the following is a specialized document prepared to share relevant information with the media?

An email….confirm

191. Which of the following is an essential component of employment process?

Refrences ….confirm

192. Will you please provide the details of the equipment utilization for the last quarter ? This statement is an example of:

An indirect approach….confirm

193. Which of the following options is likely to offend and should be avoided?

Remember own pryer

We must turn down…..confirm

194. Which of the following phrases are likely to offend and should be avoided.

We must deny….confirm

195. Which of the following phrases are likely to offend and should be avoided.

We must reject the proposal ….confirm

196. Which of the following phrases are likely to offend and should be avoided.

We cannot afford to

197. While communicating, do not leave your audience in _____.

Doubt….confirm from net

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

Direct plan …..confirm

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

Indirect plan….confirm

200. Which of the following is a method to communicate bad news to the customer?

All options

201. Letters of recommendation are extremely important.

All options

202. Positive message end with _____.

A courteous close

203. The tone of an inquiry letter should be _____ so that the recipient may identity and provide the required information.

Aggressive

204. An information against the expectations of _____ is considered bad news.

All options

Remember own pryer

205. **Letters of _____are extremely important in decisions to hire, admit an individual, and to award a scholarship or grant.**

Recommendation

206. **Claim letter is also called :**

Complaint letter…confirm

207. **Which of the following is a method to communicate bad news to the customer?**

All option

208. **Letters of recommendation are extremely important**

All options

209. **Positive messages end with_____.**

A certeous close

210. **Various technique are used to generate correspondence back to the customer.**

True…..confirm

211. **A _____ is the information, the name of an individual, or the name of an organization that can provide details about an individual's past track record with credit.**

Credit reference

212. **The careless handling of the bad news may result in a/an _____on the part of the customer.**

Emotional reaction…..confirm

213. **While writing bad news message, avoid blunt statements that are likely to cause pain and anger.**

True

214. **While writing bad news message Do not overemphasize the positive.**

True

Remember own pryer

215. _____are essential component of almost all admissions, grant and employment processes as it provides a statement of support for a candidate.

References and recommendations

216. In the organization of a direct request the way first step is to state the _____.

Main idea

217. Positive message end with_____.

A courteous close

218. The buffer puts an audience in _____.

An accepting mood…confirm

219. Which of the following is a method to communicate bad news to the customer?

All options

220. Be aware of the difference between a _____ request in question form and a question that is part of a request.

Polite….confirm

221. Claims is a legal demand or assertion by a claimant for _____ for a loss

All options

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

To establish a relationship

223. The main idea is the single _____ idea concisely stated.

Most important

224. For a recommender _____ in recommendation is a must.

Honesty

225. Application letters are usually just one page and consists of _____ section.

Three…..confirm

Remember own pryer

226. **Which of the following are appropriate for larger orders?**

Acknowledge…confirm

227. **_____are appropriate for large orders, first orders, and orders that cannot be filled right away.**

Acknowledge…confirm

228. **In bad news messages, you as a business person need to help your audience remain _____ towards your business and possibly towards you.**

Disposed…confirm

Remember own pryer



ENG201-Quiz#3 2021

By CS & IT CXN

For WhatsApp Study Group Contact at +971555746889

ENG201:Quiz 3

Quiz Start Time: 02:01 AM, 24 February 2021

Question # 2 of 10 (Start time: 02:03:15 AM, 24 February 2021)

Total Marks: 1

Choose the correct option for the following expression:
During the time that

Select the correct option

- Wordy
- Concise

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ENG201:Quiz 3

Quiz Start Time: 02:01 AM, 24 February 2021

Question # 3 of 10 (Start time: 02:04:44 AM, 24 February 2021) **Total Marks:** 1

The _____technique is used in paragraph development to provide a physical picture or functional view of the subject.

Select the correct option

- narration
- exemplification
- process
- description

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ENG201:Quiz 3

Quiz Start Time: 02:01 AM, 24 February 2021

Question # 4 of 10 (Start time: 02:05:38 AM, 24 February 2021)

Total Marks: 1

The writer attempts to solve a problem by evaluating options and suggesting solutions in .....

Select the correct option

- progressive report
- short report
- an analysis report
- comprehensive report

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ENG201:Quiz 3

Quiz Start Time: 02:01 AM, 24 February 2021

Question # 5 of 10 (Start time: 02:07:07 AM, 24 February 2021)

Total Marks: 1

Choose the correct sentence.

Select the correct option

- ○ Sometimes students fail to score well on examinations because they are nervous.
- ○ Sometimes students fail score well in examinations because they are nervous.
- ● Sometimes students fail to score well in examinations because they are nervous.
- ○ Sometimes students fail to score too well in examinations because they are nervous.

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ENG201:Quiz 3

Quiz Start Time: 02:01 AM, 24 February 2021

Question # 6 of 10 (Start time: 02:08:40 AM, 24 February 2021)

Total Marks: 1

How many students in your class ..... from Lahore?

Select the correct option

- comes
- come
- came
- are coming

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ENG201:Quiz 3

Quiz Start Time: 02:01 AM, 24 February 2021

Question # 7 of 10 (Start time: 02:10:05 AM, 24 February 2021)

Total Marks: 1

Agreement between subject and verb and between pronoun and its antecedent is important for paragraph _____.

Select the correct option

- inappropriateness
- coherence
- wordiness
- faulty

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ENG201:Quiz 3

Quiz Start Time: 02:01 AM, 24 February 2021

Question # 8 of 10 (Start time: 02:10:58 AM, 24 February 2021) **Total Marks: 1**

Which of the following writing techniques should be used to track the development of one situation or event out of another?

Select the correct option

- ○ Analysis
- ○ Comparison and Contrast
- ● Cause and Effect
- ○ Definition

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Click to Save Answer & Move to Next Question

BC200202396: MUHAMMAD FAIZAN

Time Left 6 sec(s)

ENG201:Quiz 3

Quiz Start Time: 02:01 AM, 24 February 2021

Question # 9 of 10 (Start time: 02:11:50 AM, 24 February 2021) Total Marks: 1

_____is anything that links one sentence or paragraph to another.

Select the correct option

- Cohesion
- Unity
- Transition
- Coherence

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ENG201:Quiz 3

Quiz Start Time: 02:01 AM, 24 February 2021

Question # 10 of 10 (Start time: 02:13:21 AM, 24 February 2021)

Total Marks: 1

_____ use of long strings of modifiers or nouns.

Select the correct option

- Encourage
- Avoid
- Determine
- None of the above

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ENG201:Quiz 3

Quiz Start Time: 02:01 AM, 24 February 2021

Question # 1 of 10 (Start time: 02:01:59 AM, 24 February 2021) **Total Marks:** 1

What do you understand by Paragraph Coherence?

Select the correct option

- ○ Sense should be clear
- ○ Logical fact should be organized
- ○ Have a proper beginning and ending.
- ● All of the above

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_____ would usually include derivations of equations, tables of raw data, sample equations.

Select the correct option

- ○ Glossary
- ○ Recommendation (section)
- ● Appendix
- ○ All of the above

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Click to Save Answer & Move to Next Question

Question # 4 of 10 (Start time: 02:26:06 AM, 24 February 2021) **Total Marks:** 1

Lack of information often leads a writer towards the production of a/an _____ text.

Select the correct option

- (●) irrelevant
- ( ) coherent
- ( ) oriented
- ( ) ambiguous

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Click to Save Answer & Move to Next Question

Question # 3 of 10 (Start time: 02:24:56 AM, 24 February 2021) **Total Marks:** 1

Which of the following writing techniques has been used in the following sentence?

"I feel like a fish out of water".

Select the correct option

- ○ Analogy
- ● Cause and Effect
- ○ Description
- ○ Process

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STAY CONNECT WITH YOUR CIRCLE

Click to Save Answer & Move to Next Question

Question # 6 of 10 (Start time: 02:28:48 AM, 24 February 2021) Total Marks: 1

Hoping to garner favor, my parents were sadly unimpressed with the gift. The given sentence is an example of_____.

Select the correct option

- choppy sentence
- sentence fragment
- comma splice
- dangling modifier

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Click to Save Answer & Move to Next Question

ENG201:Quiz 3

Quiz Start Time: 02:22 AM, 24 February 2021

Question # 7 of 10 (Start time: 02:30:21 AM, 24 February 2021) **Total Marks: 1**

The best way to write a business plan is to use a standard template provided by one of the banks or specialist business planning software.

Select the correct option

- ○ True
- ● False

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Click to Save Answer & Move to Next Question

Question # 5 of 10 (Start time: 02:27:15 AM, 24 February 2021) Total Marks: 1

Choose the best option:

'Went to the market to buy a pair of sandals' is an example of _____.

Select the correct option

- compound sentence
- sentence fragment
- simple sentence
- adjective phrase

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Click to Save Answer & Move to Next Question

Question # 9 of 10 (Start time: 02:32:50 AM, 24 February 2021) Total Marks: 1

Choose the correct title for the given statement:
_____ is the problem of not being able to think of something to write about or not being able to finish writing a story, poem, etc.

Select the correct option

- Intellectual deficiency
- Reader's block
- Writer's block
- All of the above

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Click to Save Answer & Move to Next Question

_____ would usually include derivations of equations, tables of raw data, sample equations.

Select the correct option

- ○ Glossary
- ○ Recommendation (section)
- ● Appendix
- ○ All of the above

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Click to Save Answer & Move to Next Question

Question # 8 of 10 (Start time: 02:31:35 AM, 24 February 2021) Total Marks: 1

Writing style is a result of _____ structure.

Select the correct option

- (●) report
- ( ) letter
- ( ) sentence
- ( ) story

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Click to Save Answer & Move to Next Question

Which one of the following options produces a fused sentence?

Select the correct option

- ○ Two independent clauses run together without punctuation
- ● Two independent clauses linked with just a comma
- ○ Replace the comma with a coordinating conjunction
- ○ All of the above

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Click to Save Answer & Move to Next Question

A body infection is compared with an invading army of attacking organisms is an example of _____.

Select the correct option

- conjunction
- verb
- similie
- analogy

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Click to Save Answer & Move to Next Question

ENG201:Quiz 3

Quiz Start Time: 02:36 AM, 24 February 2021

Question # 10 of 10 (Start time: 02:44:32 AM, 24 February 2021)

Total Marks: 1

Which of the following is not a recognized type of plan?

Select the correct option

- Succession
- Ad-hoc

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ENG201:Quiz 3

Quiz Start Time: 02:36 AM, 24 February 2021

Question # 6 of 10 (Start time: 02:39:42 AM, 24 February 2021)

Total Marks: 1

Which of the following writing techniques has been used in the following sentence?

"I feel like a fish out of water".

Select the correct option

- (●) Analogy
- ( ) Cause and Effect
- ( ) Description

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ENG201:Quiz 3 Quiz Start Time: 02:36 AM, 24 February 2021

Question # 5 of 10 (Start time: 02:39:18 AM, 24 February 2021) Total Marks: 1

Which of the following is discovered during the Editing Phase?

Select the correct option

- Gunning's Fog Index
- Writer's Block
- Organizational Problems
- Situational Problems

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ENG201:Quiz 3

Quiz Start Time: 02:36 AM, 24 February 2021

Question # 4 of 10 (Start time: 02:38:39 AM, 24 February 2021)

Total Marks: 1

Choose the correct option:

The title page of a report should be ----- from top to bottom and from left to right.

Select the correct option

- unbalanced
- haphazard
- balanced

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ENG201:Quiz 3 Quiz Start Time: 02:36 AM, 24 February 2021

Question # 7 of 10 (Start time: 02:41:12 AM, 24 February 2021) Total Marks: 1

_____prose often serves as the raw material for more elaborate forms of analytical prose.

Select the correct option

- Figurative
- Descriptive
- Numerical
- Metaphoric

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ENG201:Quiz 3

Quiz Start Time: 02:36 AM, 24 February 2021

Question # 2 of 10 (Start time: 02:37:30 AM, 24 February 2021)

Total Marks: 1

_____is anything that links one sentence or paragraph to another.

Select the correct option

- Cohesion
- Unity
- Transition
- Coherence

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ENG201:Quiz 3

Quiz Start Time: 02:36 AM, 24 February 2021

Question # 1 of 10 (Start time: 02:36:34 AM, 24 February 2021) **Total Marks: 1**

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

Select the correct option

- (●) optional
- ( ) important
- ( ) inconvenient
- ( ) none of the above

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ENG201:Quiz 3 Quiz Start Time: 02:36 AM, 24 February 2021

Question # 3 of 10 (Start time: 02:38:13 AM, 24 February 2021) Total Marks: 1

Narration follows _____ pattern of development.

Select the correct option

- alphabetical
- chronological
- logical
- haphazard

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ENG_201

Business and Technical English Writing

Quiz No.3 Fall 2022
Full Solution

Total Marks: 10 **Due date: 28/12/2022**

ZOOLOGY
LEGENDS

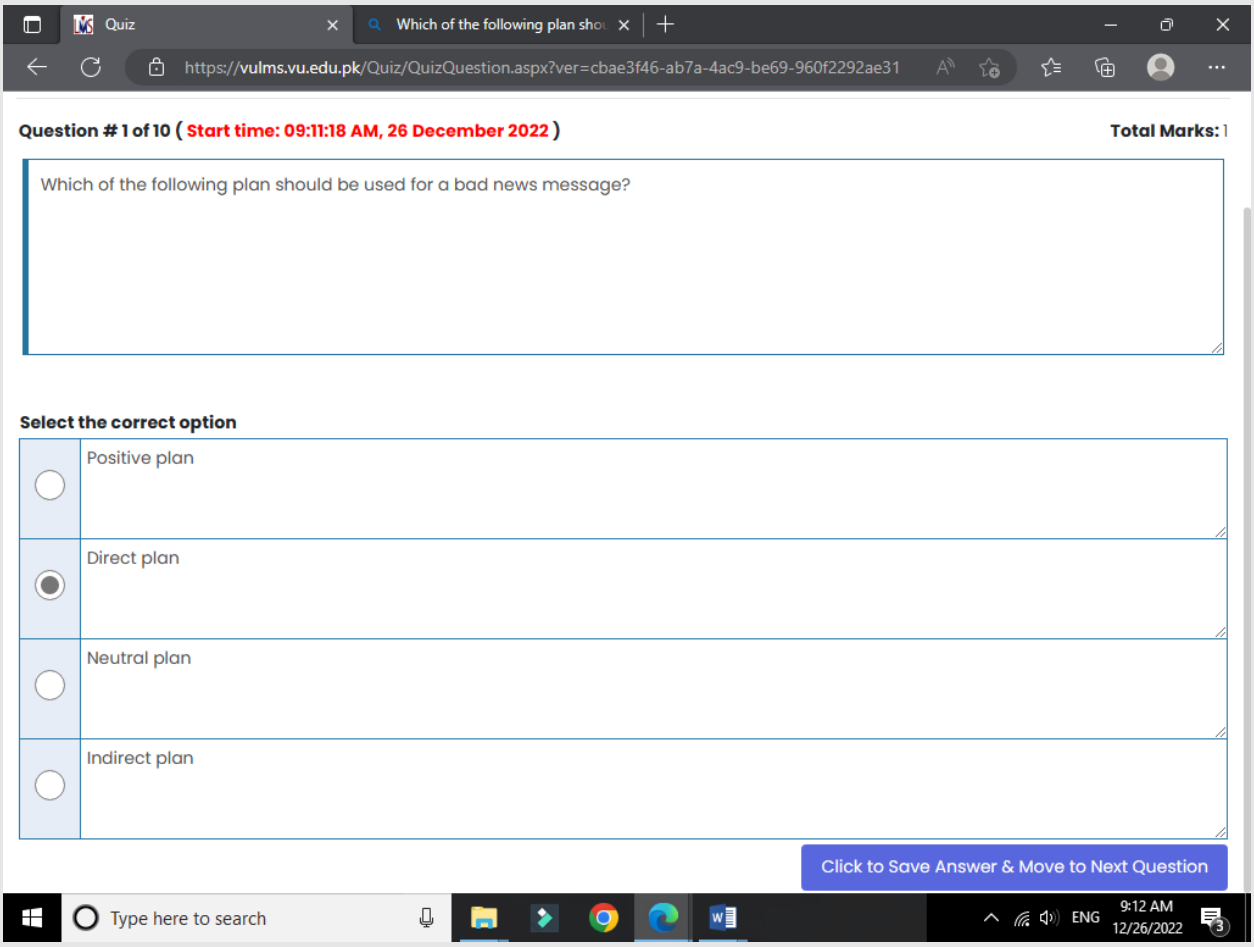
"Don't Stop When you Tired, Stop When you Done"

0304-4756496

MUHAMMAD ZAMAN

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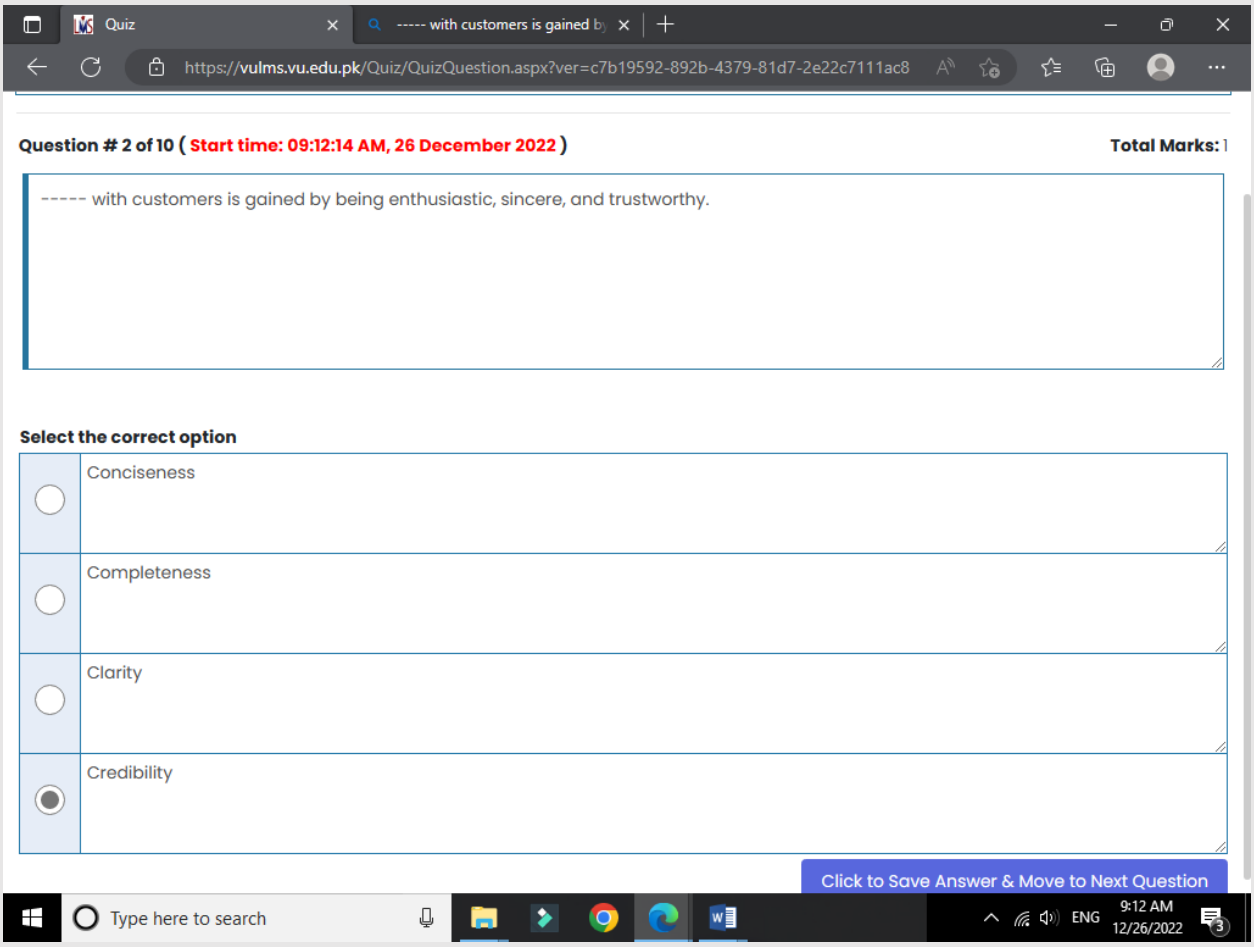
Which of the following plan should be used for a bad news message?



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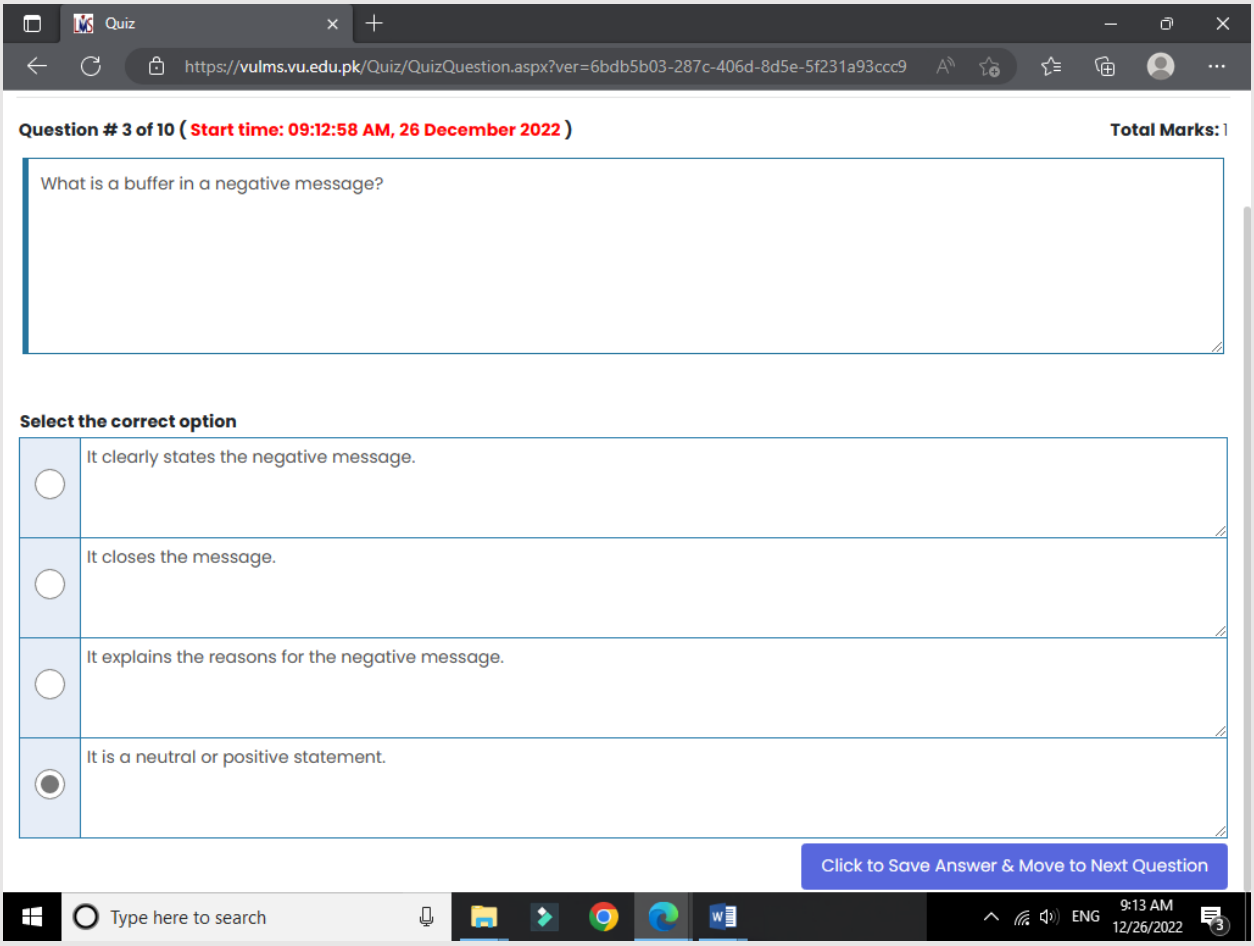
— with customers is gained by being enthusiastic, sincere, and trustworthy.



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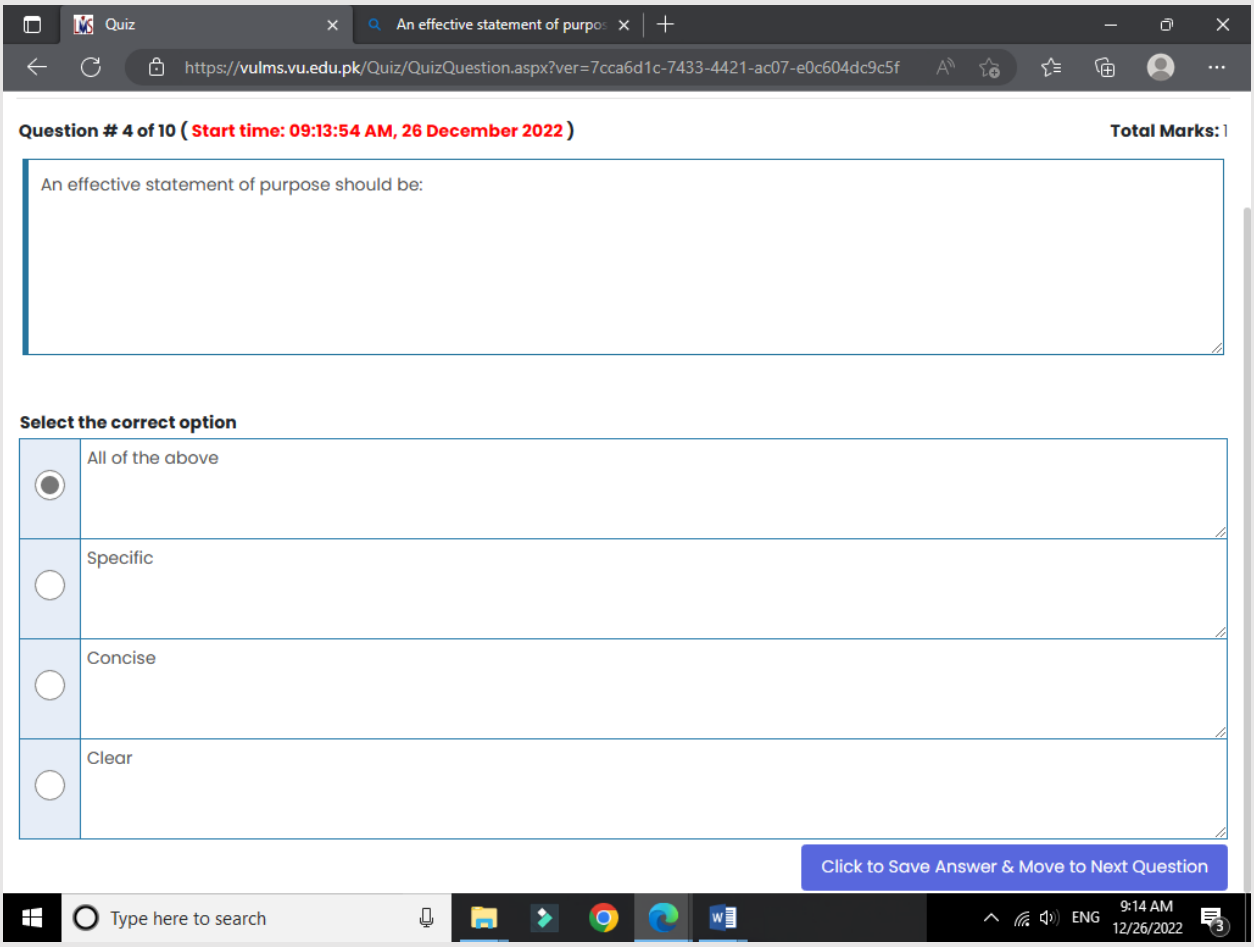
What is a buffer in a negative message?



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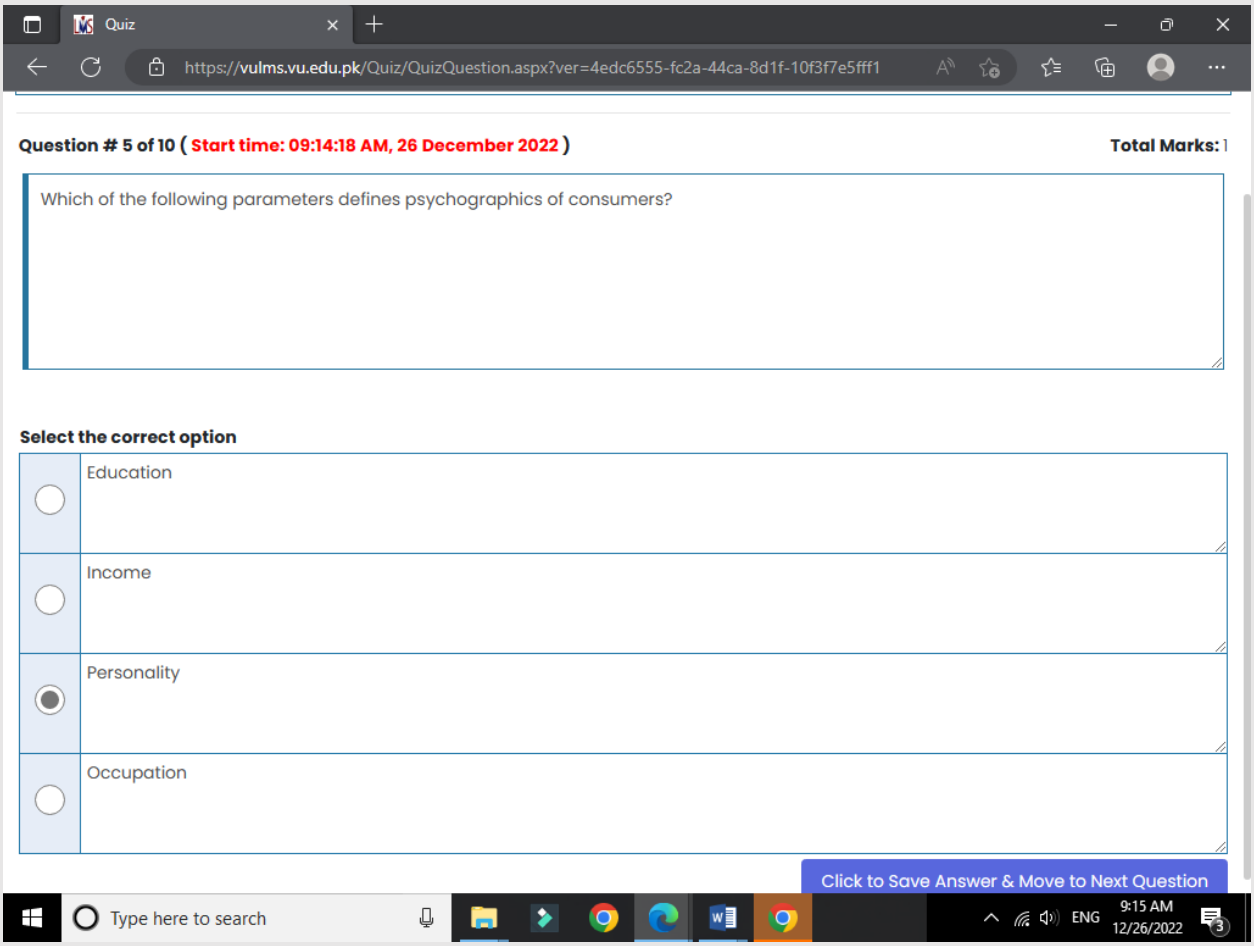
An effective statement of purpose should be:



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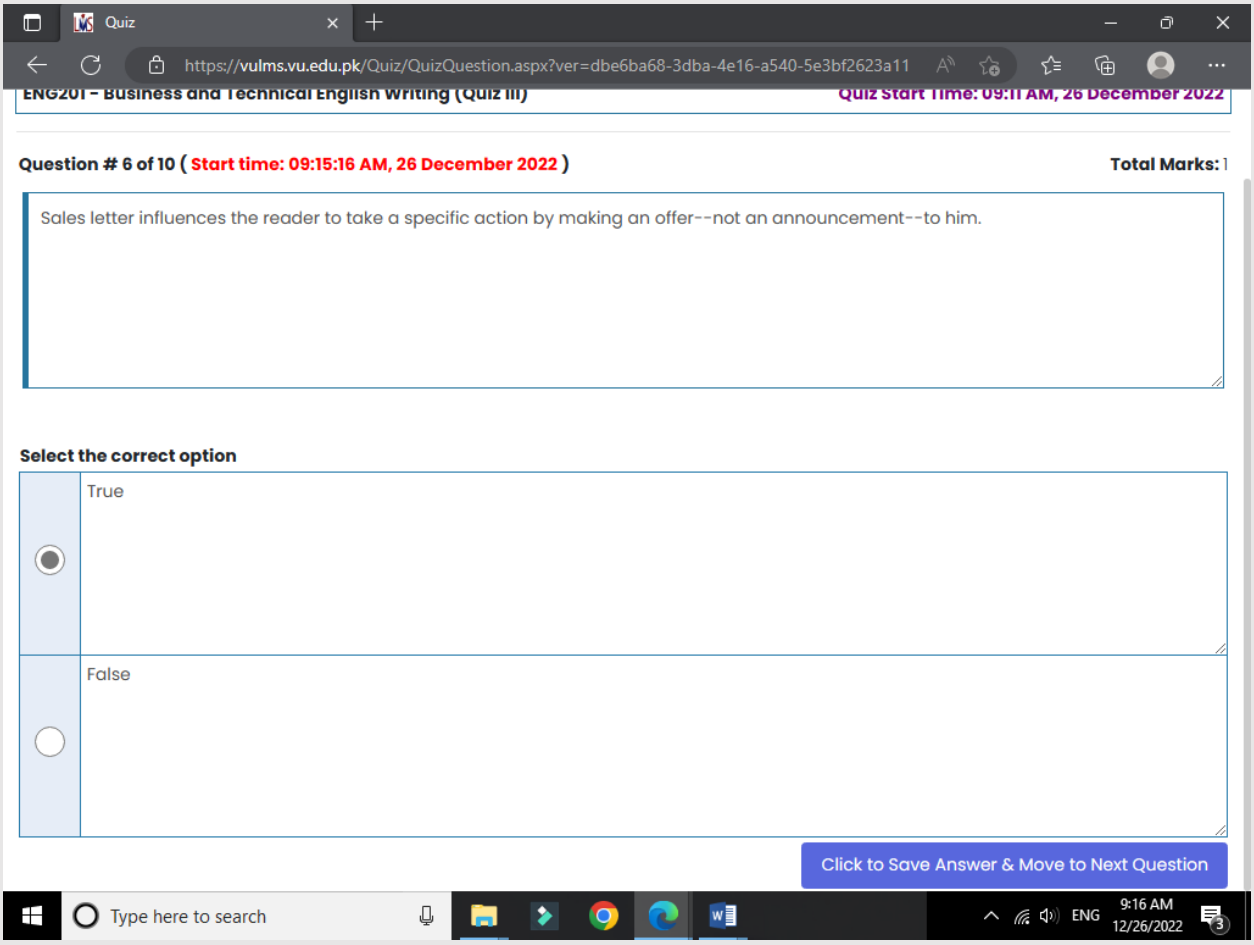
Which of the following parameters defines psychographics of consumers?



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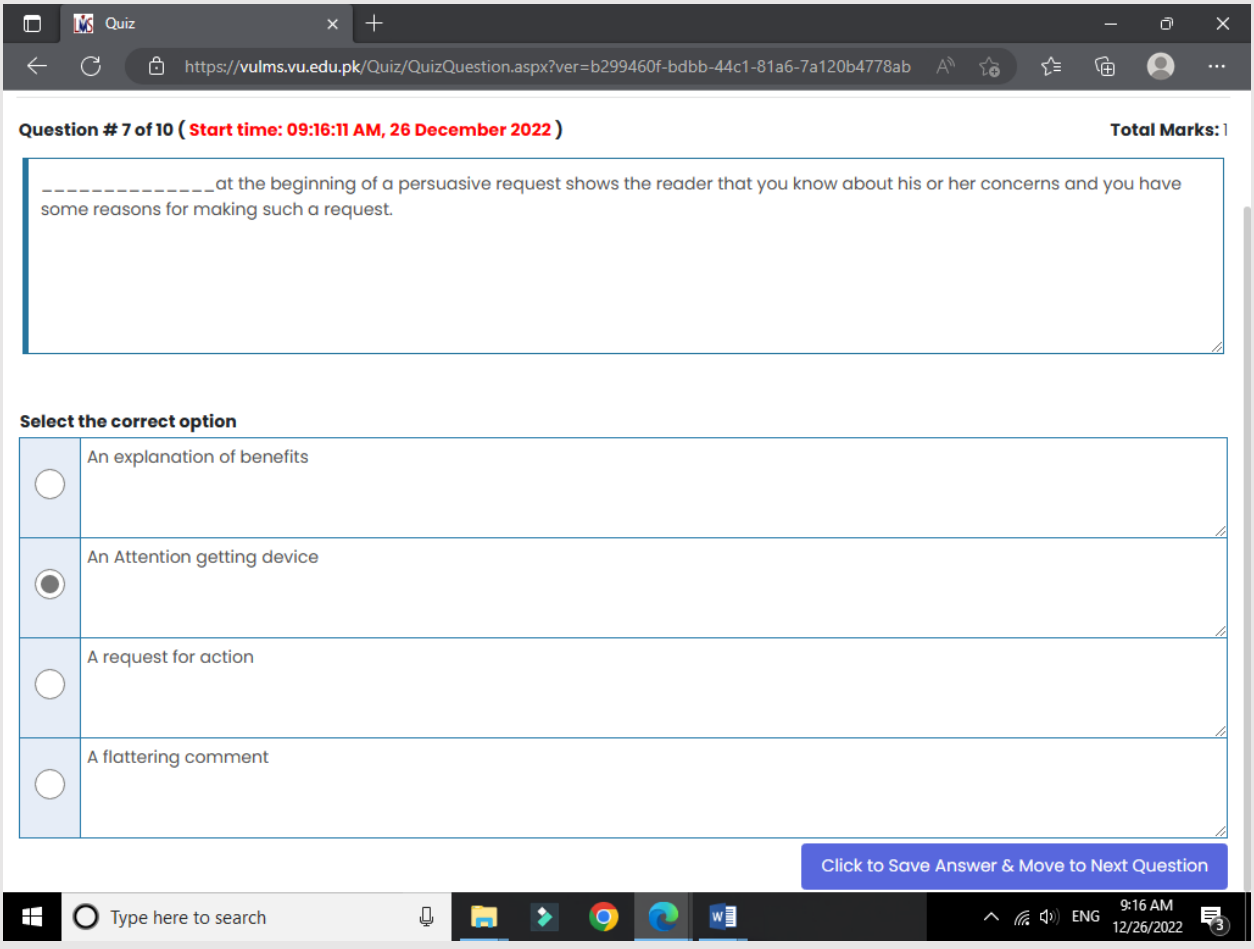
Sales letter influences the reader to take a specific action by making an offer–not an announcement–to him.



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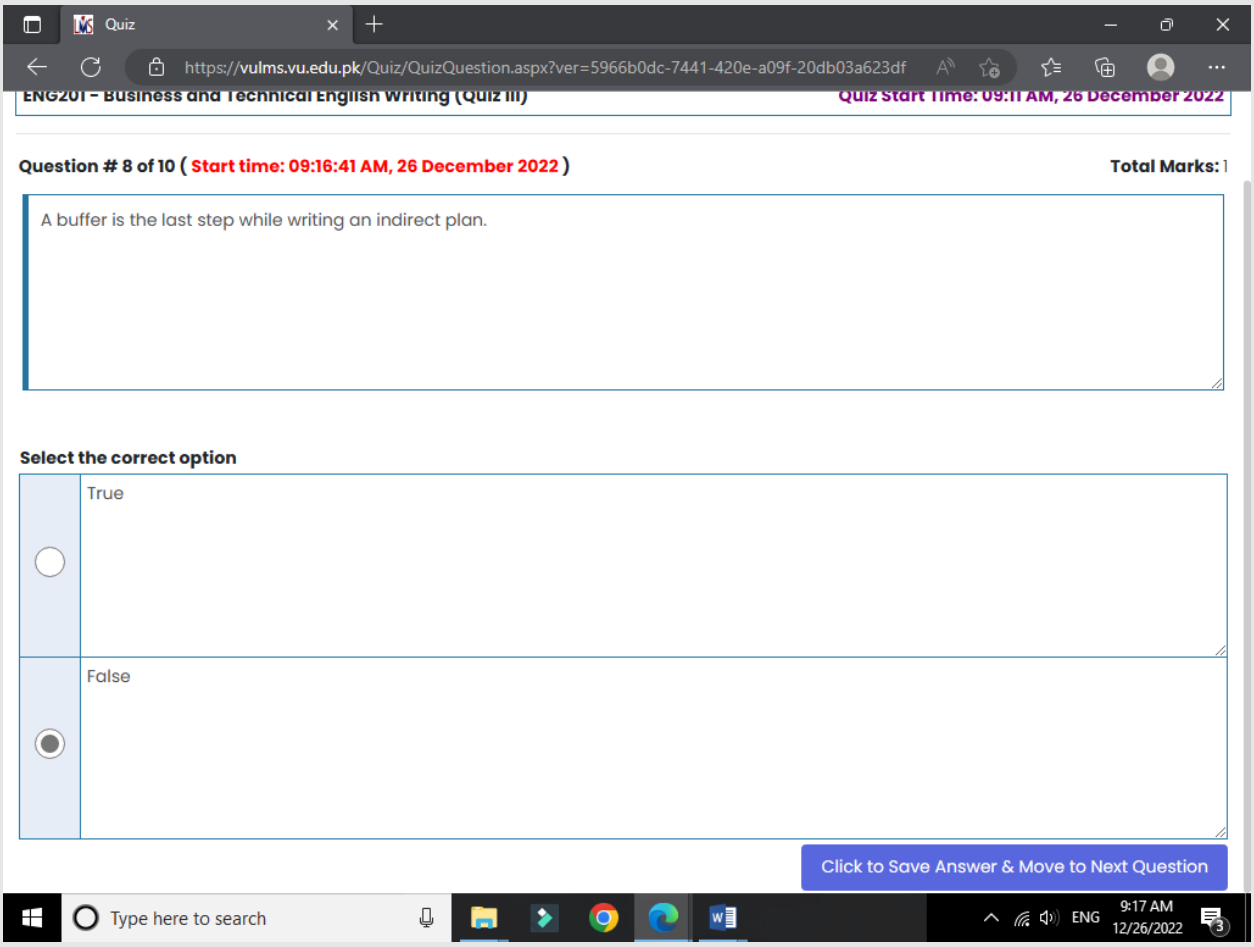
_____at the beginning of a persuasive request shows the reader that you know about his or her concerns and you have some reasons for making such a request.



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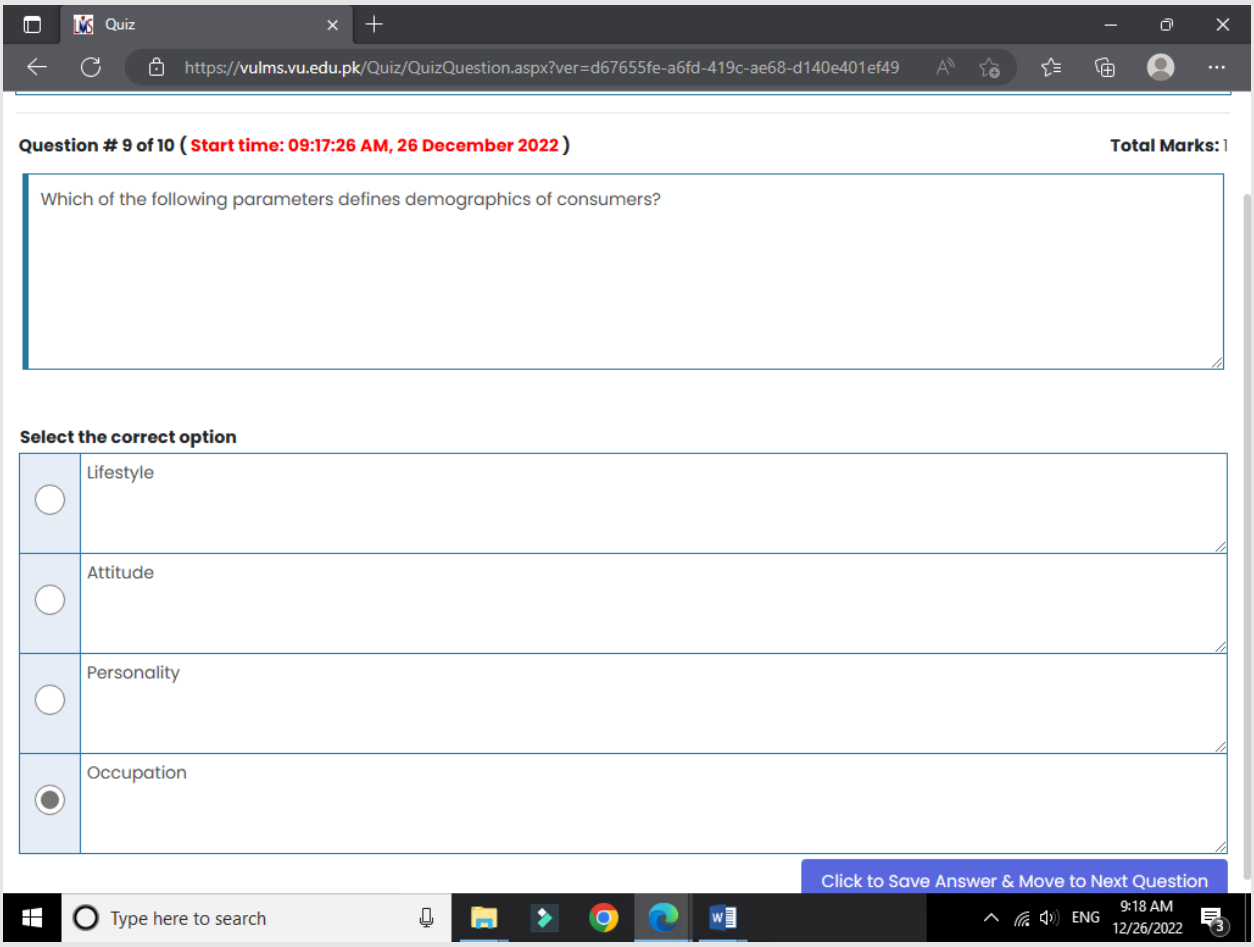
A buffer is the last step while writing an indirect plan.



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Which of the following parameters defines demographics of consumers?

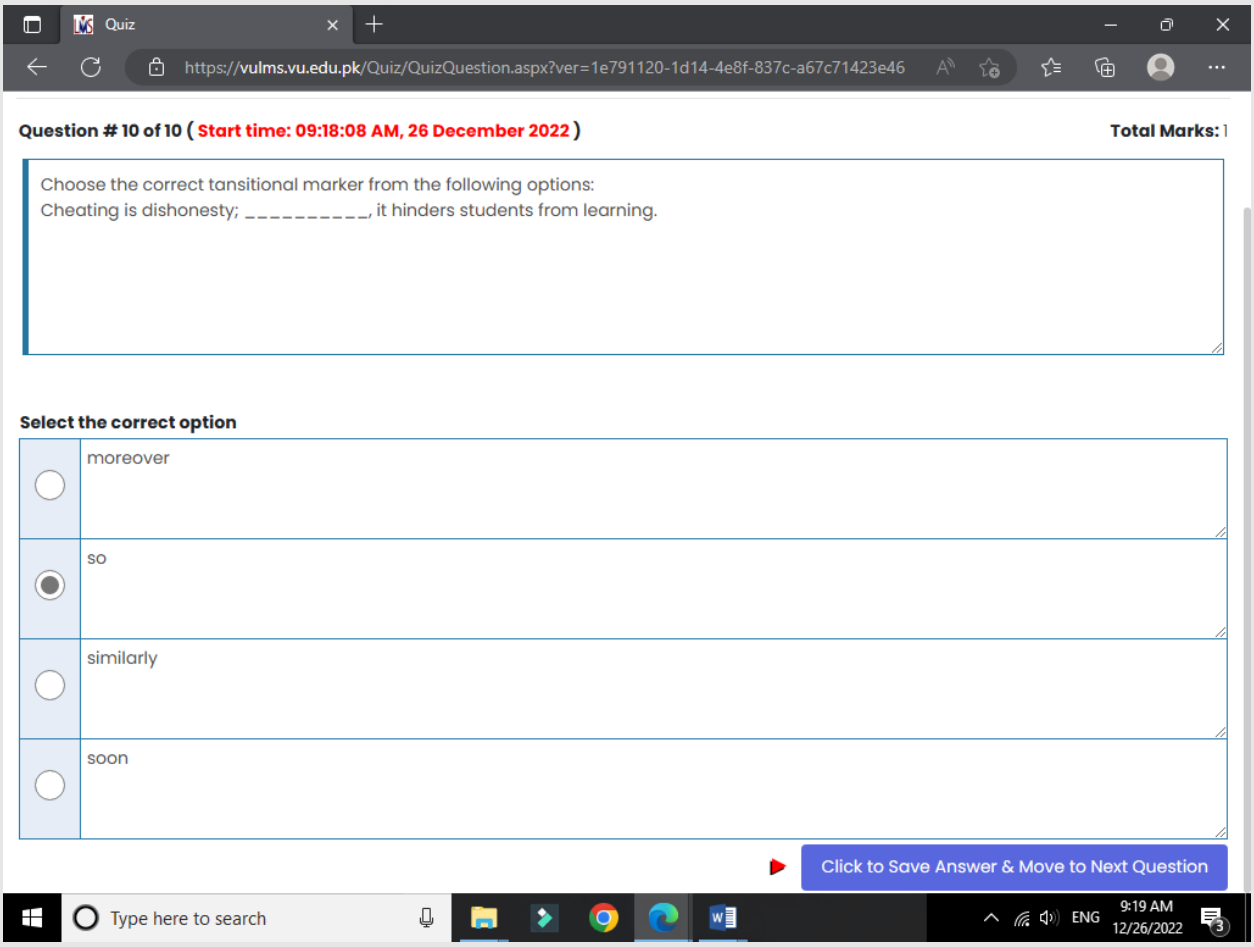


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Choose the correct tansitional marker from the following options:

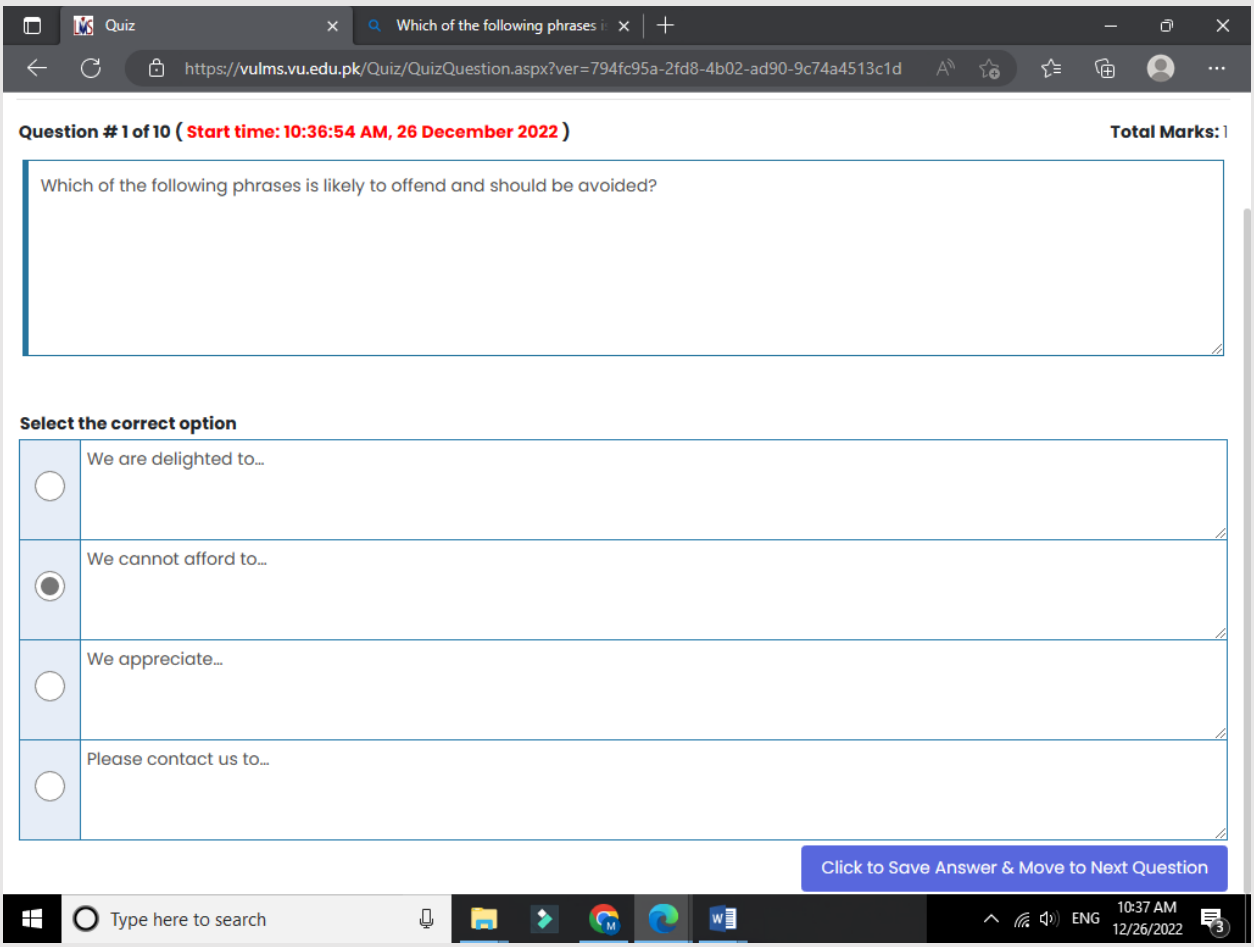
Cheating is dishonesty; _____, it hinders students from learning.



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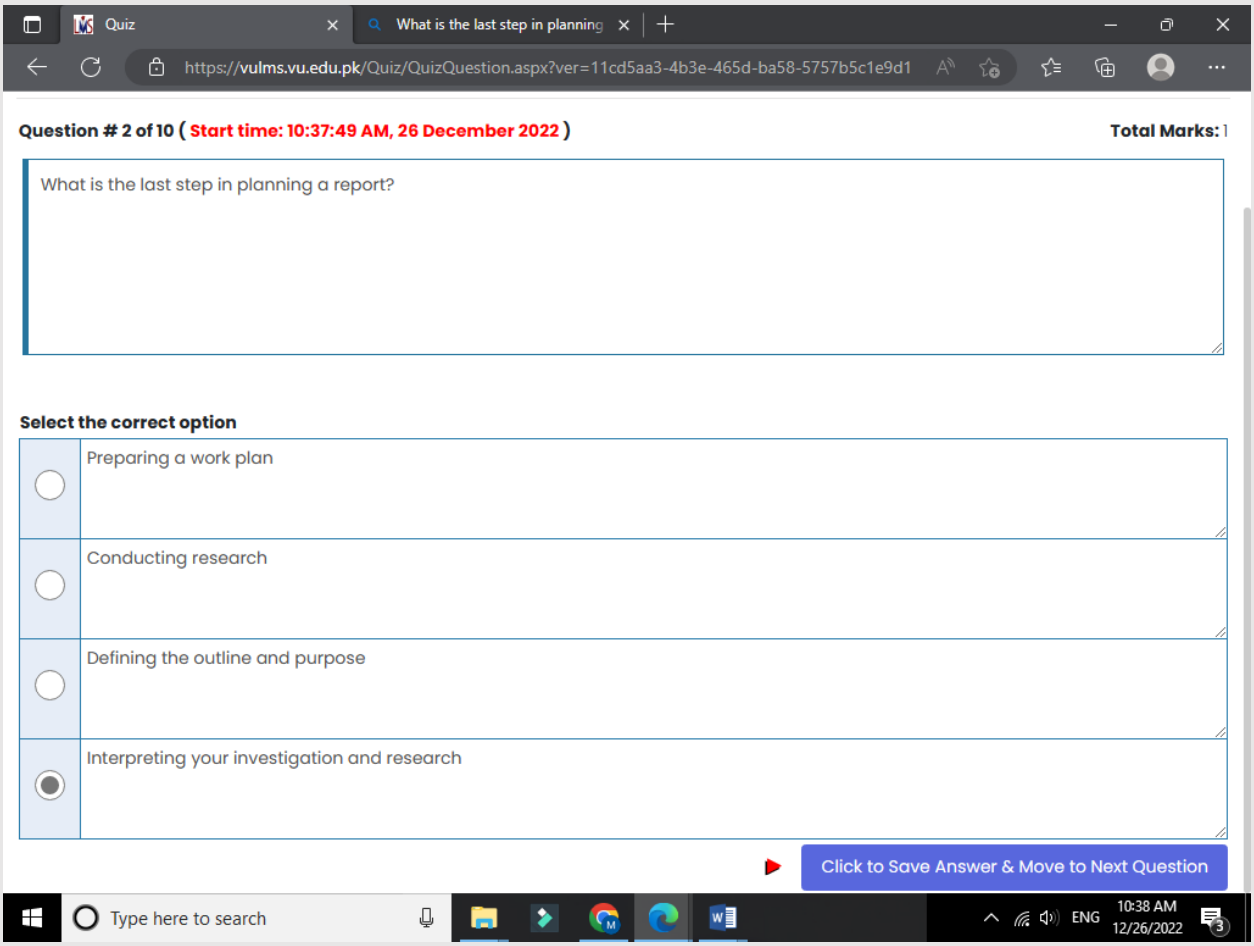
Which of the following phrases is likely to offend and should be avoided?



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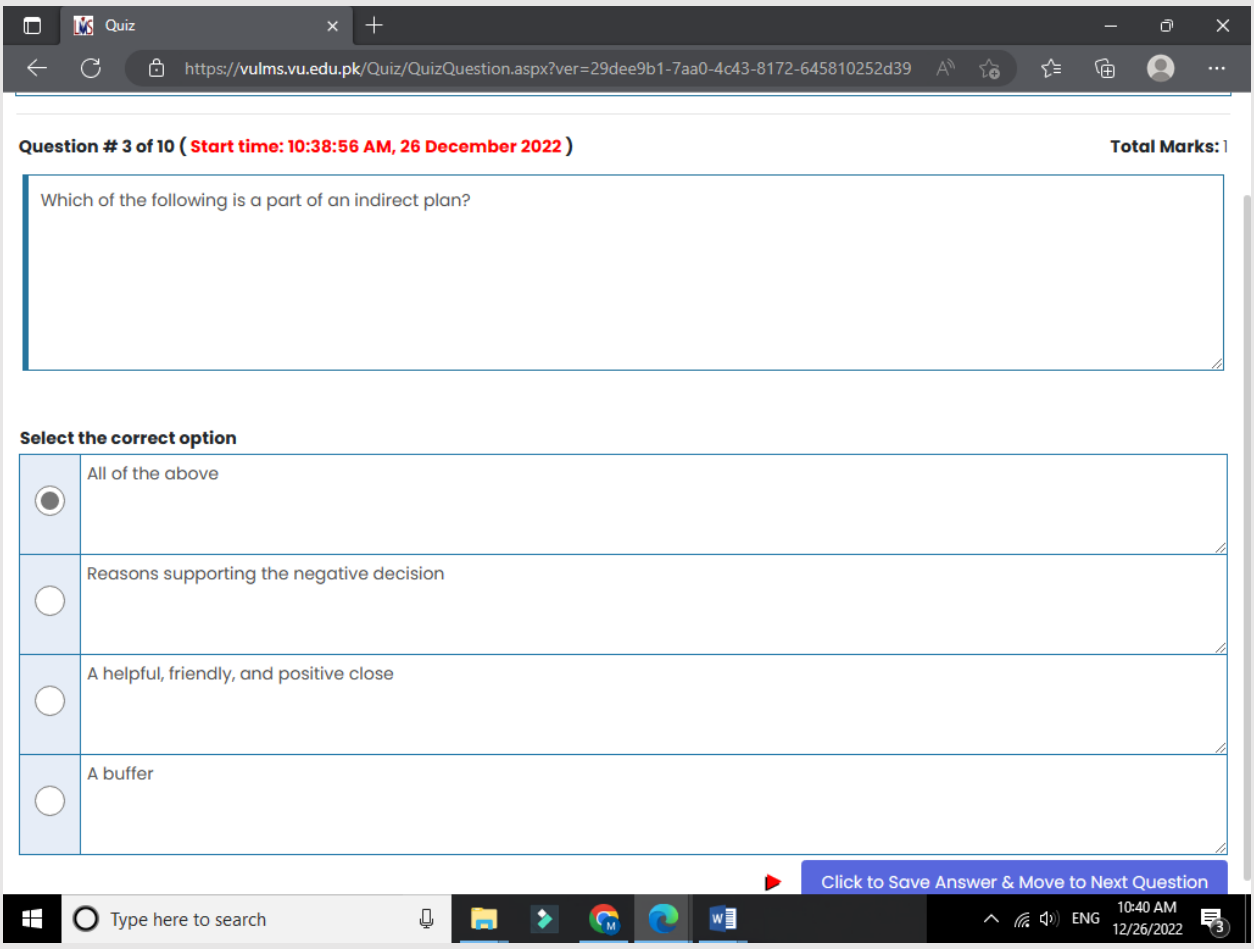
What is the last step in planning a report?



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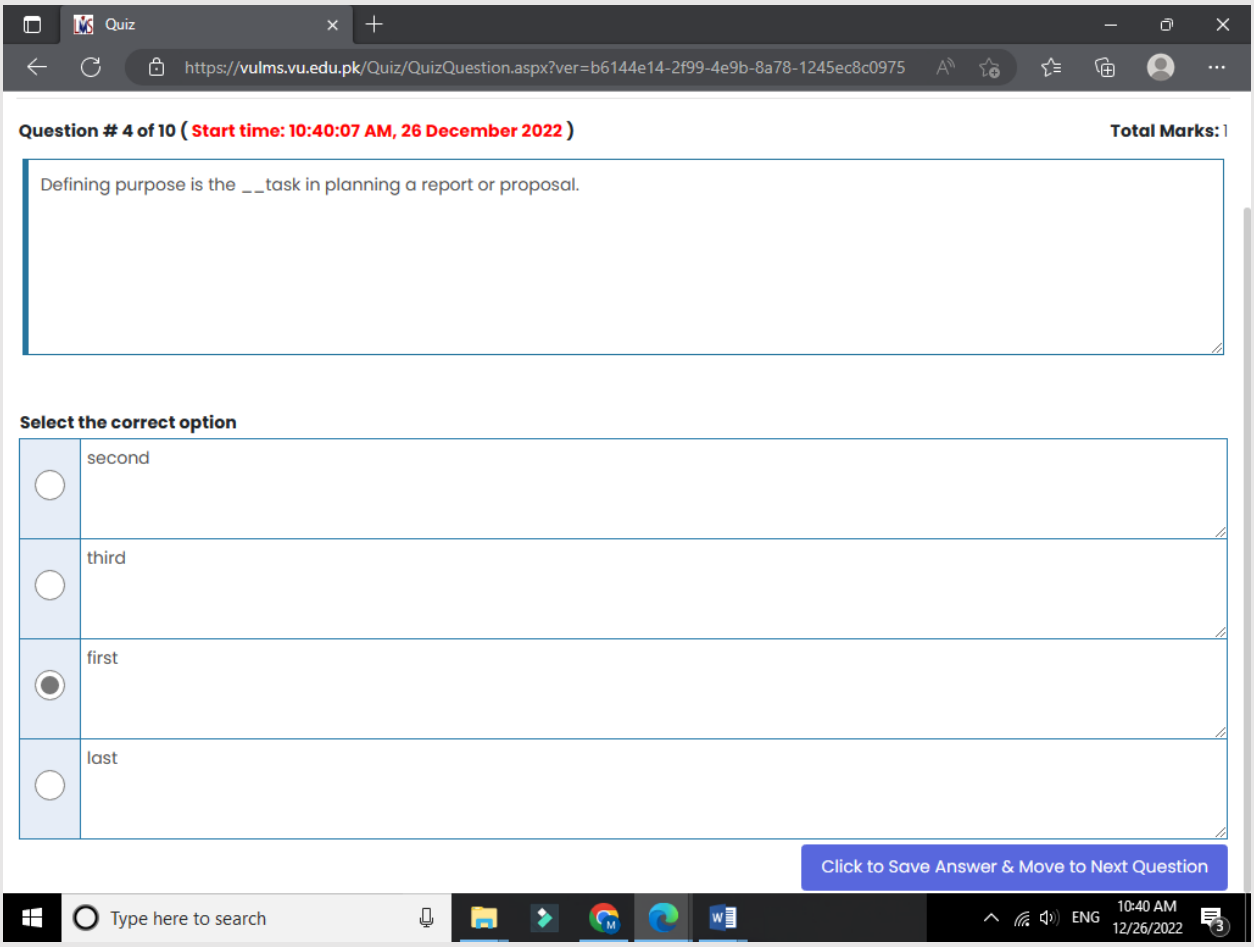
Which of the following is a part of an indirect plan?



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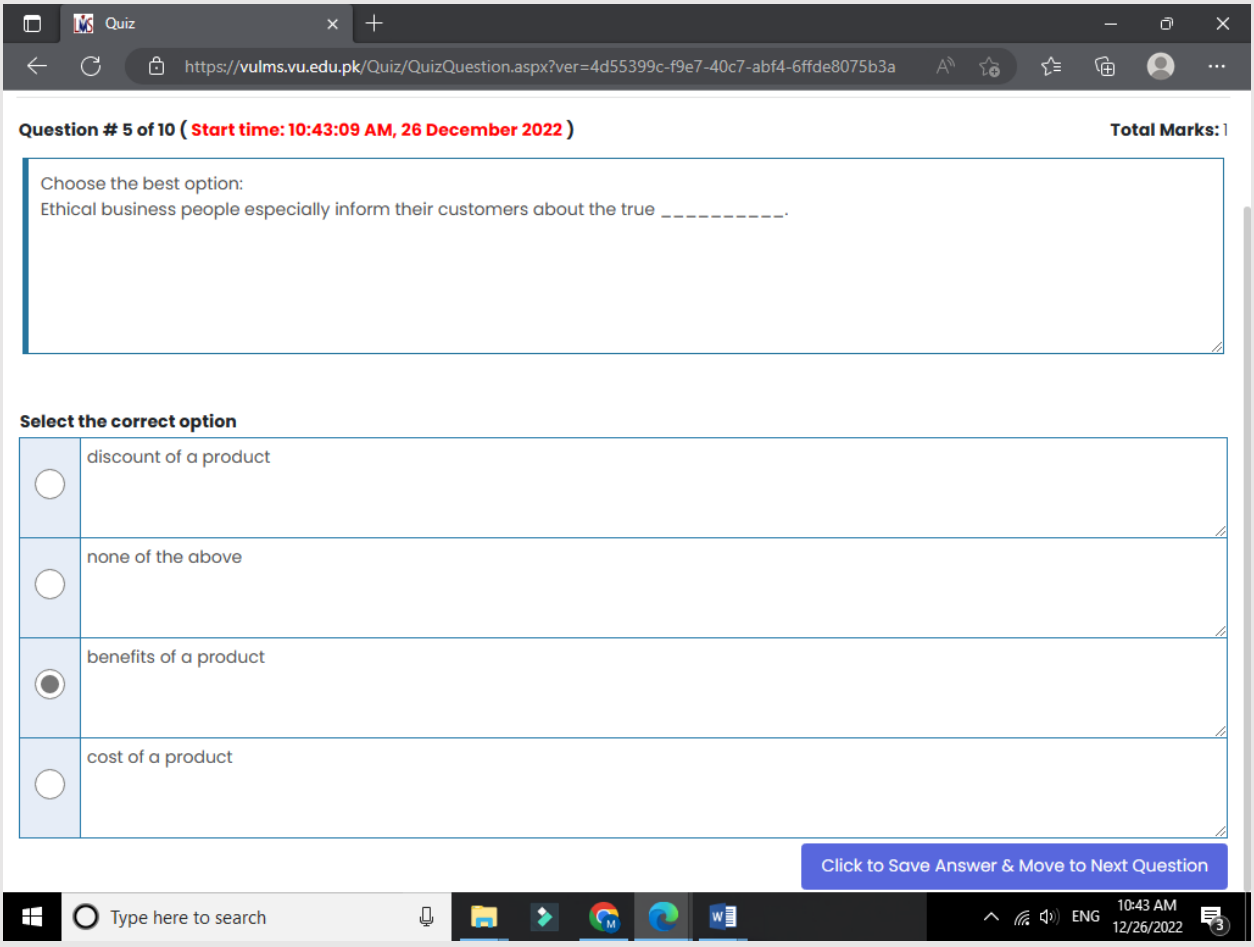
Defining purpose is the __task in planning a report or proposal.



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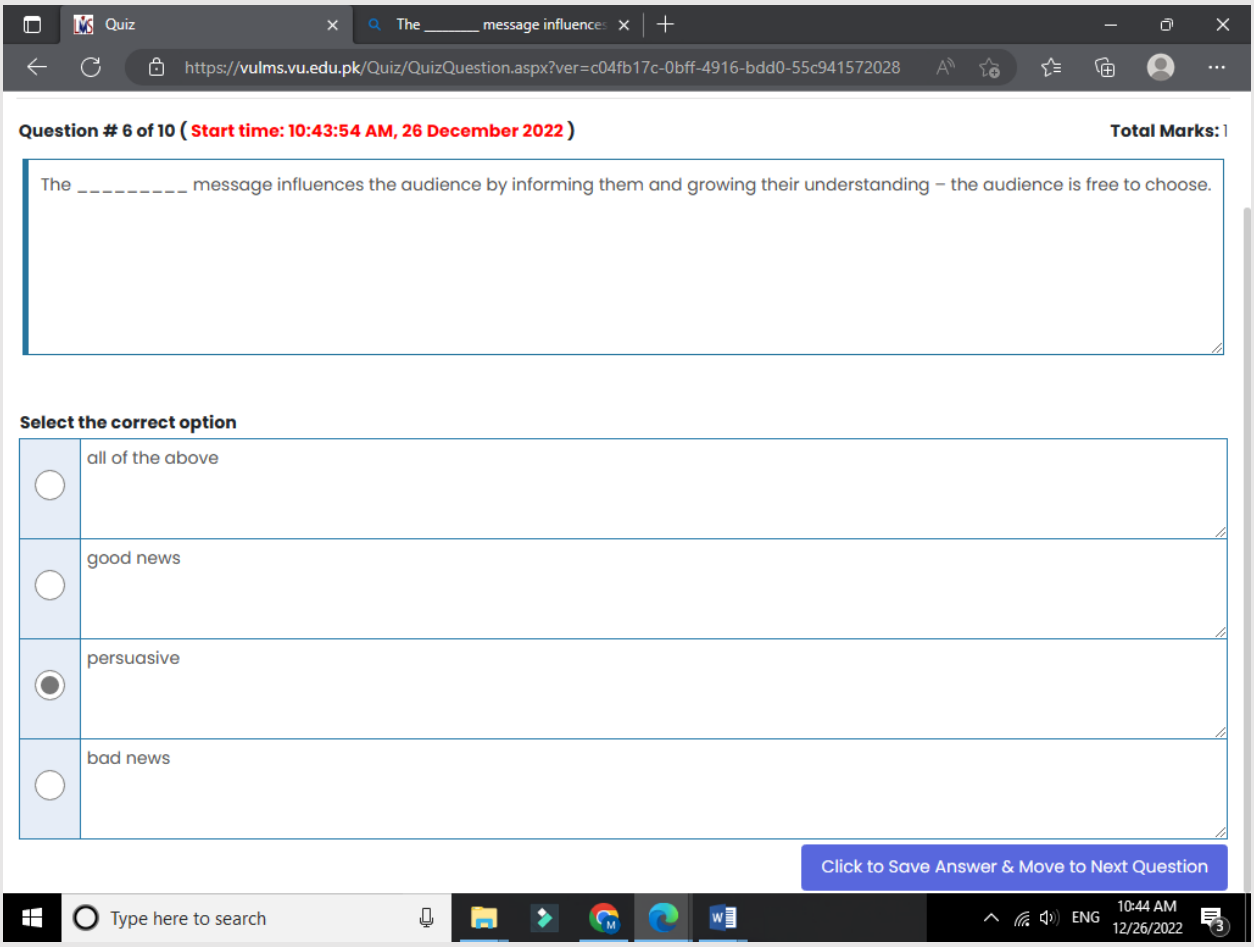
Ethical business people especially inform their customers about the true _____.



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The _____ message influences the audience by informing them and growing their understanding – the audience is free to choose.



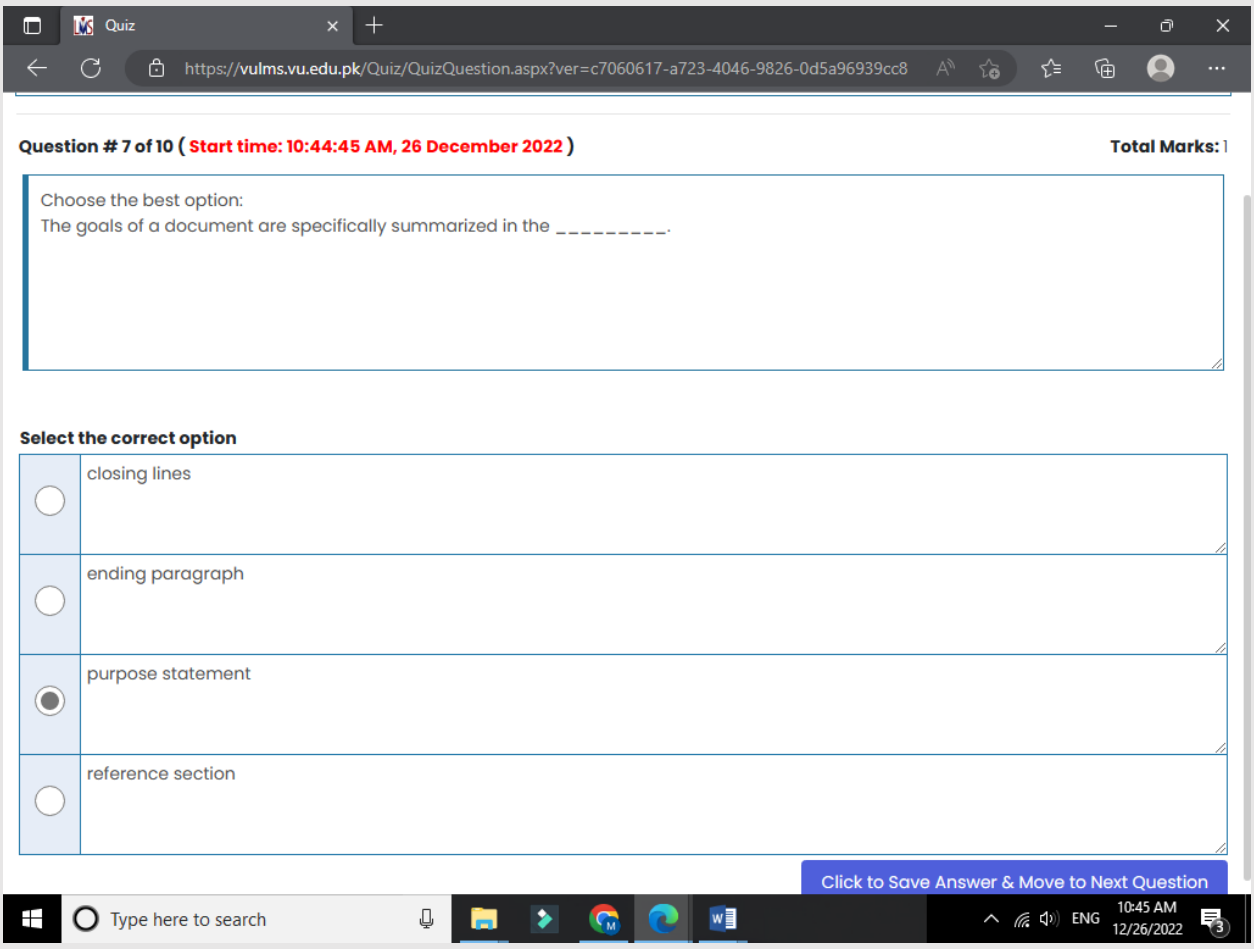
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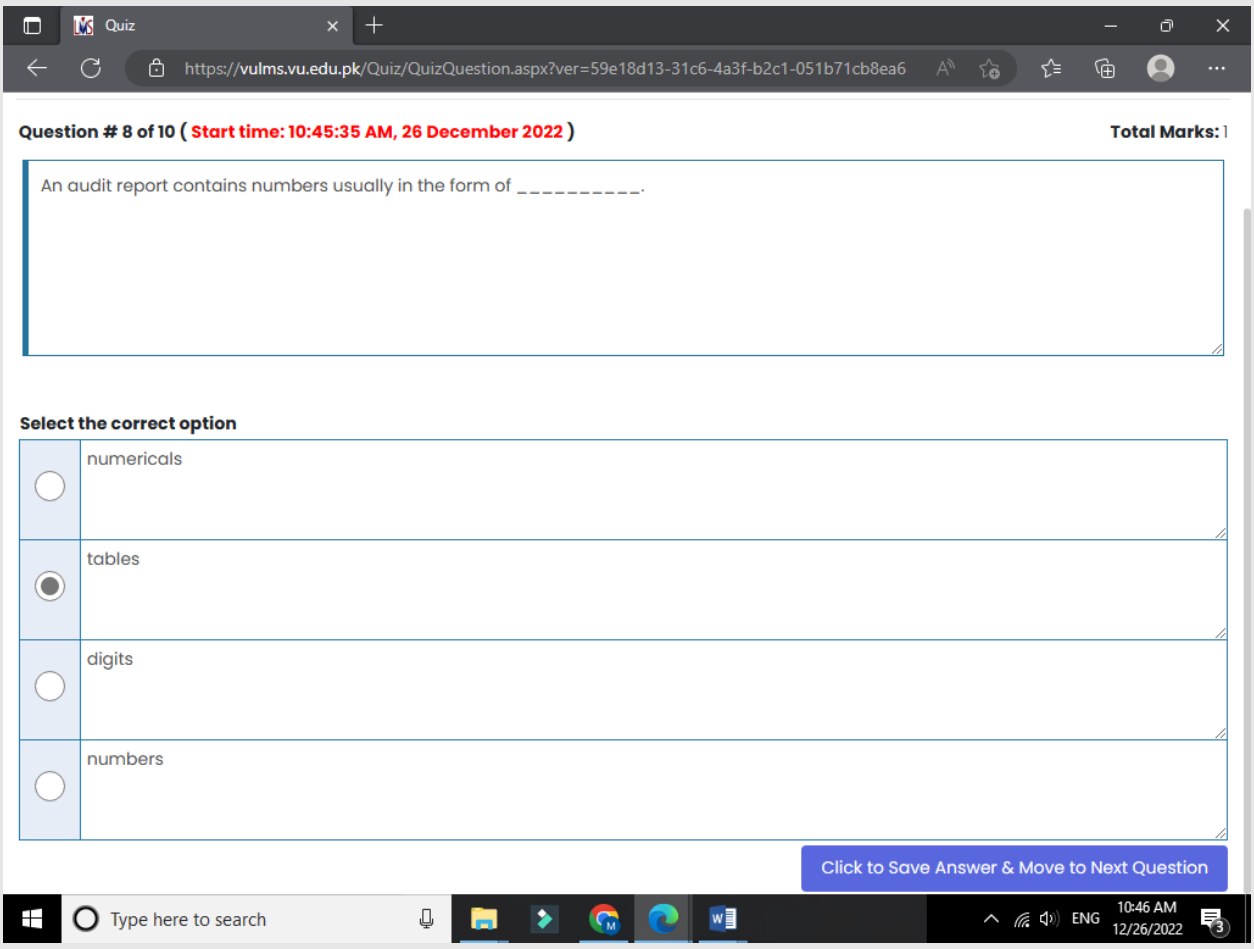
The goals of a document are specifically summarized in the _____.



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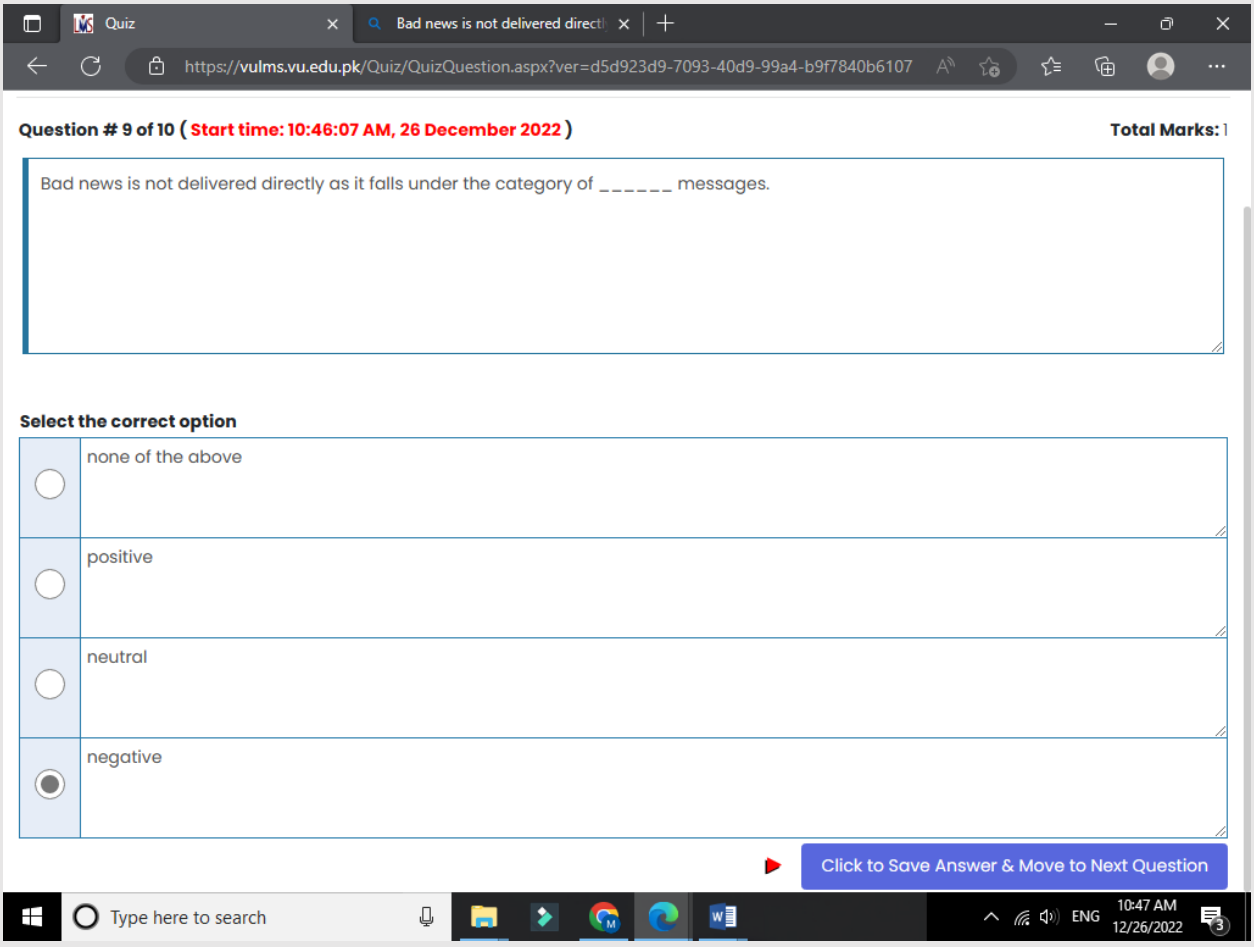
An audit report contains numbers usually in the form of _____.



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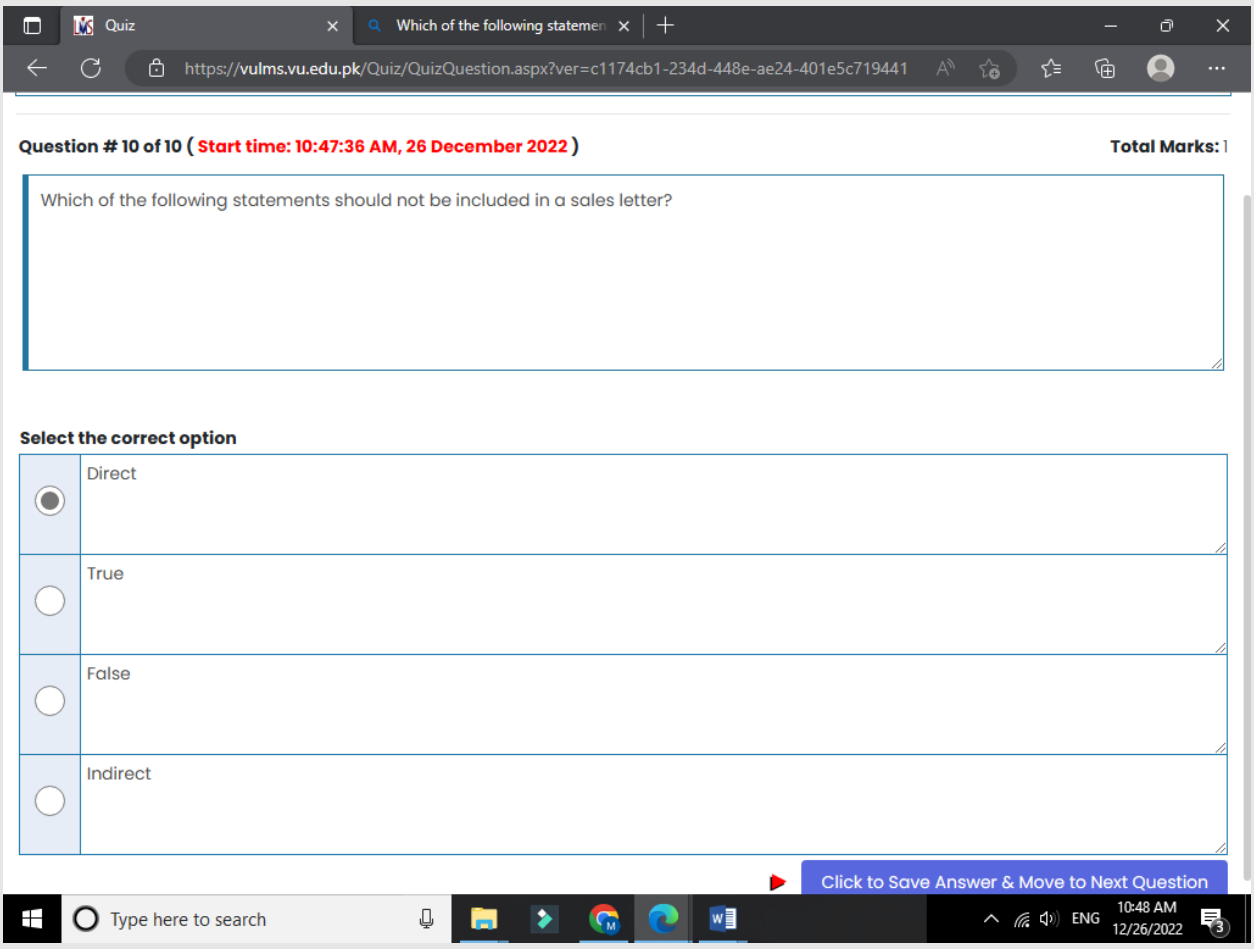
Bad news is not delivered directly as it falls under the category of _____ messages.



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Which of the following statements should not be included in a sales letter?



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There is all are 100% right solved

But there is a little chance of any mistake

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Please If You find any mistake then also let us to Know

Muhammad Zaman

03044756496

JazakAllaH

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Student Info 5

Eng201

Quiz No.3 Spring 2023

Muhammad Zaman

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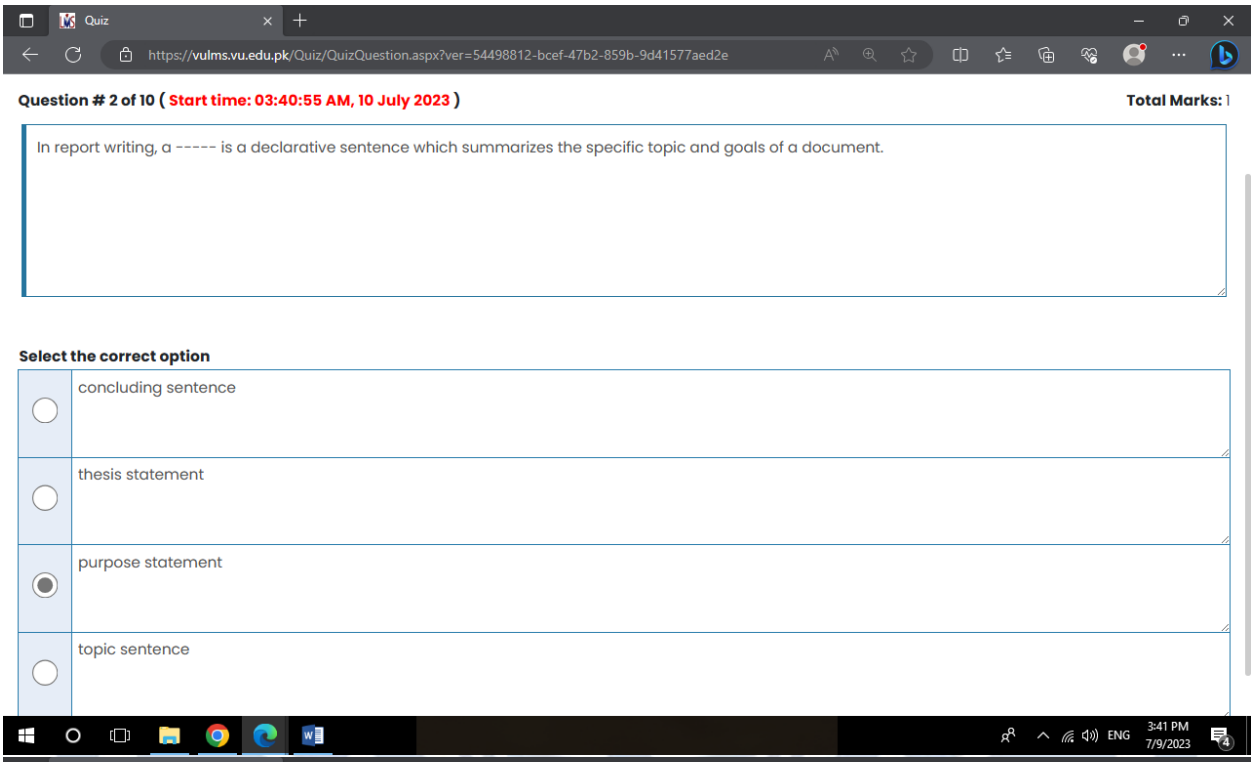
https://www.youtube.com/channel/UCU9pcfHIAq8FgR7JFwpipdQ?sub_confirmation=1

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Quiz

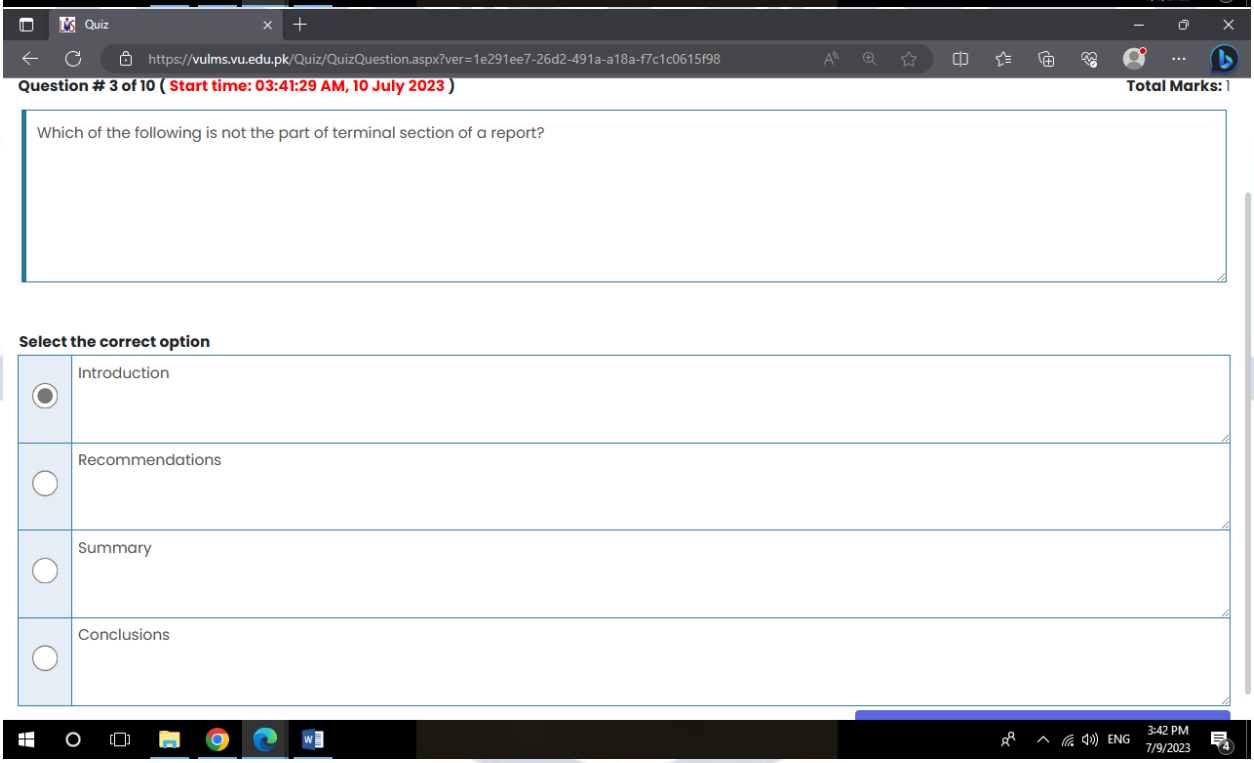
https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=54498812-bcef-47b2-859b-9d41577aed2e

Question # 2 of 10 (Start time: 03:40:55 AM, 10 July 2023) **Total Marks:** 1

In report writing, a ----- is a declarative sentence which summarizes the specific topic and goals of a document.

Select the correct option

- concluding sentence
- thesis statement
- purpose statement
- topic sentence



Quiz

https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=1e291ee7-26d2-491a-a18a-f7c1c0615f98

Question # 3 of 10 (Start time: 03:41:29 AM, 10 July 2023) **Total Marks:** 1

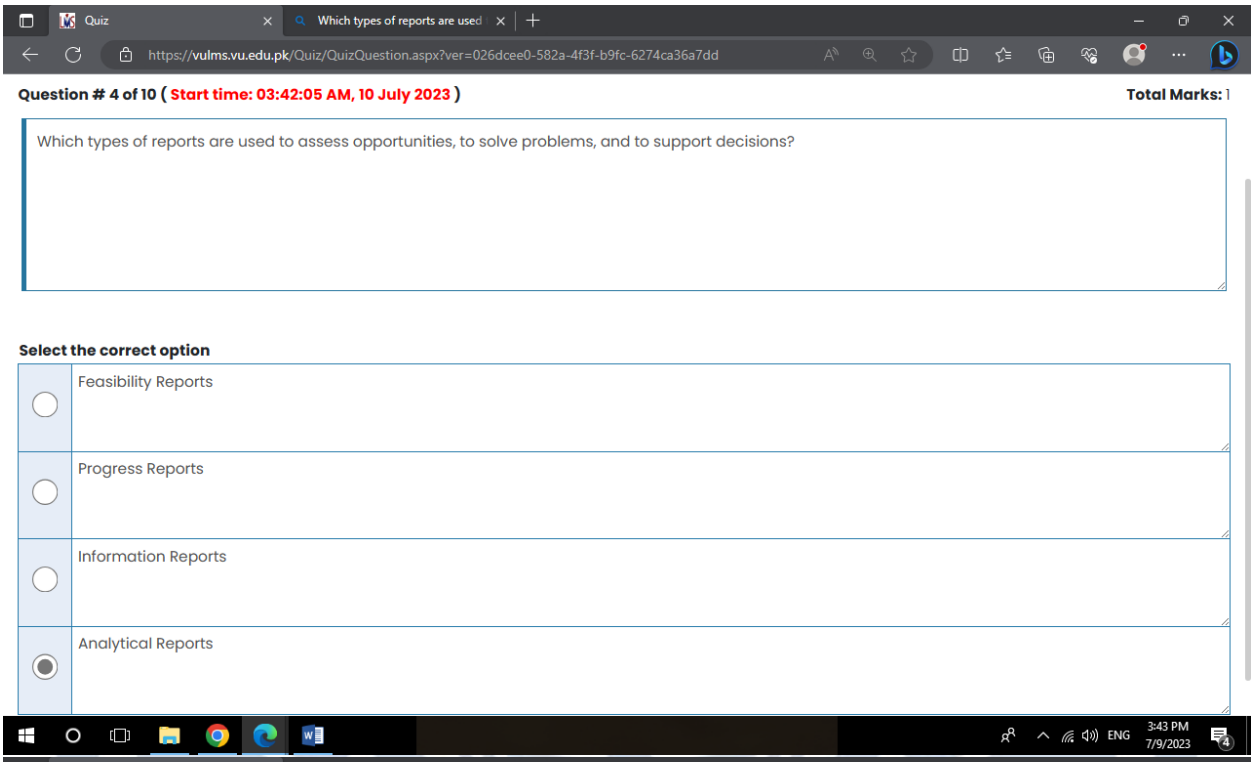
Which of the following is not the part of terminal section of a report?

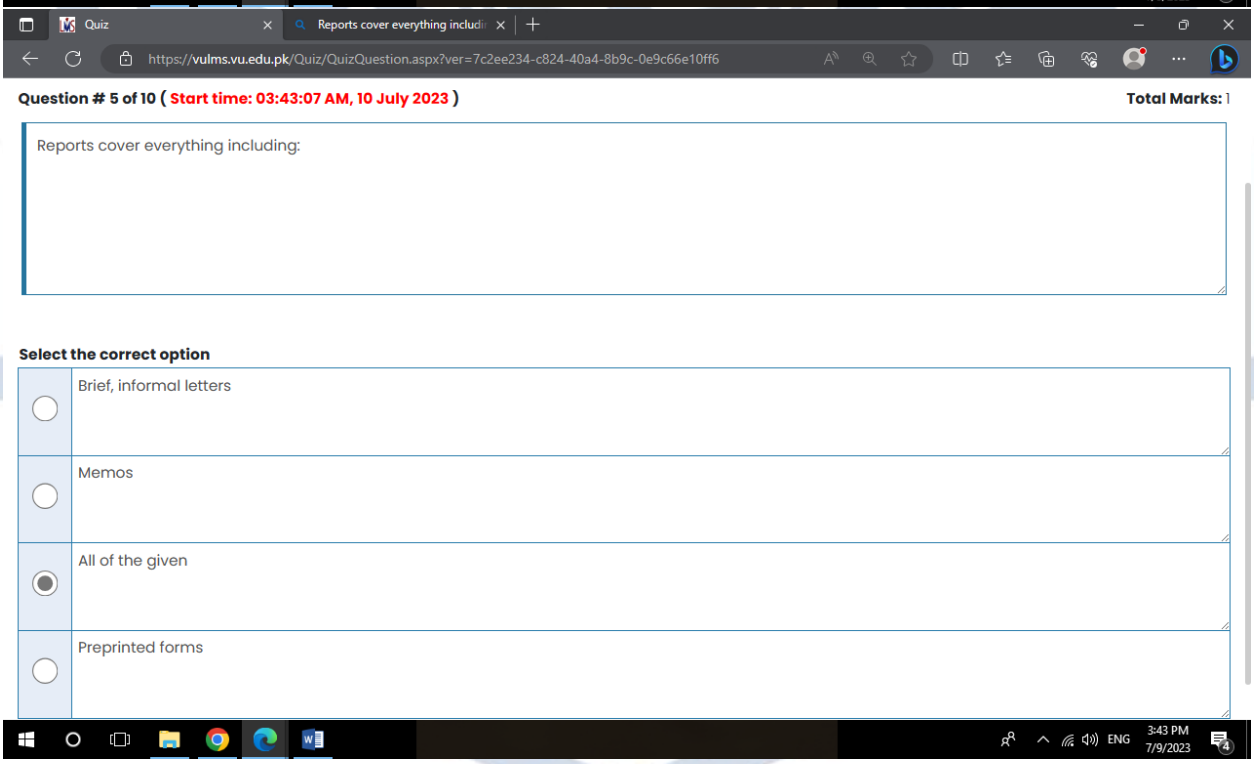
Select the correct option

- Introduction
- Recommendations
- Summary
- Conclusions

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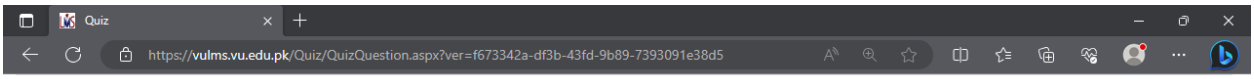
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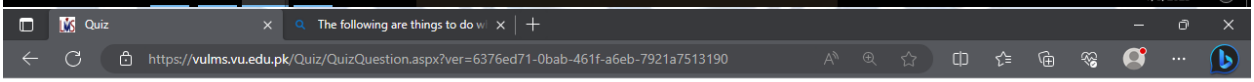
Question # 6 of 10 (Start time: 03:43:47 AM, 10 July 2023) **Total Marks:** 1

The reader of a/ an ---------- may use this report to solve an organizational, social or a personal problem

Select the correct option

- technical report
- academic report
- general report
- business report





Question # 7 of 10 (Start time: 03:44:50 AM, 10 July 2023) **Total Marks:** 1

The following are things to do when writing a buffer except

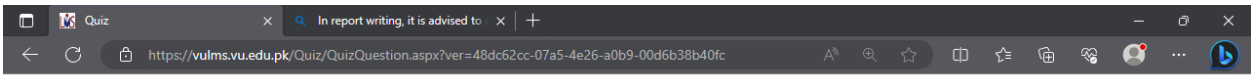
Select the correct option

- avoid wordy and irrelevant phrases and sentences.
- apologize for the inconvenience.
- avoid a lengthy buffer.
- avoid saying no.



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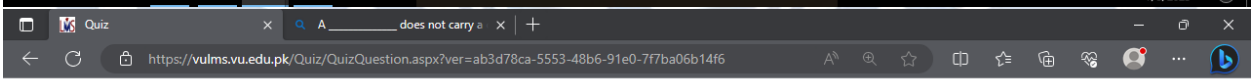
Question # 8 of 10 (Start time: 03:46:23 AM, 10 July 2023) **Total Marks:** 1

In report writing, it is advised to describe facts and events in _____ terms.

Select the correct option

- indefinite
- cover
- conditional
- concrete





Question # 9 of 10 (Start time: 03:47:03 AM, 10 July 2023) **Total Marks:** 1

A _____ does not carry a cover, table of contents or any special display; it is personal, informal and relaxed in style.

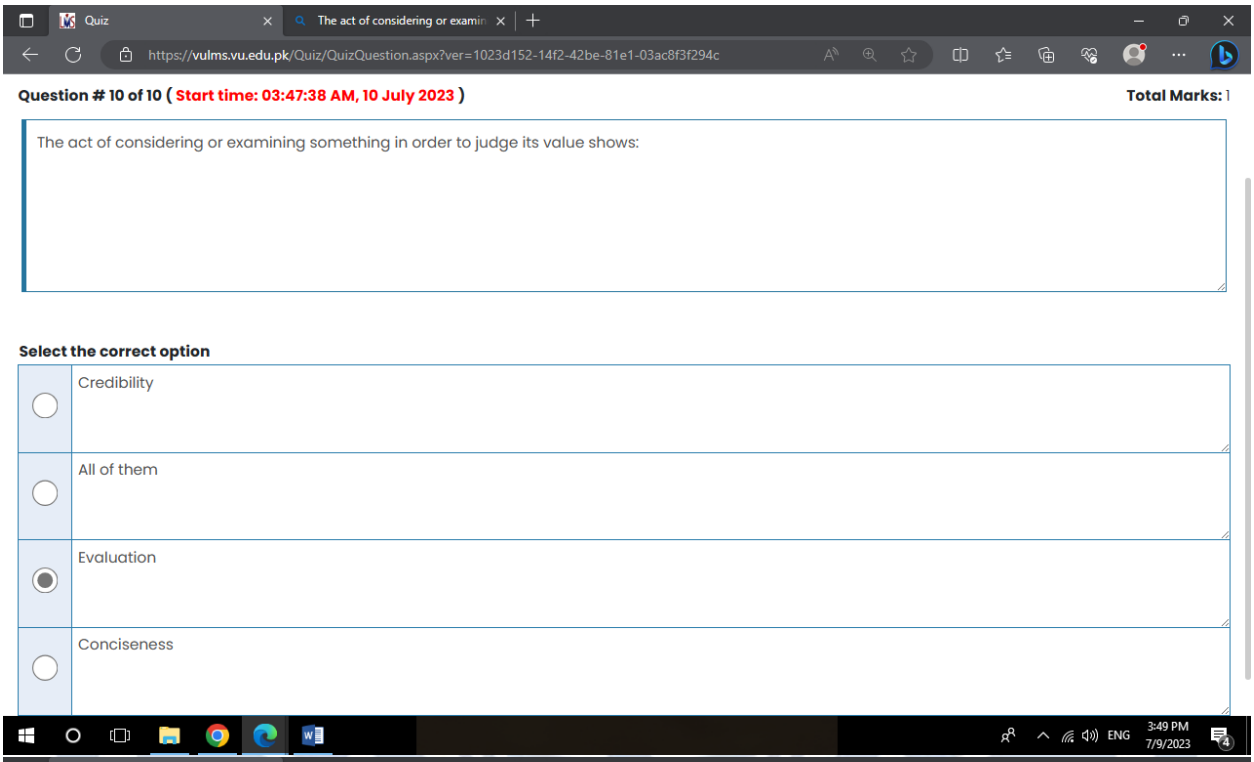
Select the correct option

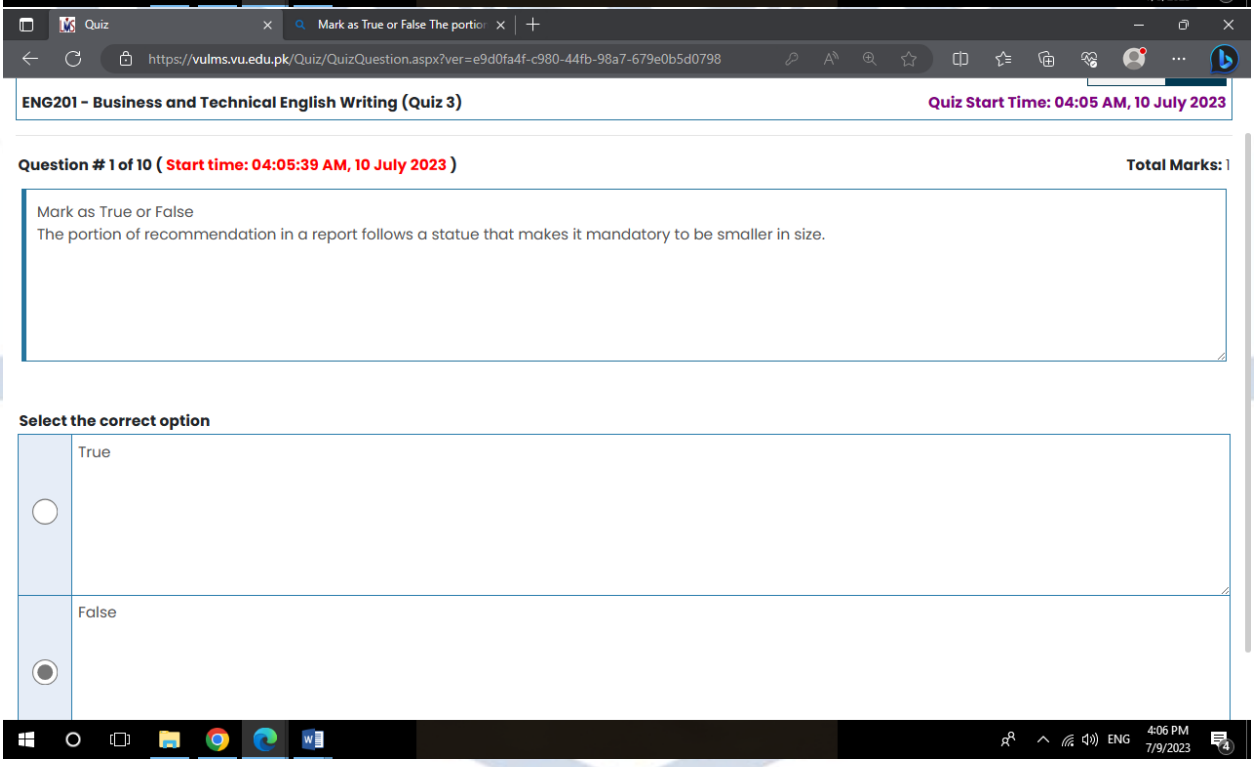
- Feasibility report
- All of the given
- Long report
- Short report



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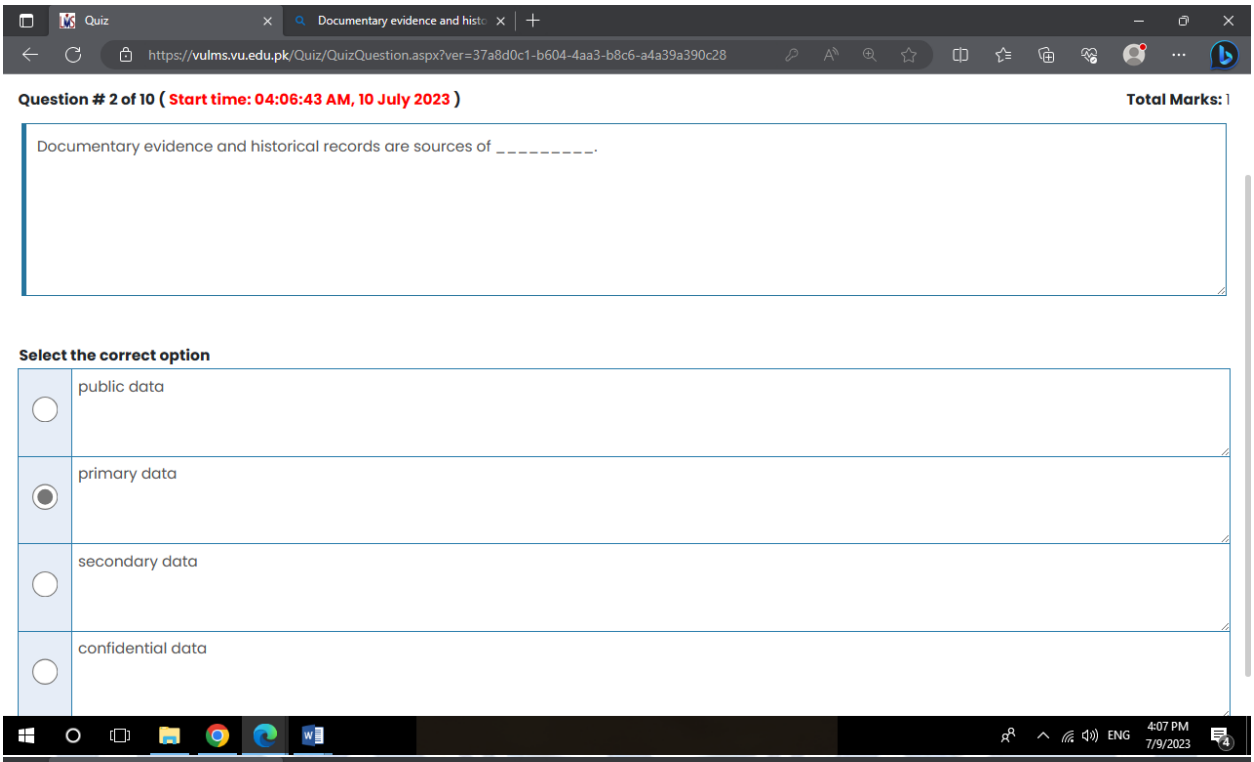
Student Info 5

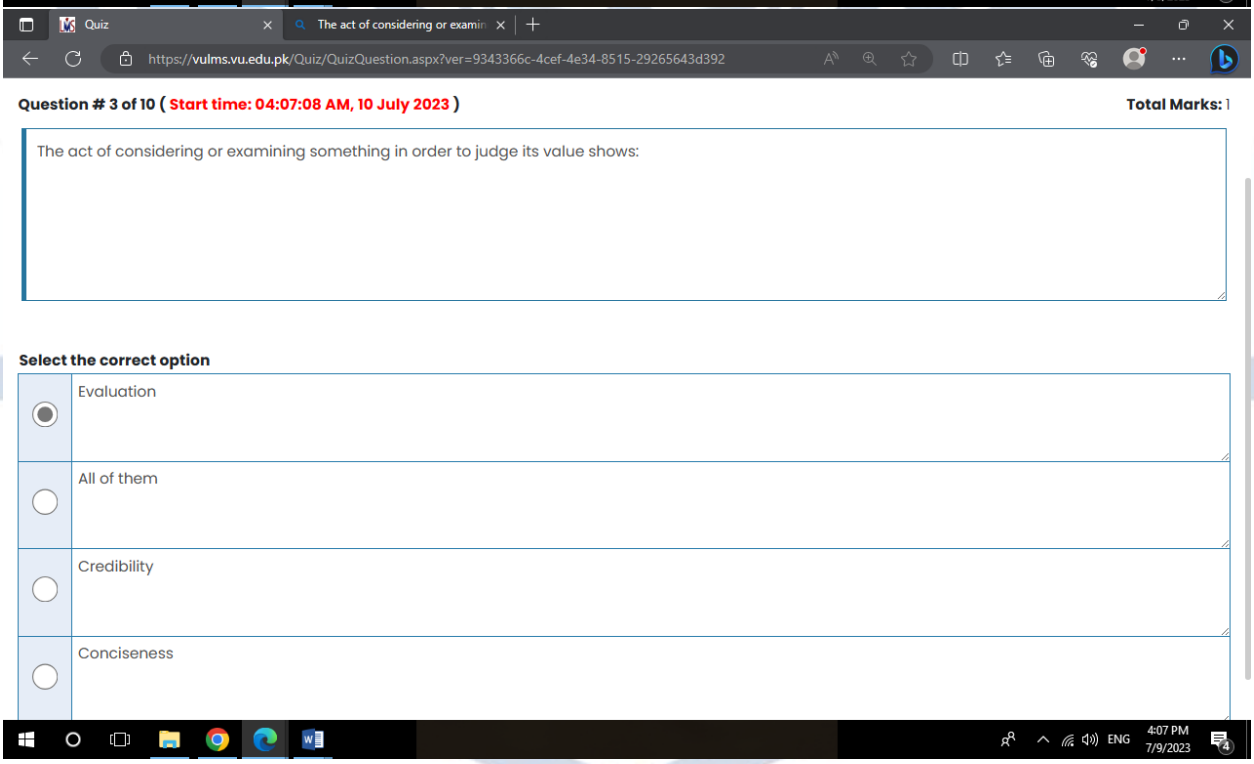




For Paid contact: 03044756496

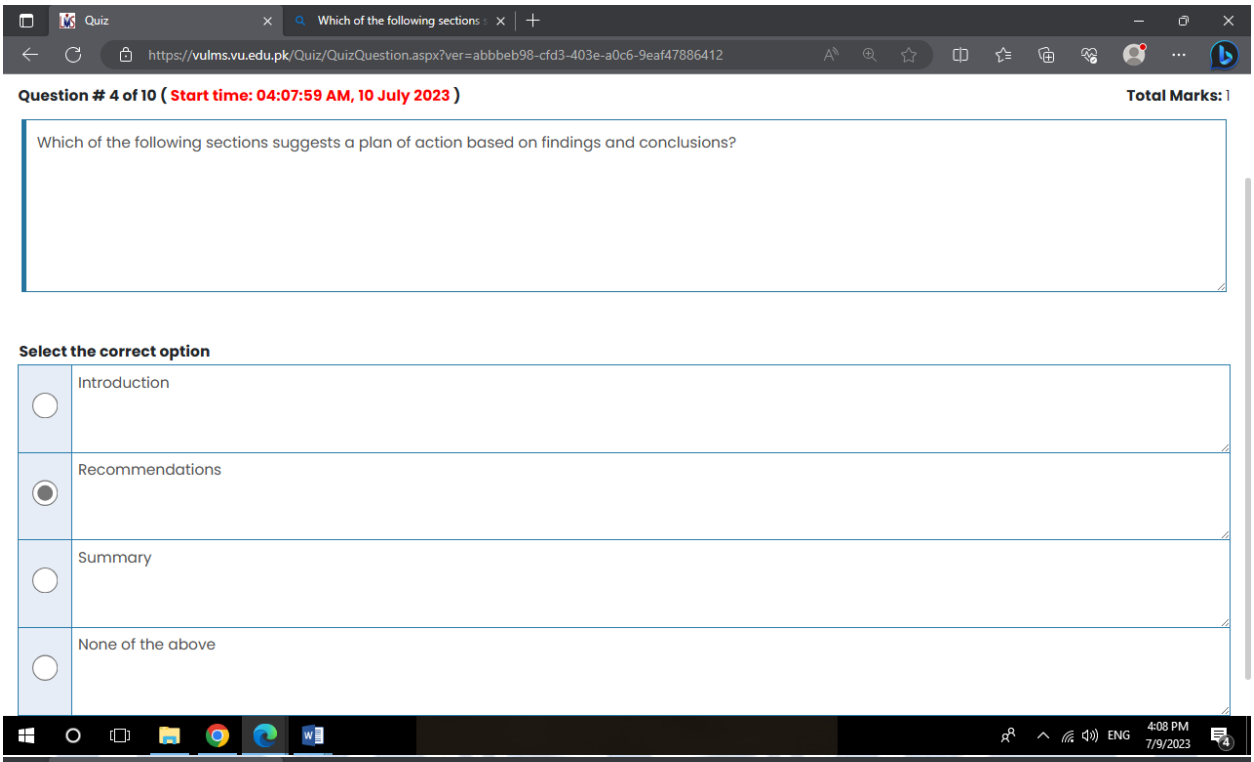
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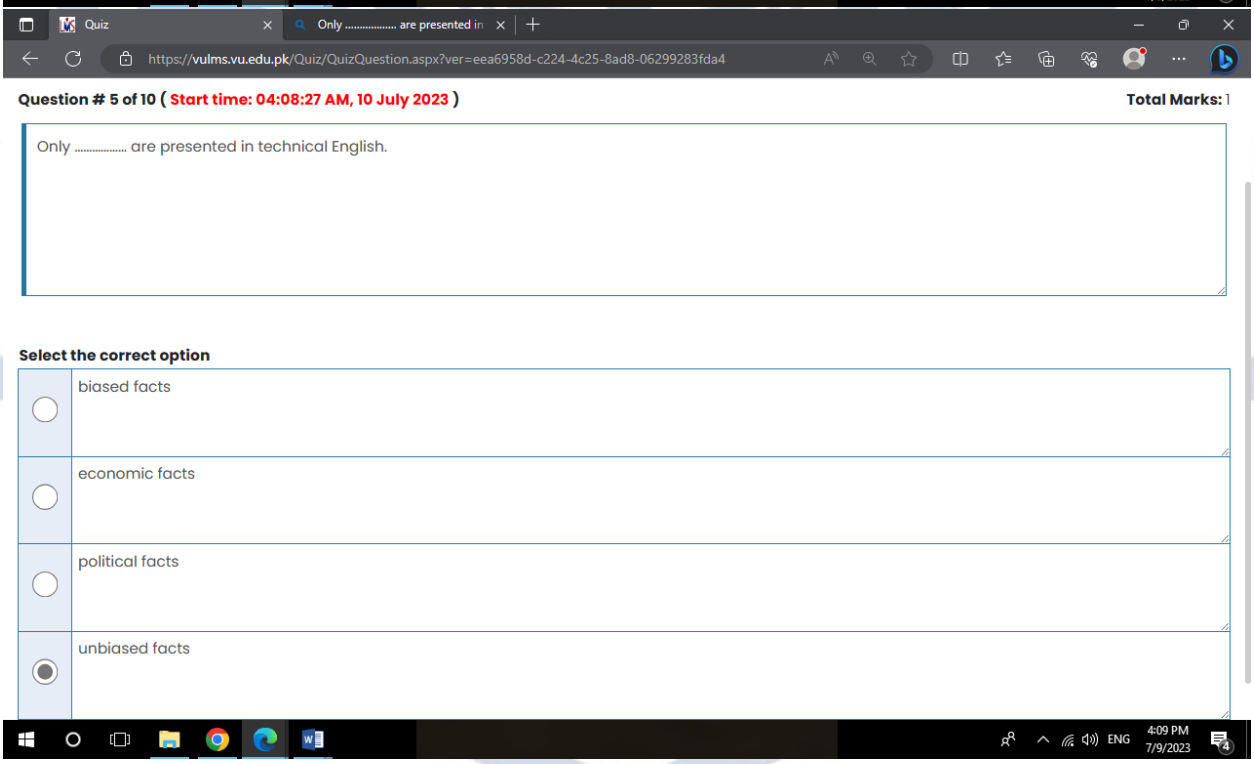




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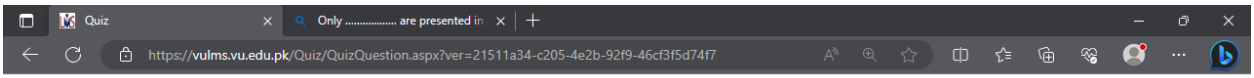
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For Paid contact: 03044756496

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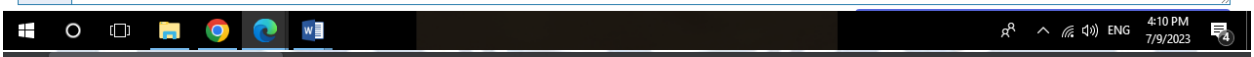


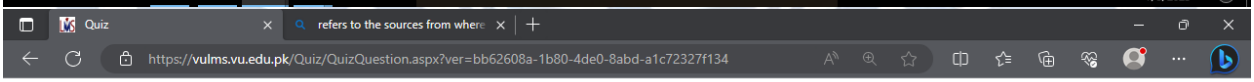
Question # 6 of 10 (Start time: 04:09:59 AM, 10 July 2023) **Total Marks:** 1

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

Select the correct option

- ○ Methodology
- ○ Conclusion(s)
- ○ Analysis
- ◉ Recommendations





Question # 7 of 10 (Start time: 04:10:15 AM, 10 July 2023) **Total Marks:** 1

_____ refers to the sources from where the data have been collected.

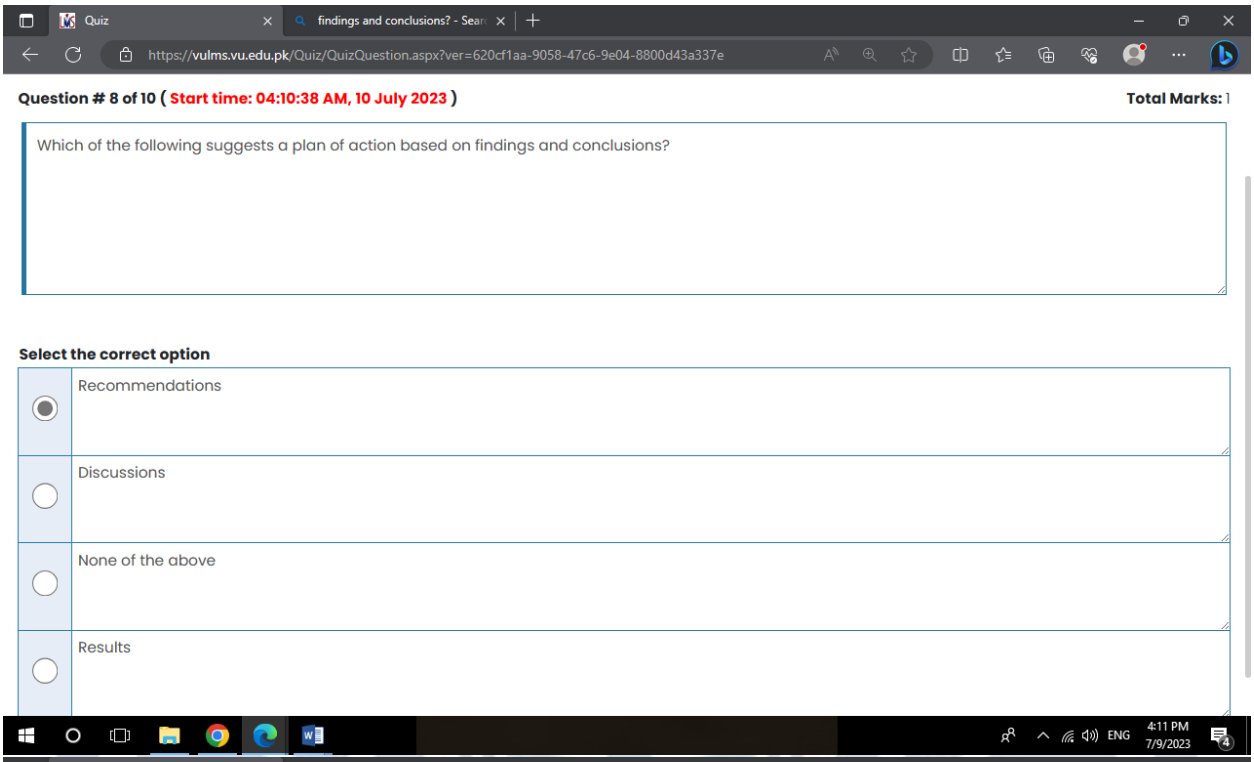
Select the correct option

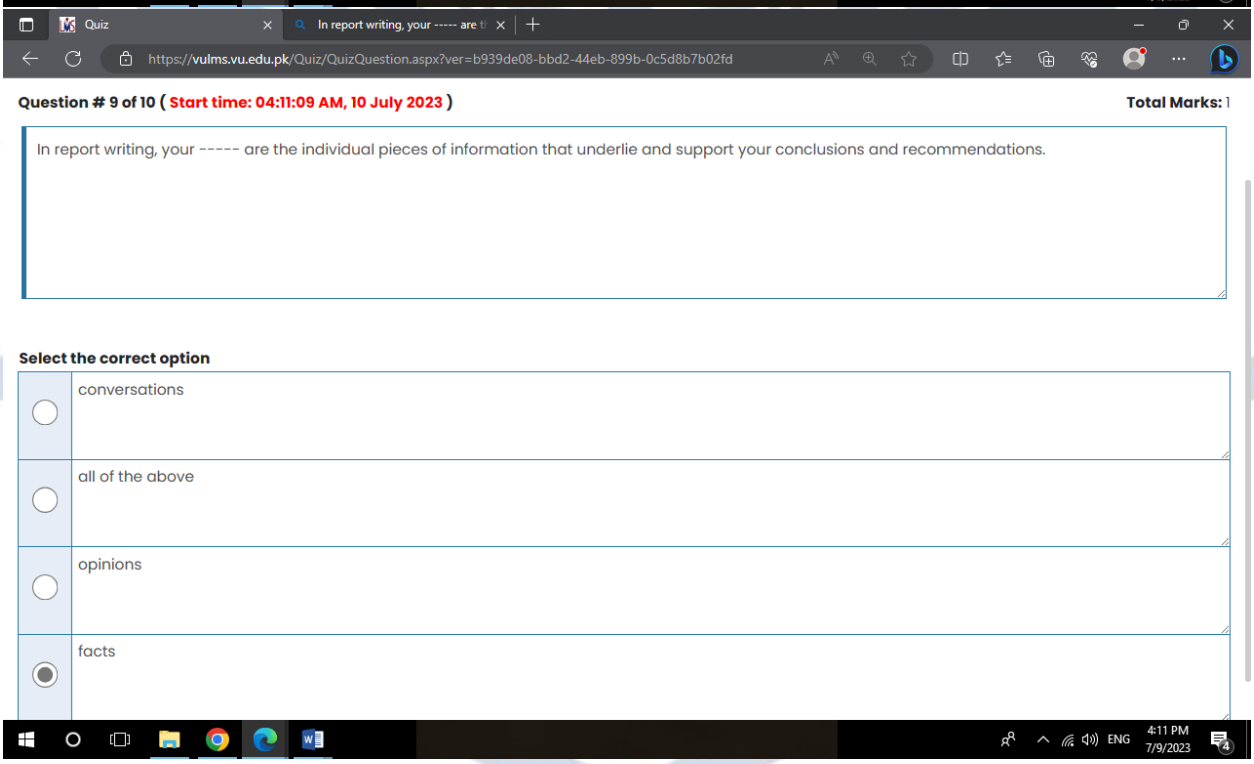
- ○ Indexes
- ○ Trace markers
- ◉ Bibliography
- ○ Speech markers



For Paid contact: 03044756496

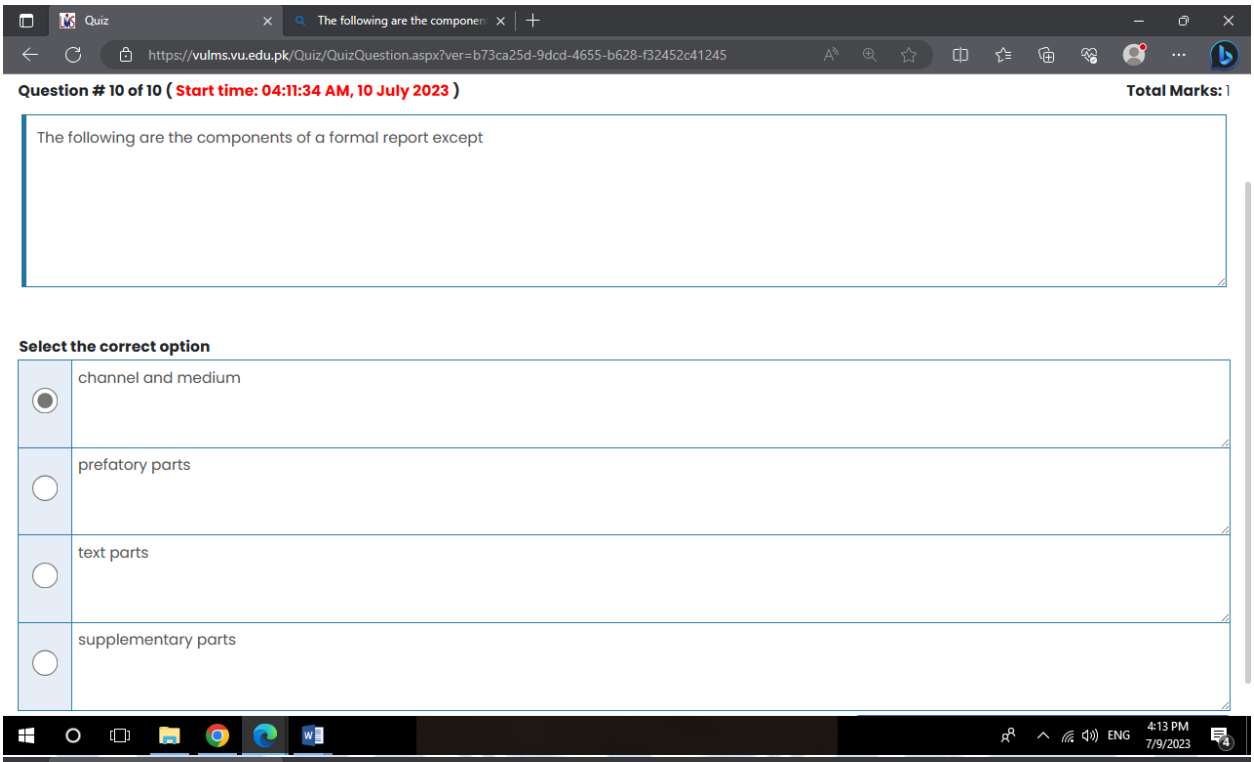
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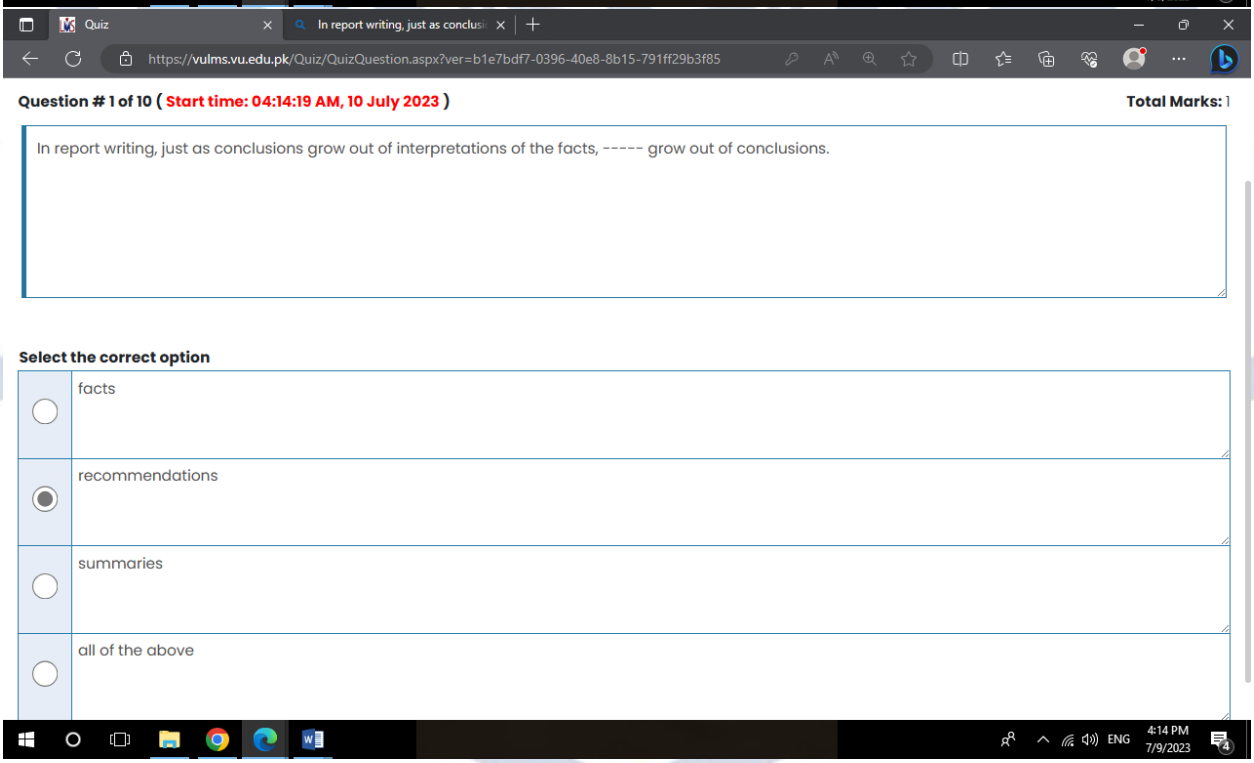
Quiz | The following are the componen | https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=b73ca25d-9dcd-4655-b628-f32452c41245

Question # 10 of 10 (Start time: 04:11:34 AM, 10 July 2023) **Total Marks:** 1

The following are the components of a formal report except

Select the correct option

- (●) channel and medium
- ( ) prefatory parts
- ( ) text parts
- ( ) supplementary parts



Quiz | In report writing, just as conclusi | https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=b1e7bdf7-0396-40e8-8b15-791ff29b3f85

Question # 1 of 10 (Start time: 04:14:19 AM, 10 July 2023) **Total Marks:** 1

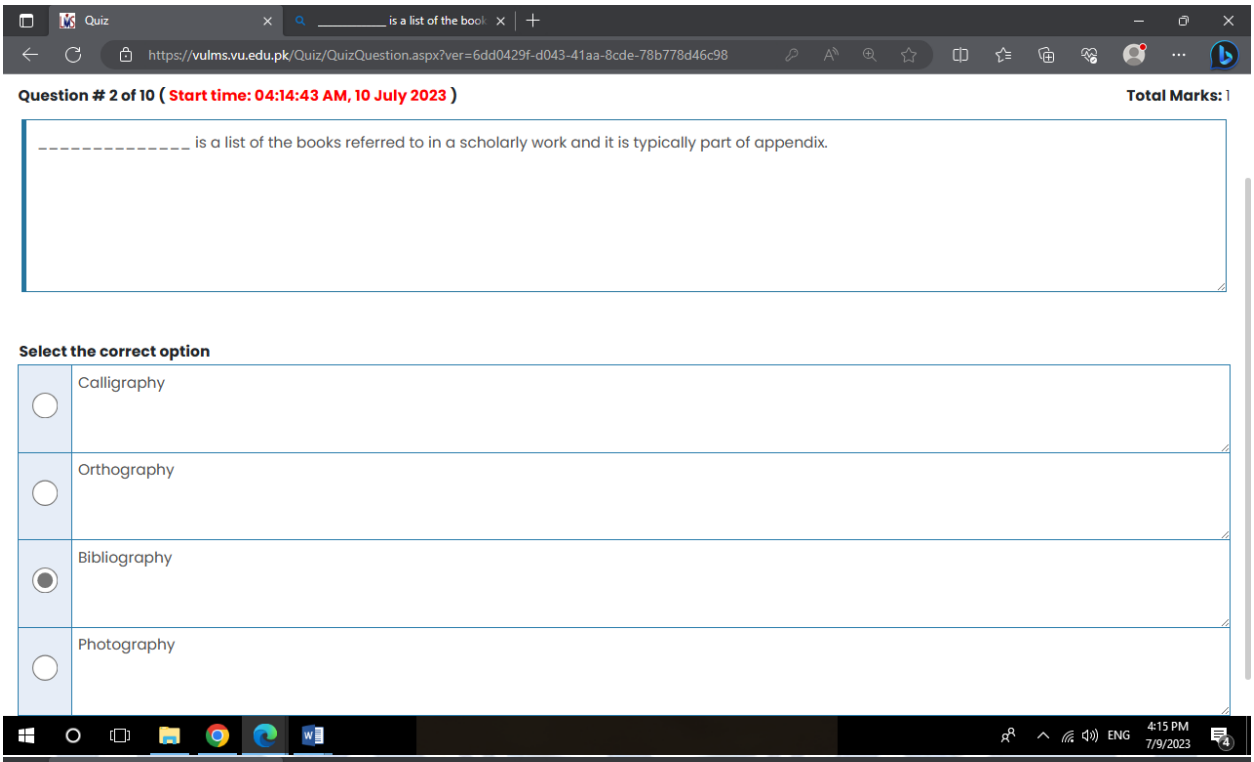
In report writing, just as conclusions grow out of interpretations of the facts, ----- grow out of conclusions.

Select the correct option

- ( ) facts
- (●) recommendations
- ( ) summaries
- ( ) all of the above

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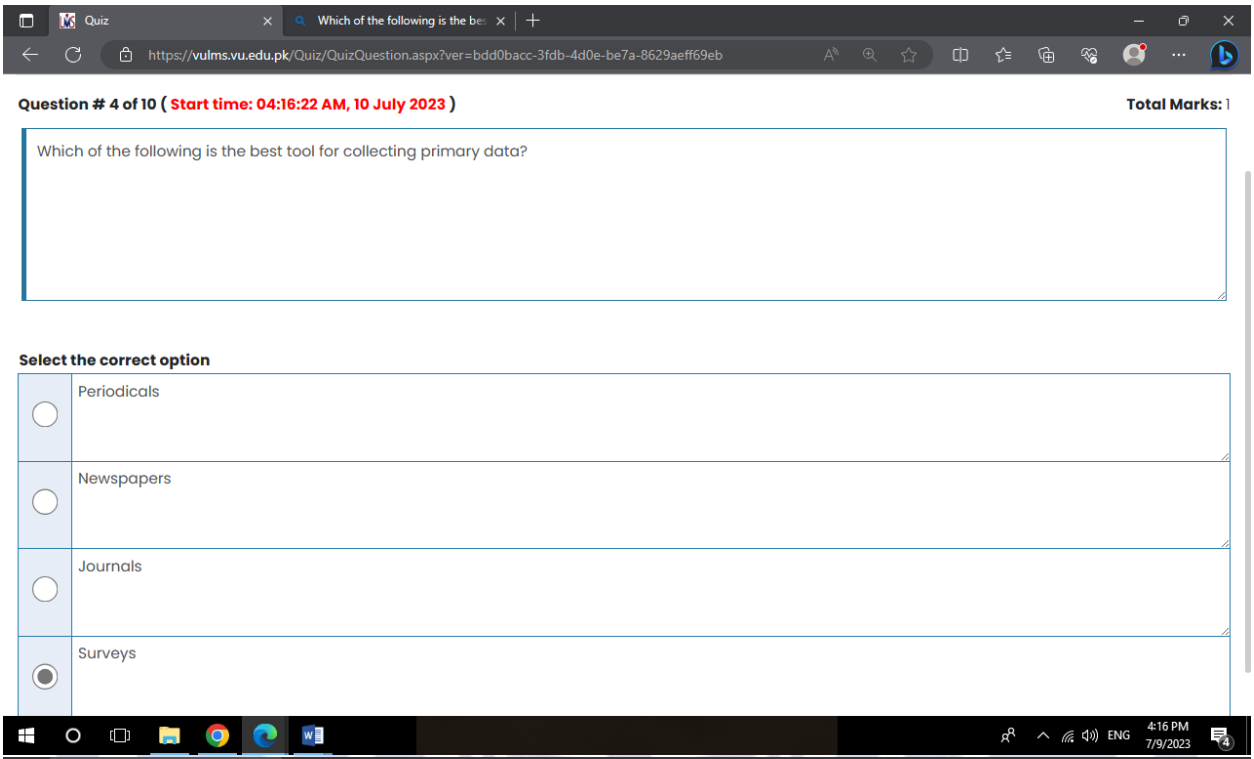
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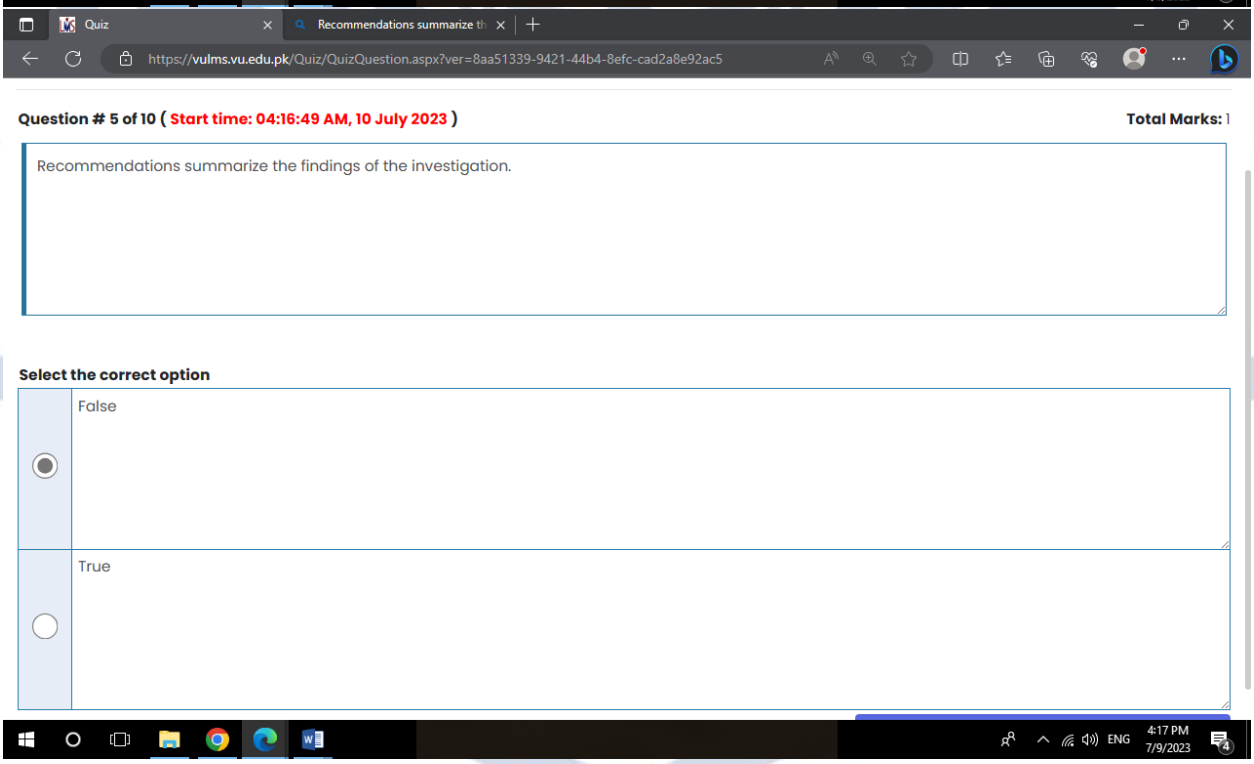




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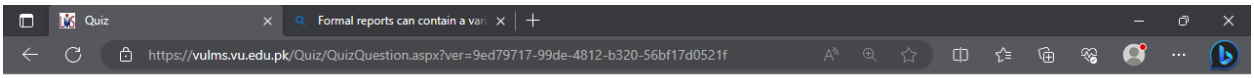
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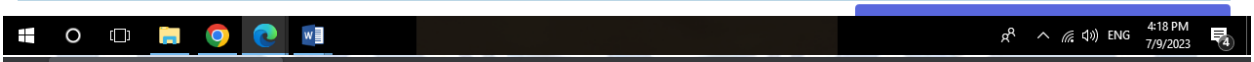


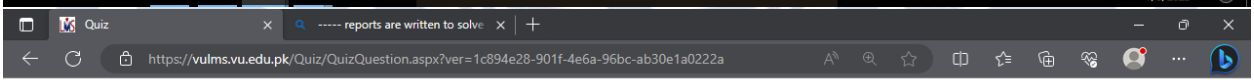
Question # 6 of 10 (Start time: 04:17:15 AM, 10 July 2023) **Total Marks:** 1

Formal reports can contain a variety of prefatory parts, from a cover page to a synopsis or executive summary.

Select the correct option

- (●) True
- ( ) False





Question # 7 of 10 (Start time: 04:18:40 AM, 10 July 2023) **Total Marks:** 1

----- reports are written to solve problems, analyze information, draw conclusions, and make recommendations.

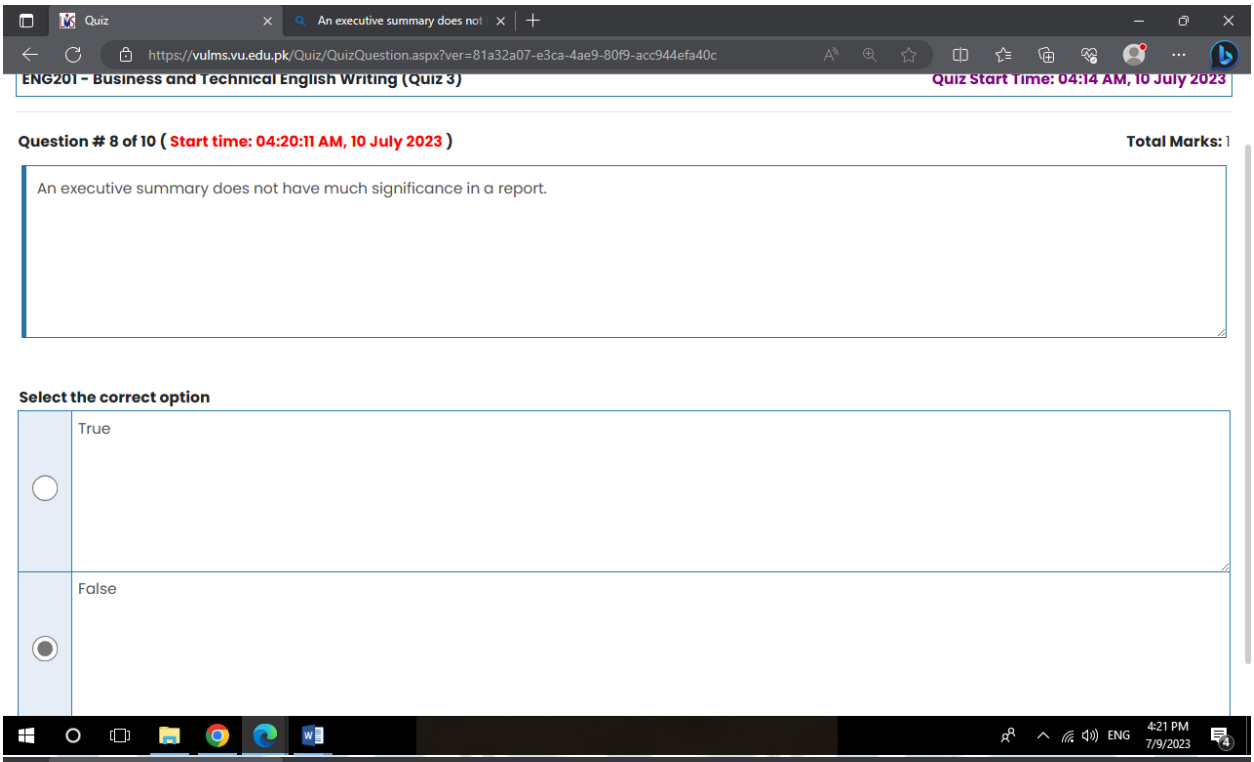
Select the correct option

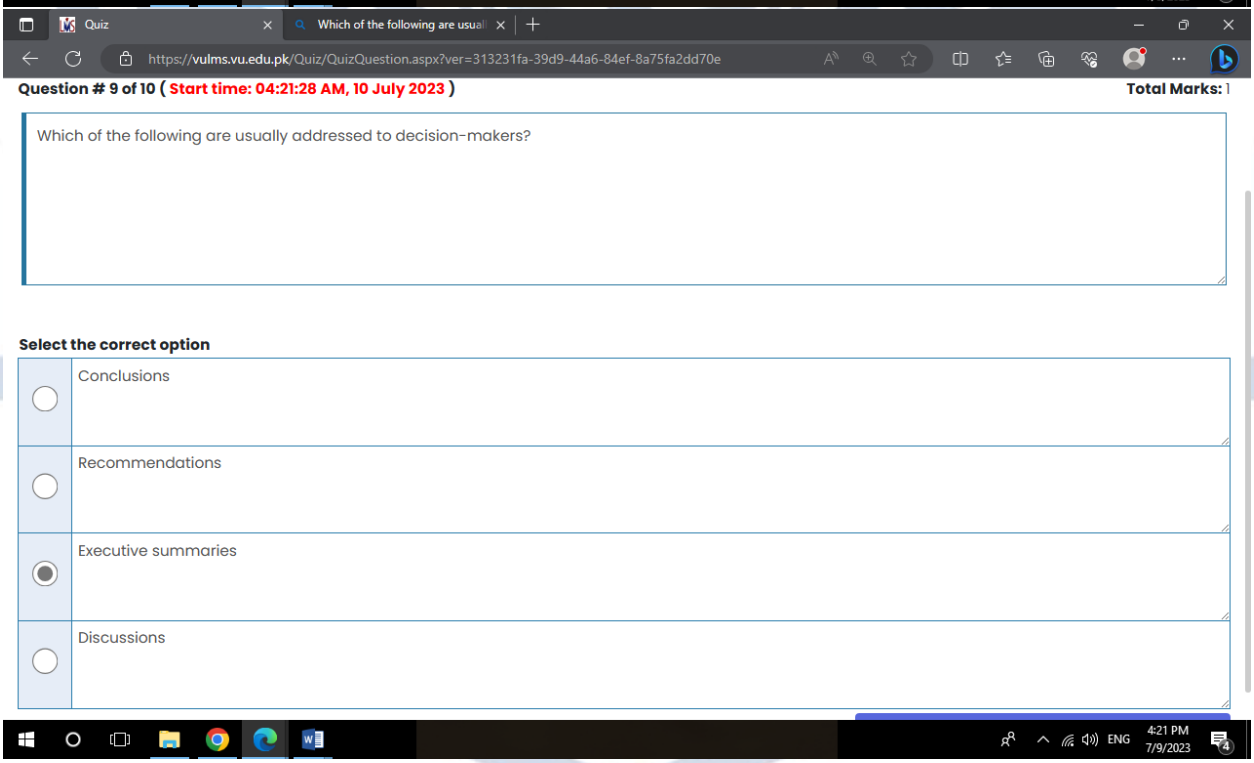
- ( ) Informational
- ( ) Feasibility
- (●) Analytical
- ( ) Recommendation



For Paid contact: 03044756496

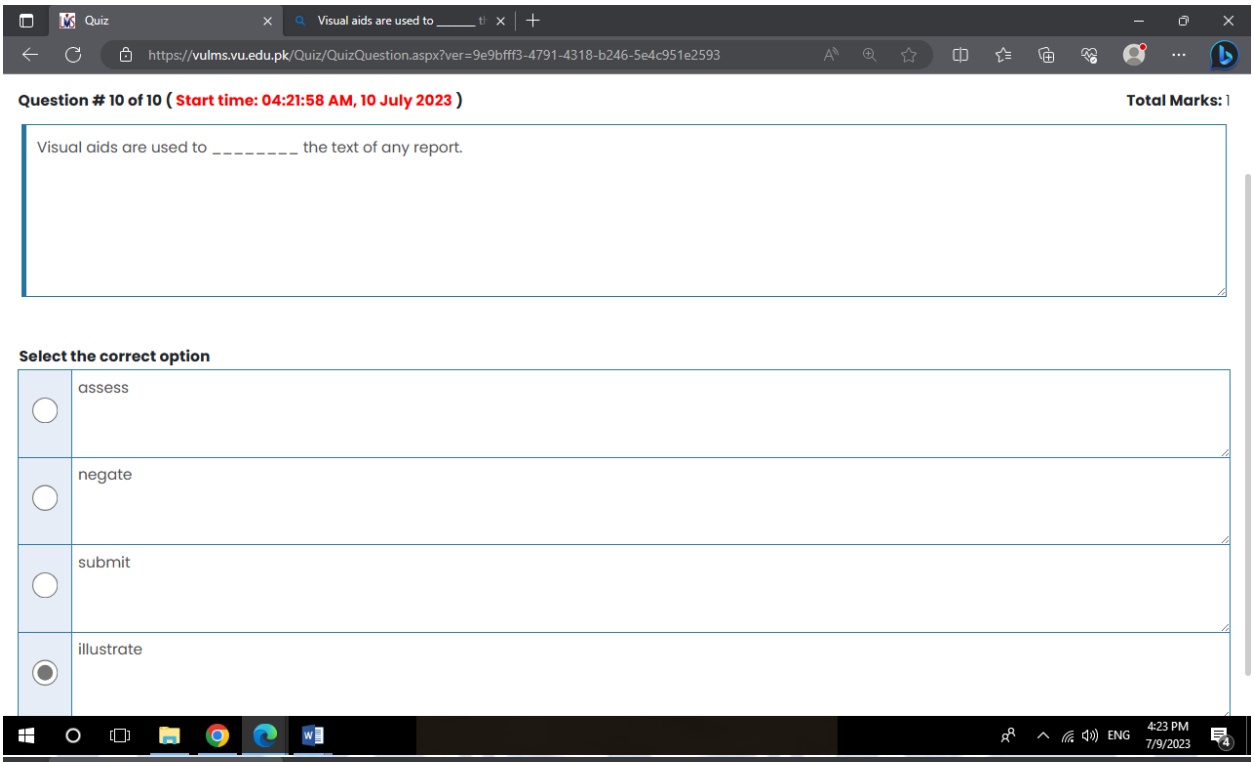
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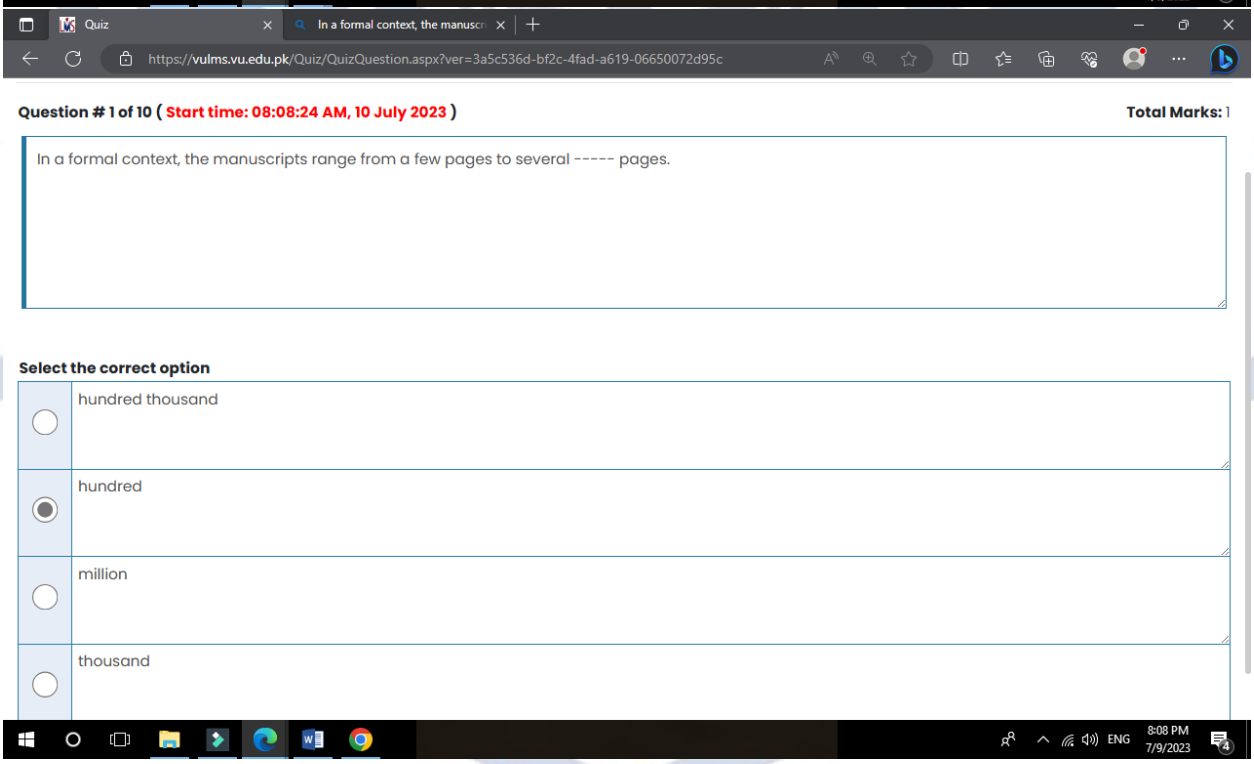




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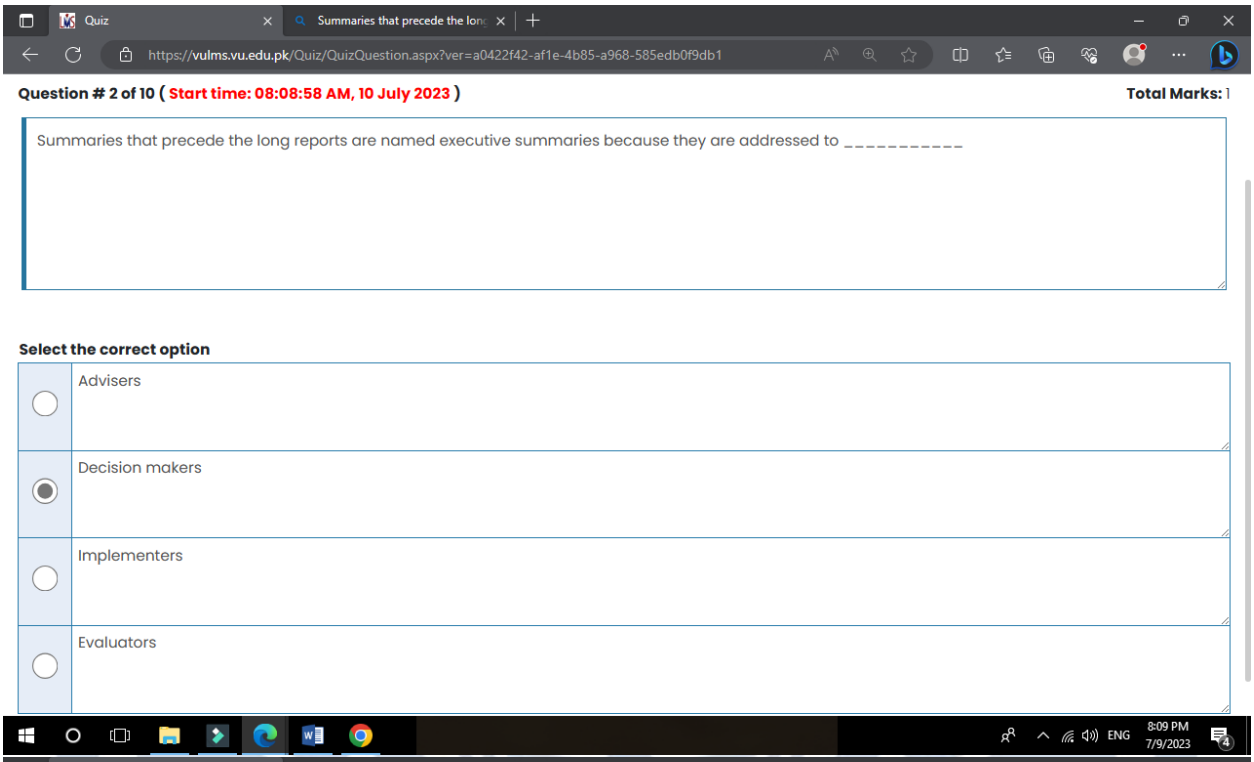
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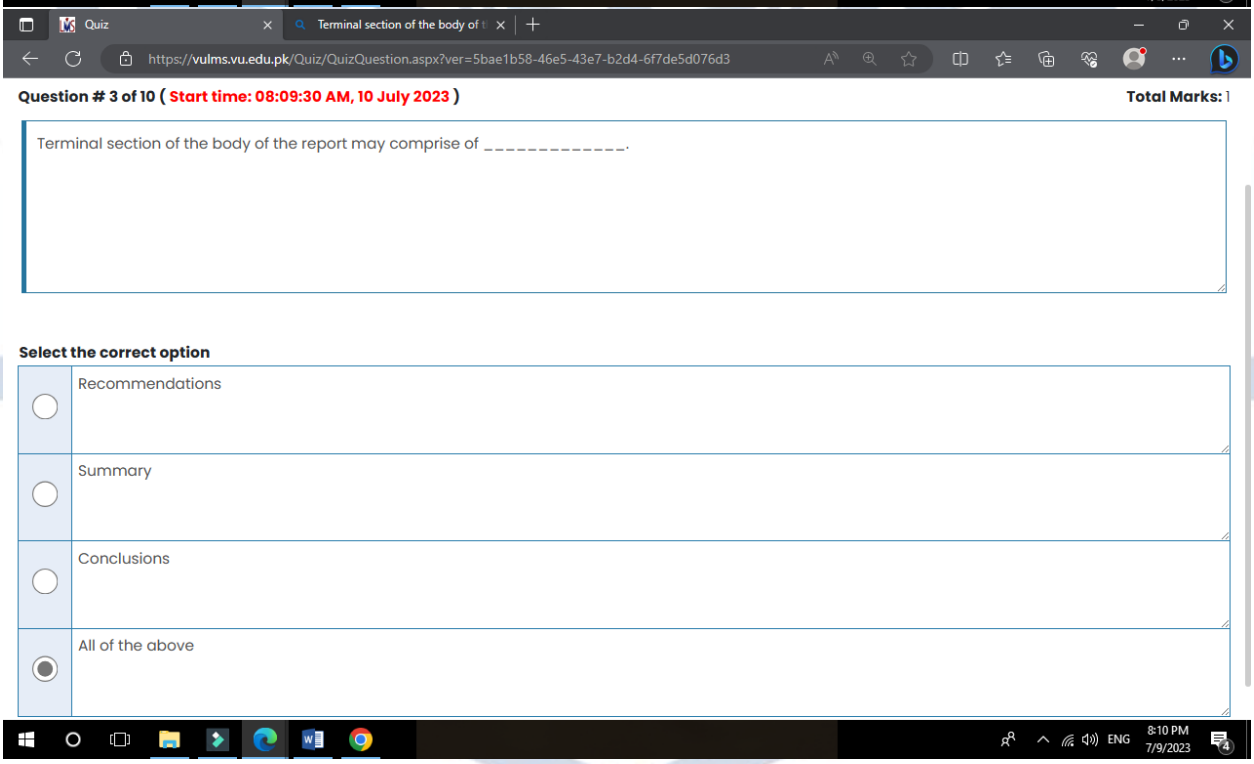




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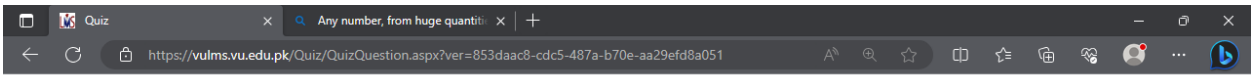
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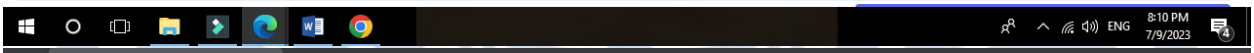


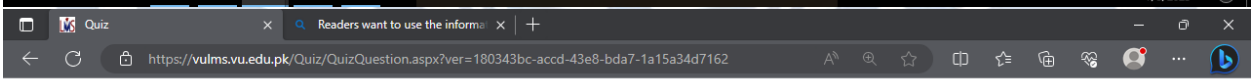
Question # 4 of 10 (Start time: 08:10:01 AM, 10 July 2023) **Total Marks:** 1

Any number, from huge quantities to tiny fractions, can be written in the decimal system using only the ten basic symbols.

Select the correct option

- ○ False
- ◉ True





Question # 5 of 10 (Start time: 08:10:51 AM, 10 July 2023) **Total Marks:** 1

Readers want to use the information of a general report to solve personal problems only.

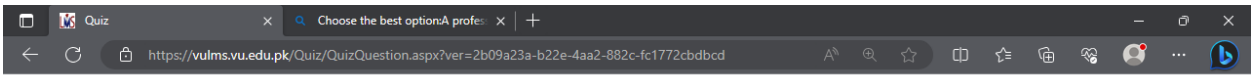
Select the correct option

- ◉ False
- ○ True



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Student Info 5

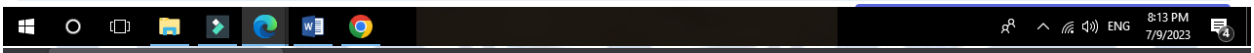


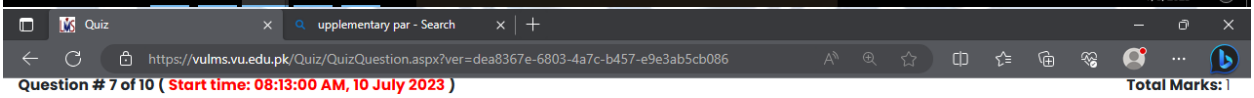
Question # 6 of 10 (Start time: 08:11:48 AM, 10 July 2023) **Total Marks:** 1

Choose the best option:
A professional report stresses the _____.

Select the correct option

- provision of details
- details of cost on the project
- finding of ways to make profit
- (●) importance of the subject



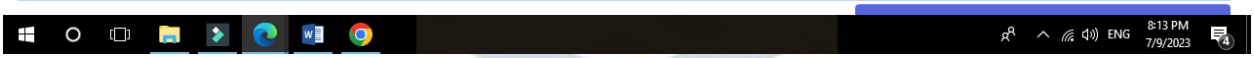


Question # 7 of 10 (Start time: 08:13:00 AM, 10 July 2023) **Total Marks:** 1

Which one of the following belongs to the supplementary part of a report?

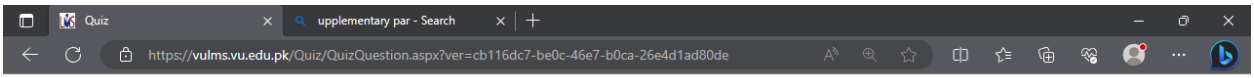
Select the correct option

- (●) Index
- Letter of authorization
- List of illustrations
- Letter of transmittal



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Student Info 5



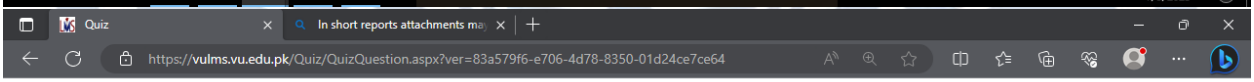
Question # 8 of 10 (Start time: 08:13:31 AM, 10 July 2023) **Total Marks:** 1

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

Select the correct option

- ○ Conciseness
- ○ All of them
- ○ Credibility
- ◉ Evaluation





Question # 9 of 10 (Start time: 08:13:41 AM, 10 July 2023) **Total Marks:** 1

In short reports attachments may consist of .....

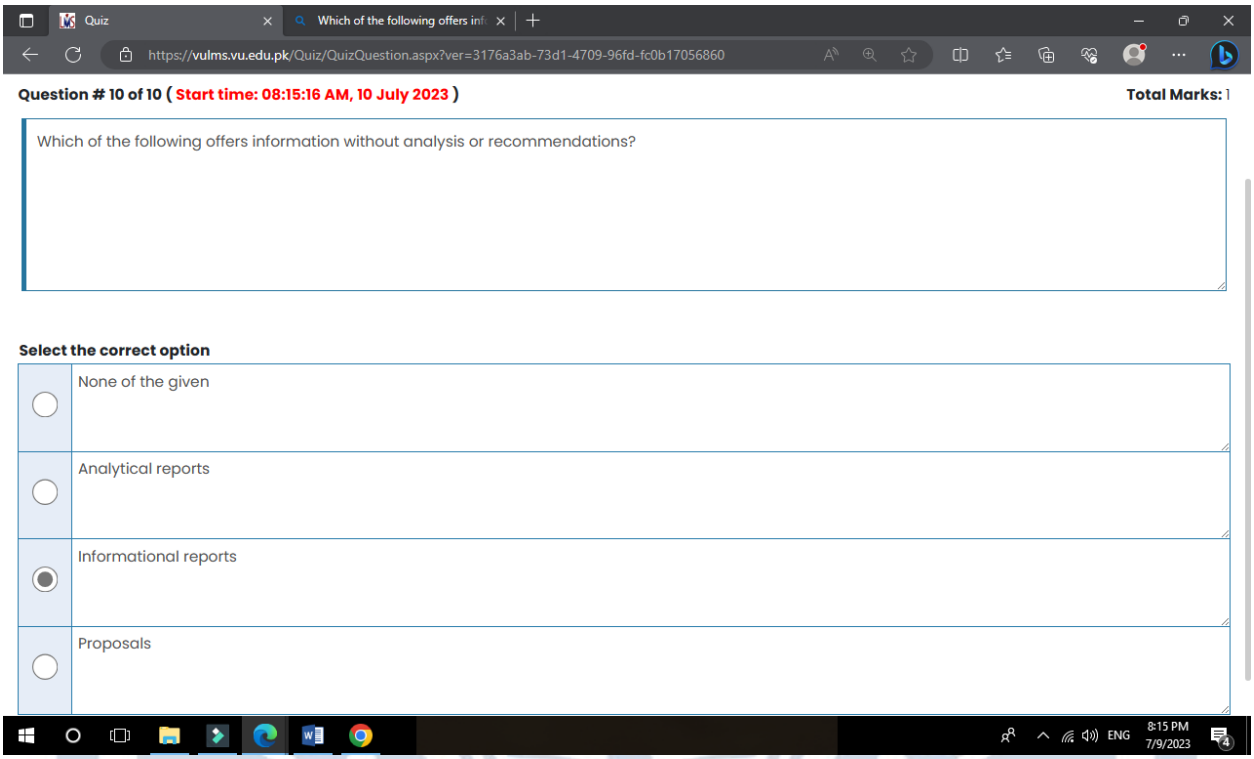
Select the correct option

- ○ three pages
- ◉ several pages
- ○ two pages
- ○ four pages



For Paid contact: 03044756496

Student Info 5



STUDENTINFO5
By Muhammad Zaman

For Paid contact: 03044756496

Student Info 5

Muhammad Zaman

03044756496

Remember me in you Precious Prayer

Jazak Allah

STUDENT INFO 5
By Muhammad Zaman

For Paid contact: 03044756496

بِسْمِ ٱللَّهِ ٱلرَّحْمَـٰنِ ٱلرَّحِيمِ

Eng_201

Quiz No. 4 Fall 2022-23
Full Solution

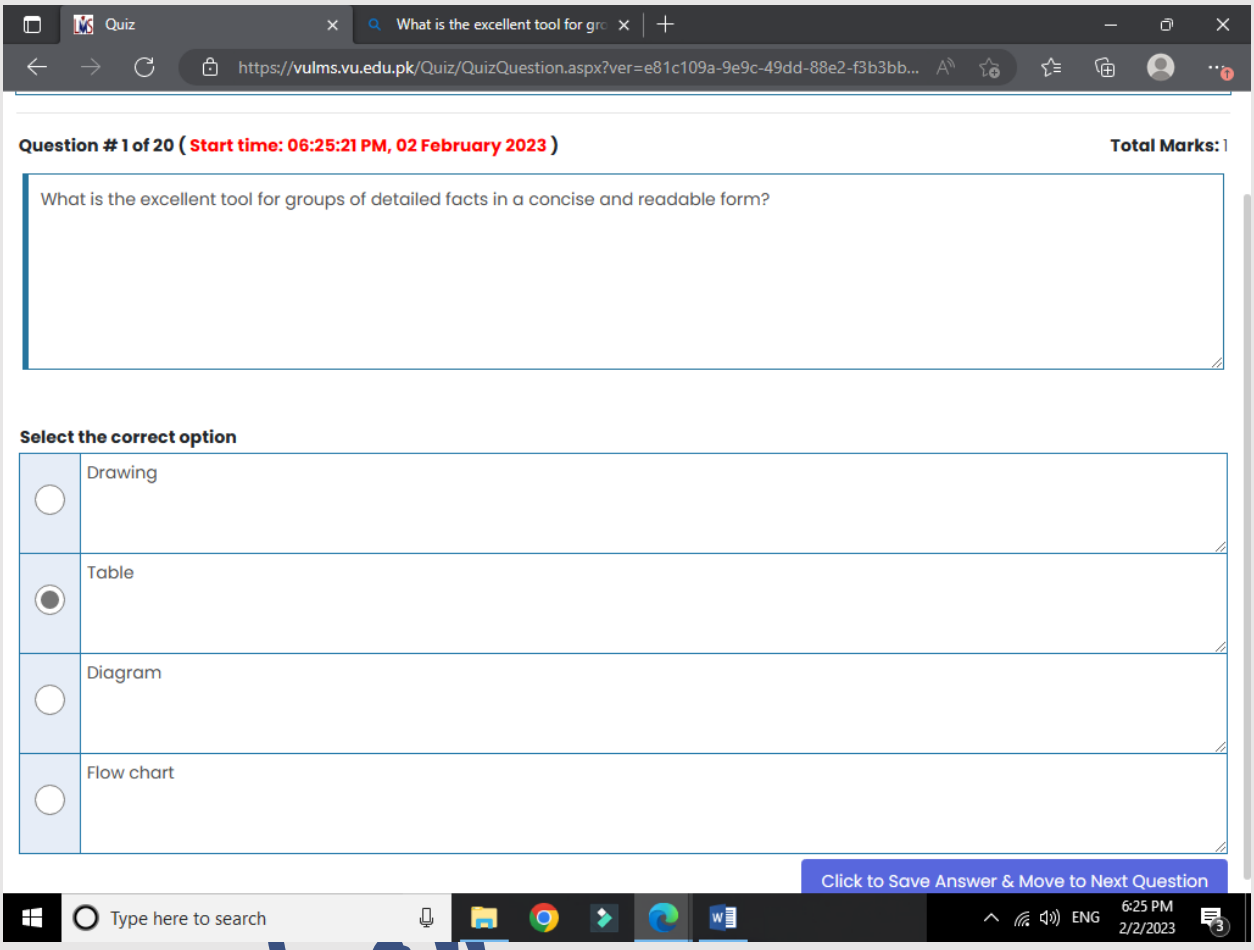
Total Marks: 20 **Due date: 02/01/2023**

ZOOLOGY
LEGENDS

"Don't Stop When you Tired,
Stop When you Done"

0304-4756496
MUHAMMAD ZAMAN

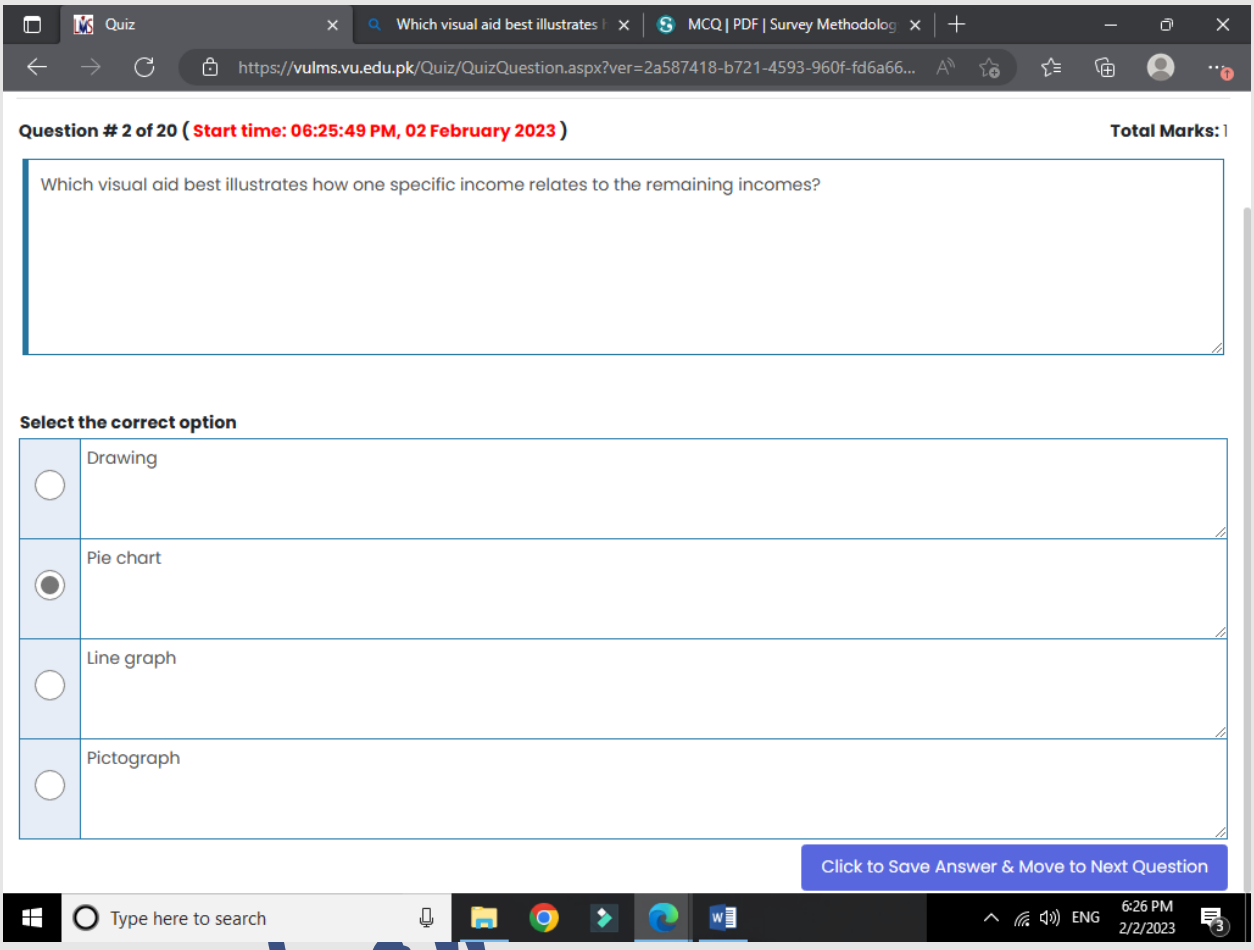
For Paid Quiz, Assignment , GDBs contact on Whatsapp: 0304-4756496



Mahan

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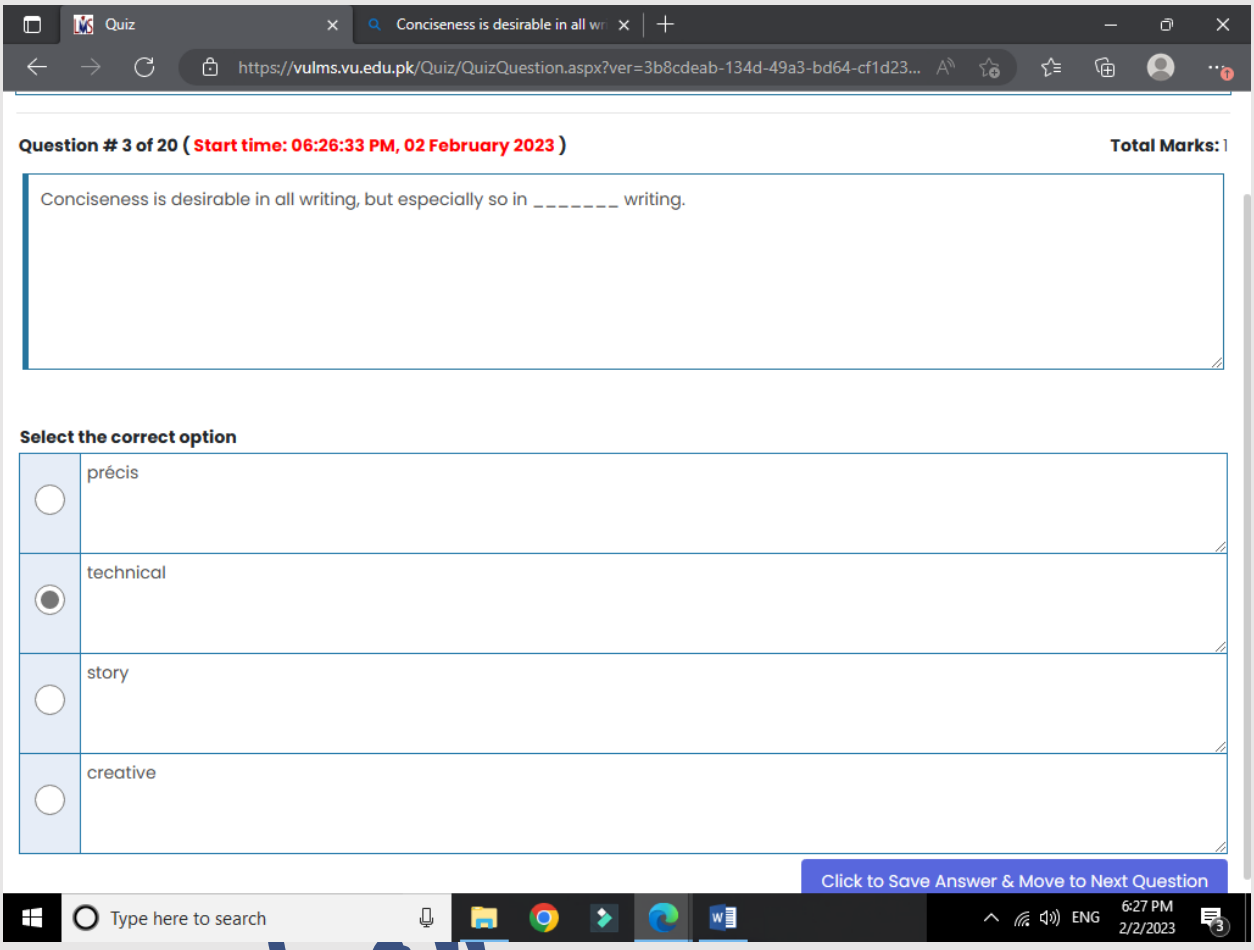
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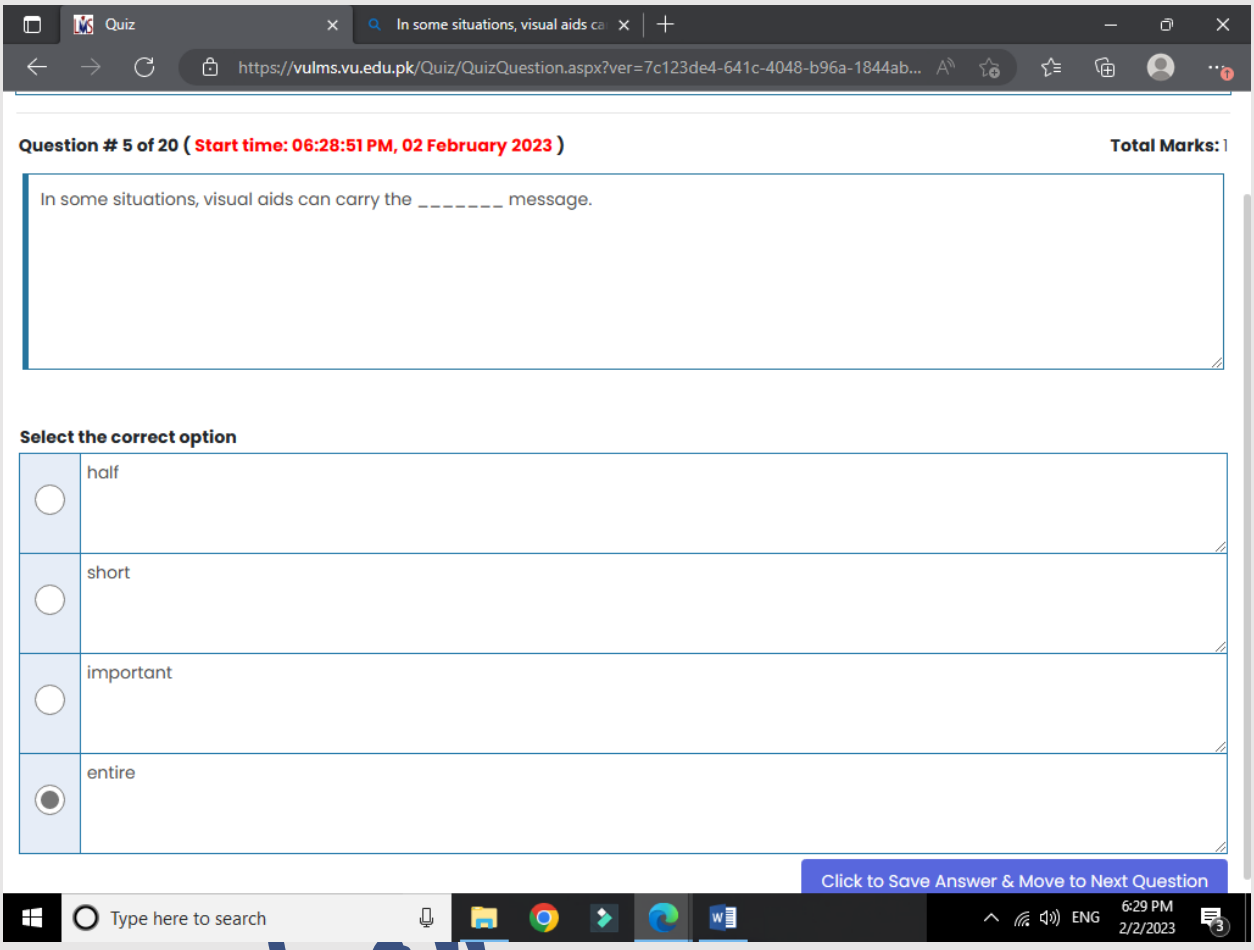
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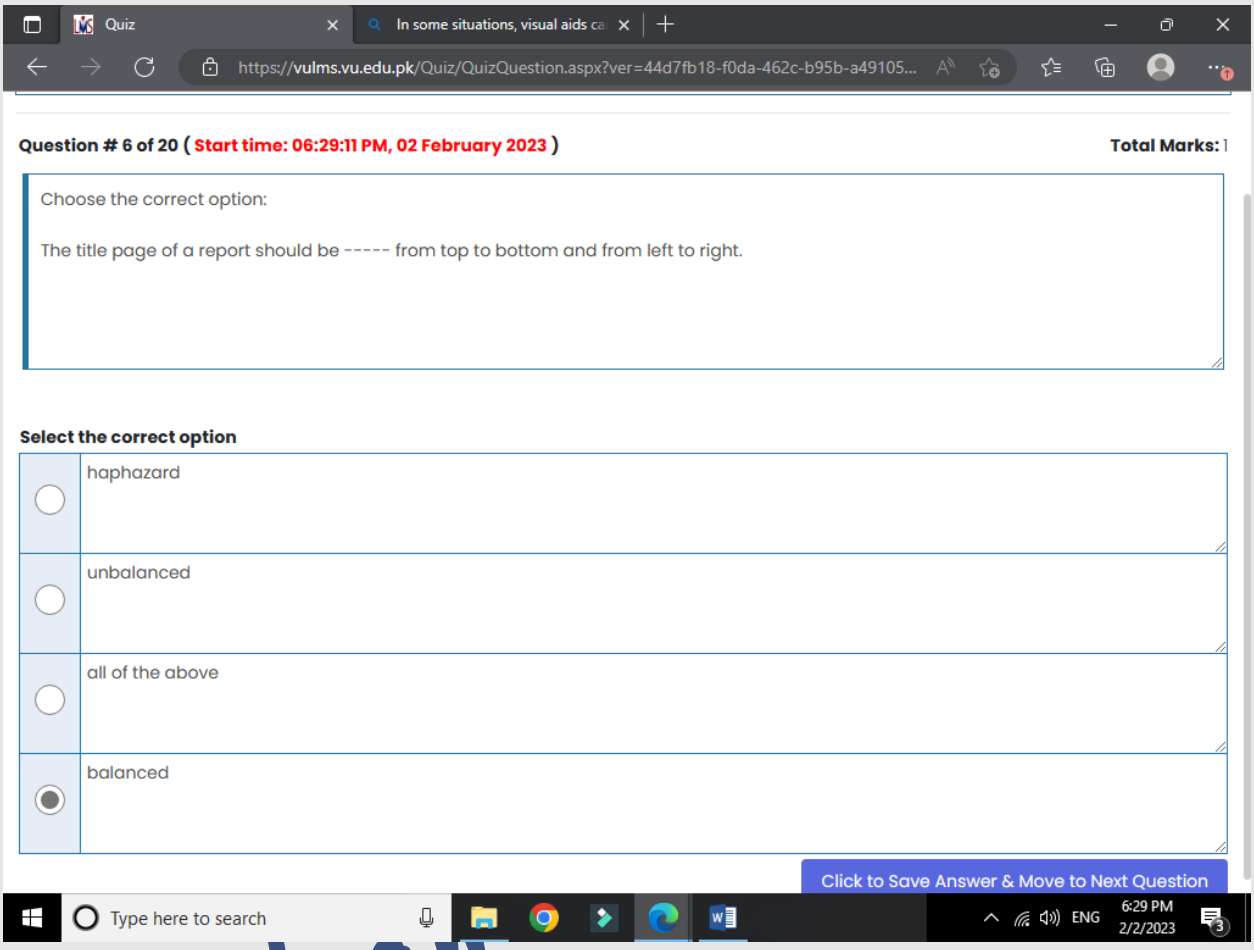
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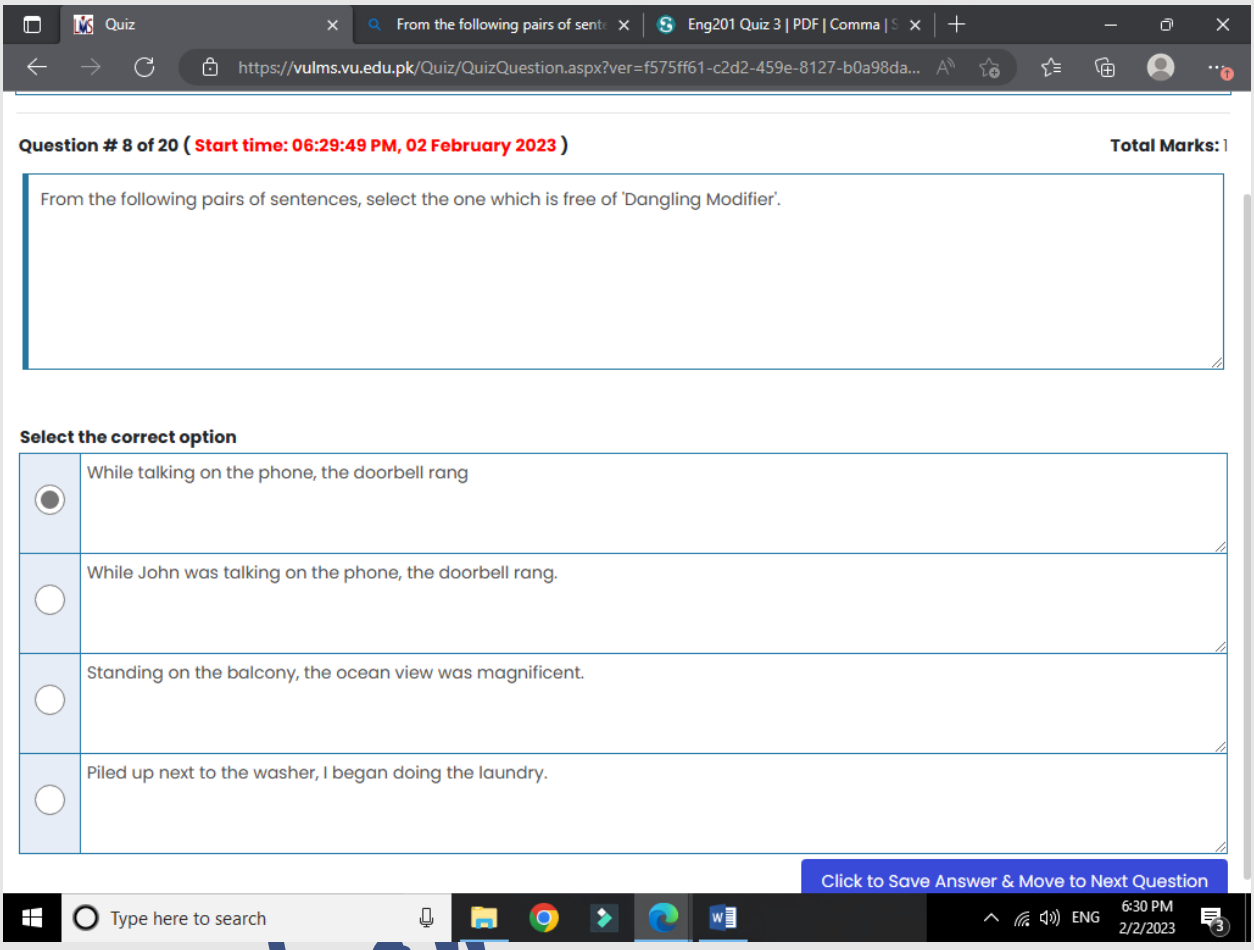
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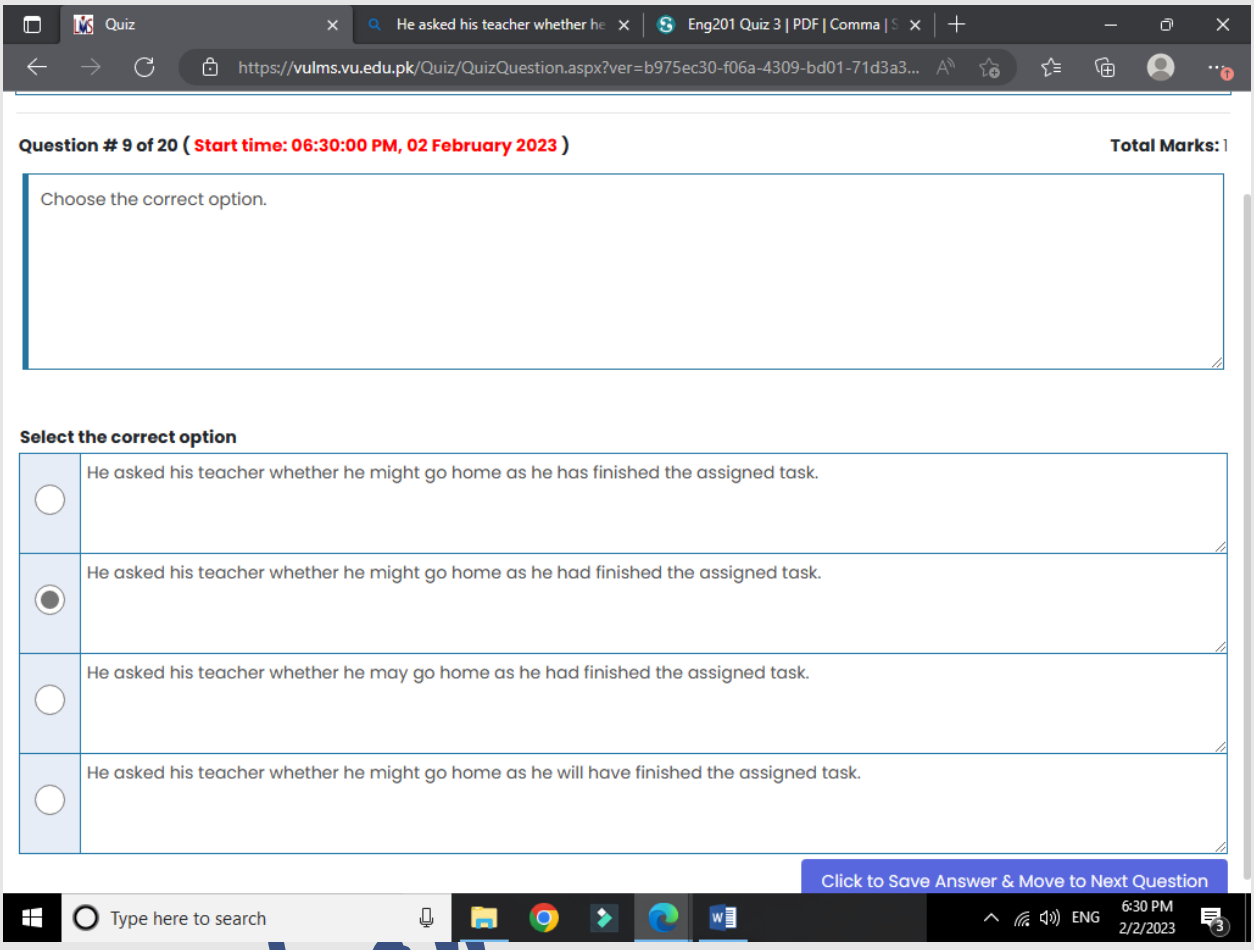
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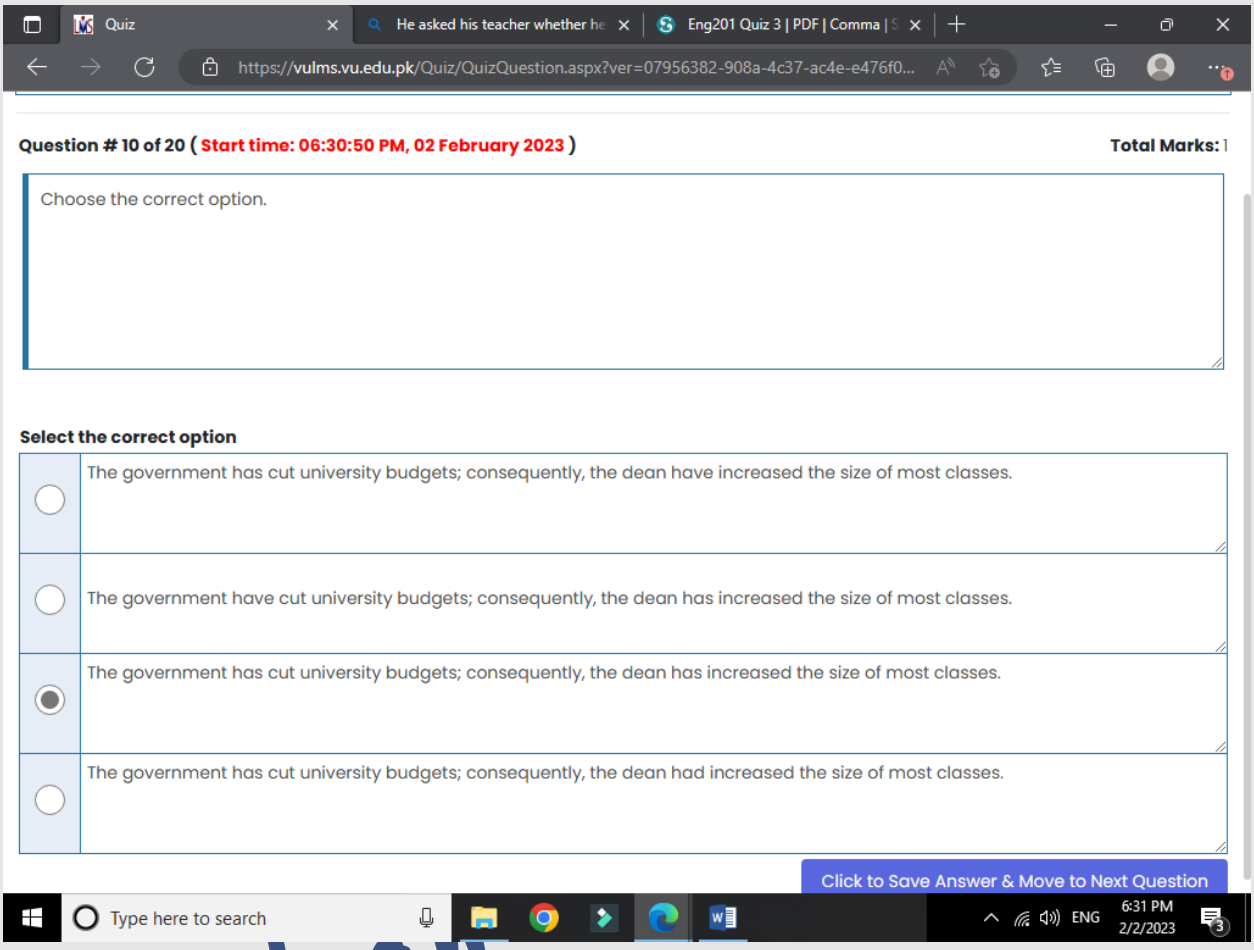
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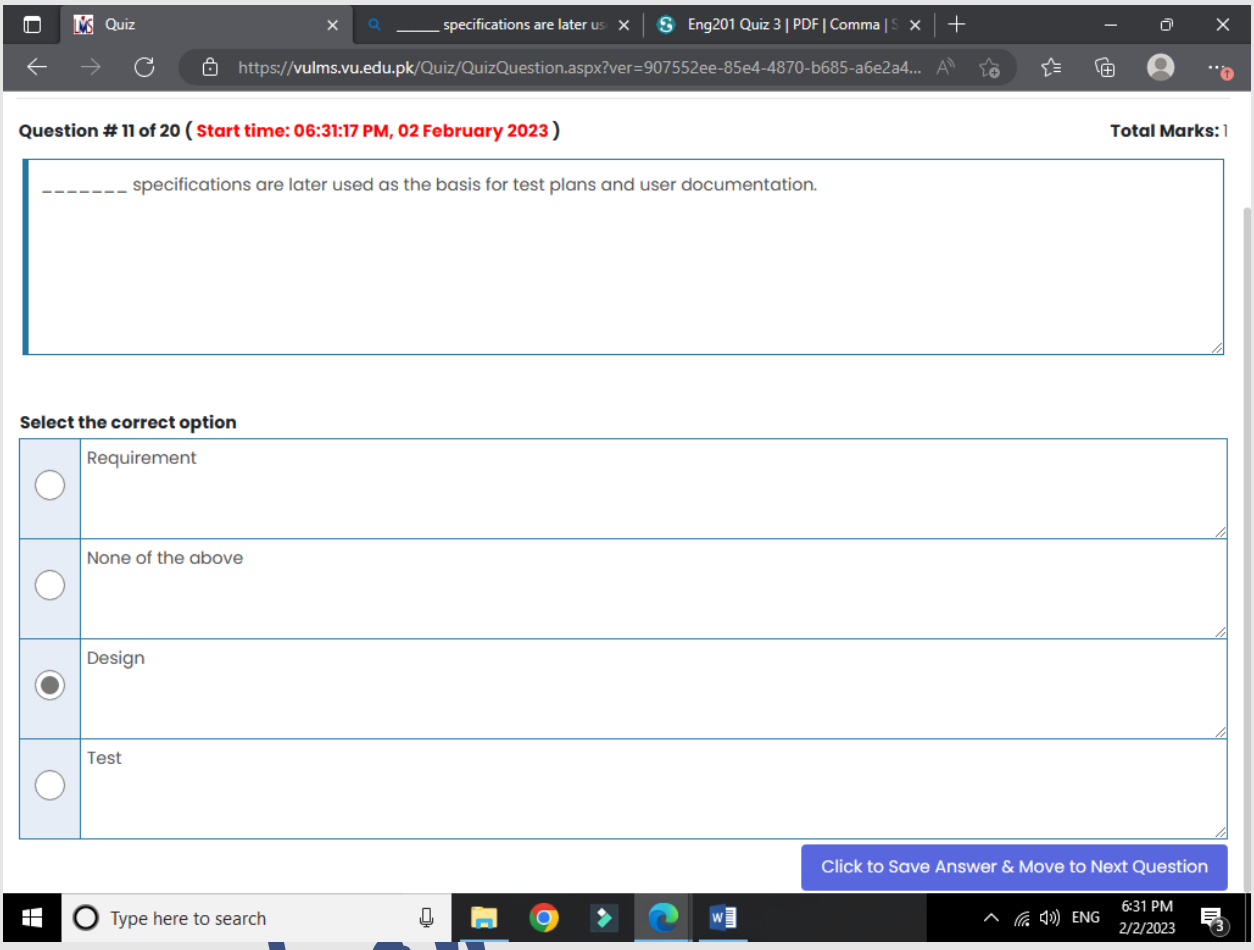
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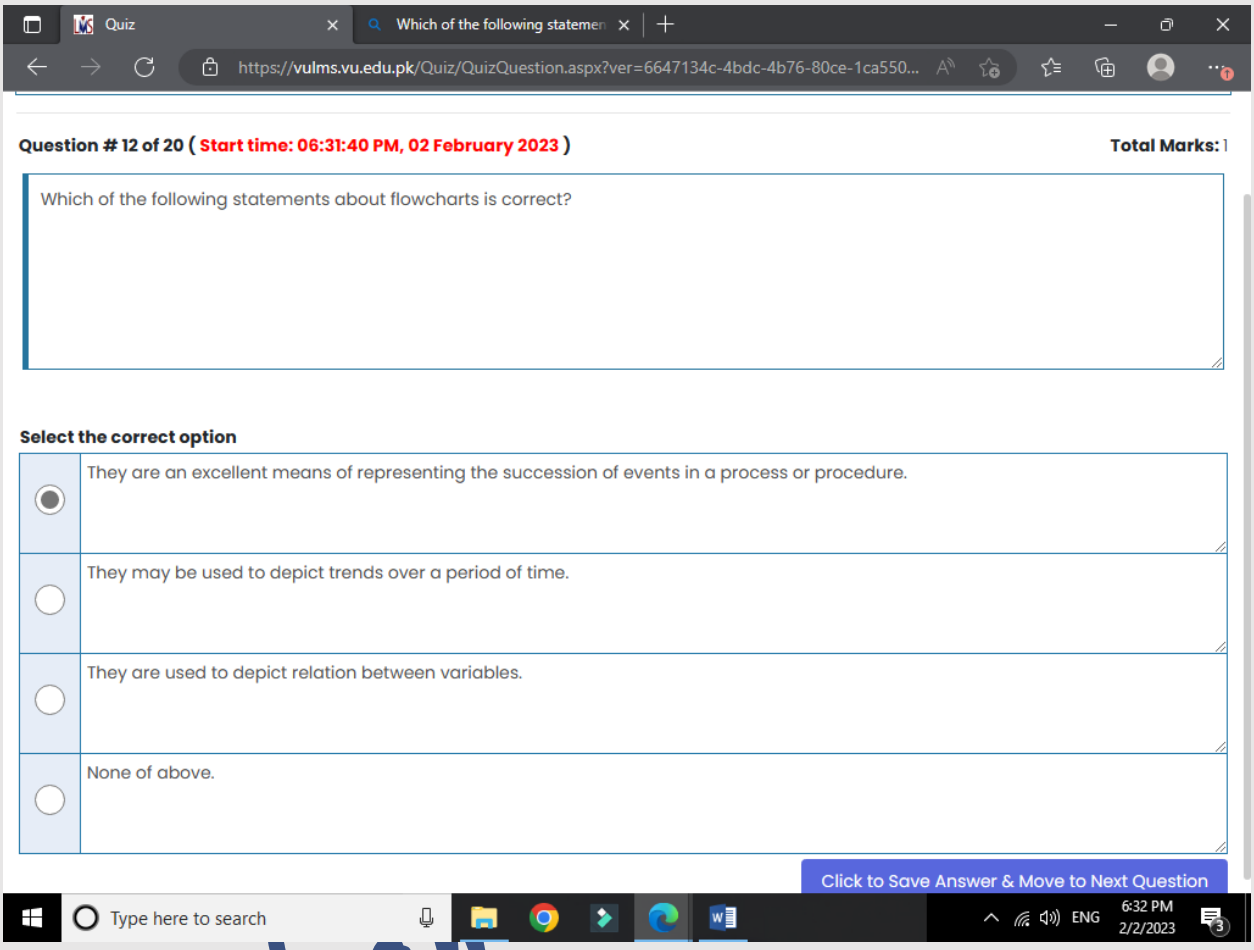
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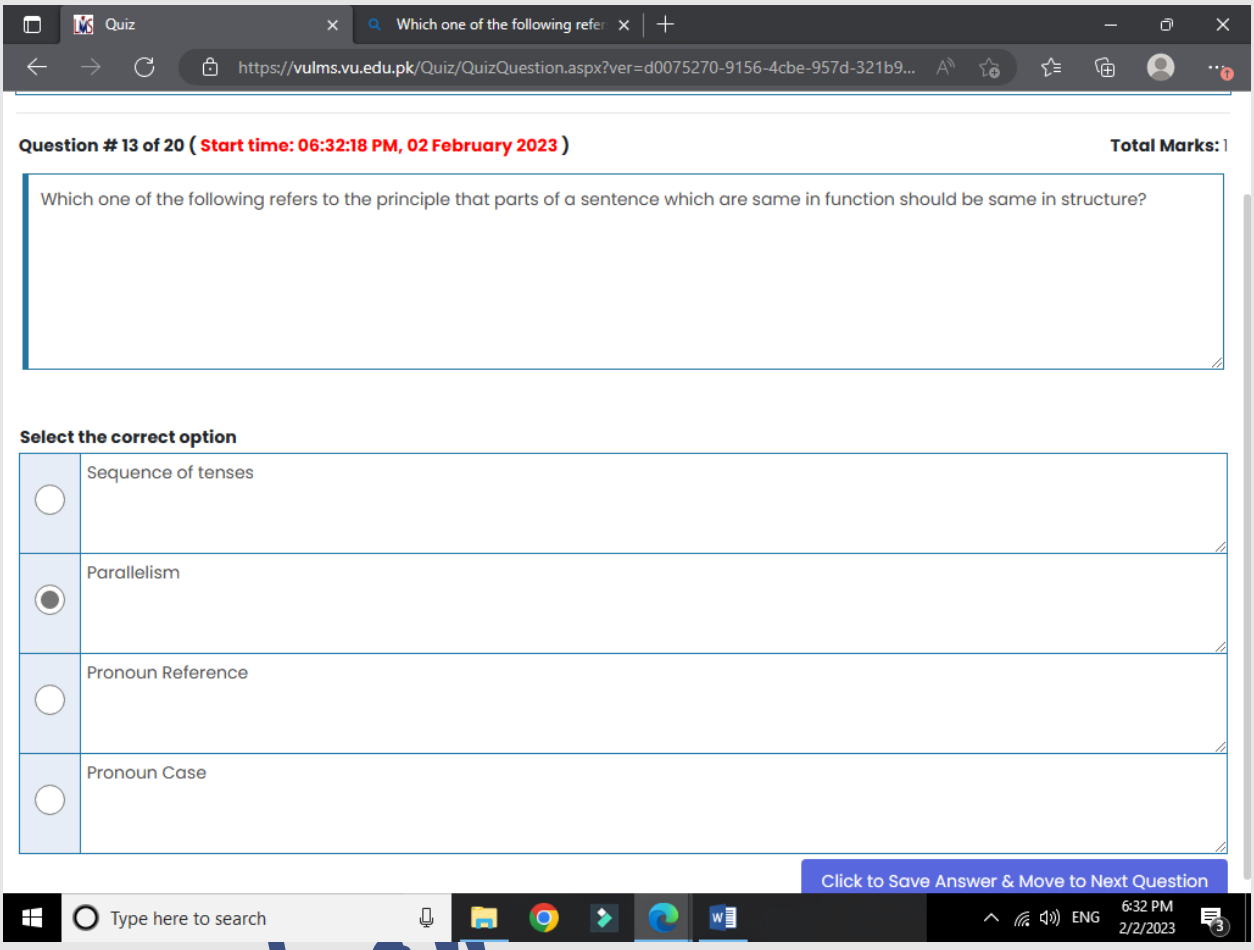
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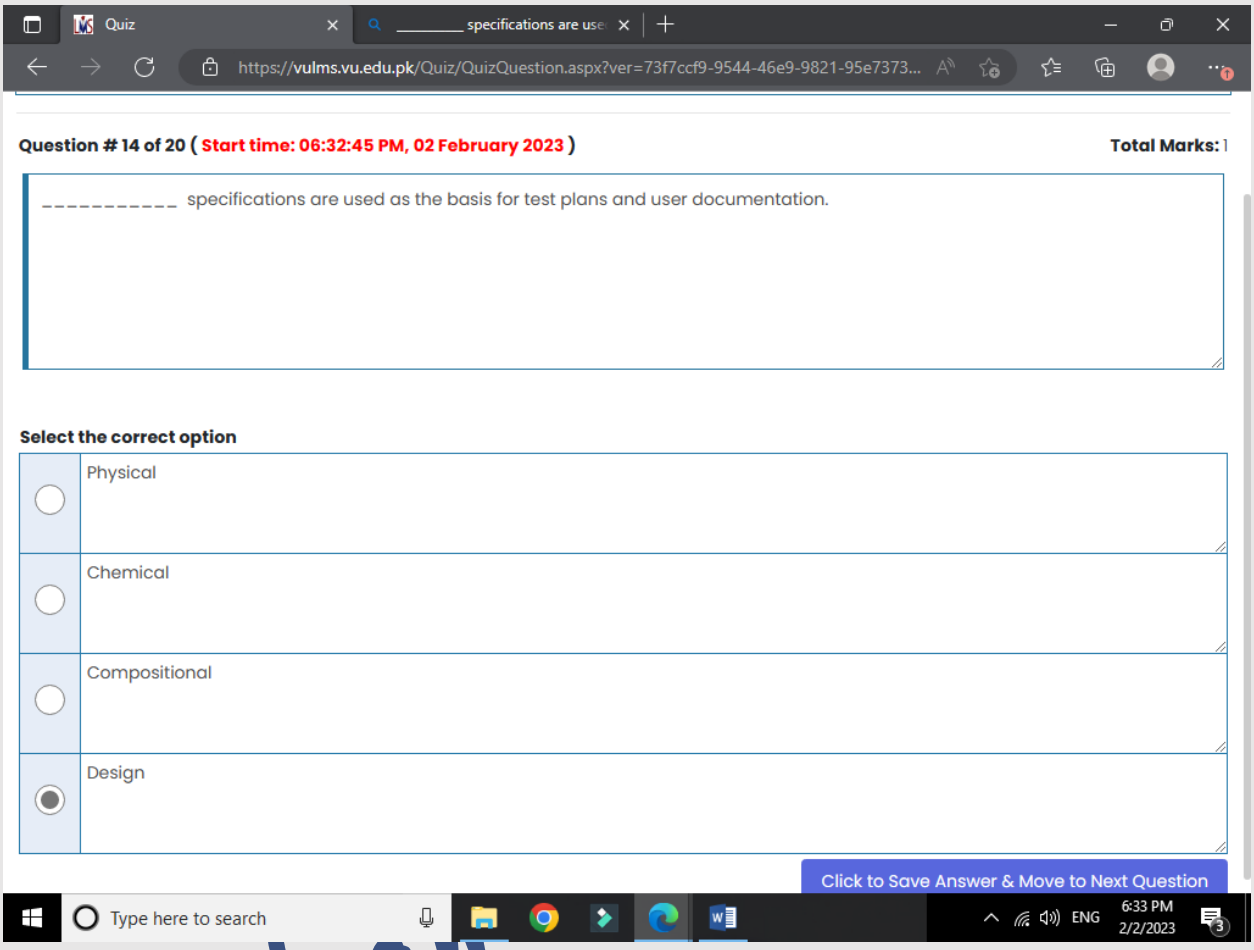
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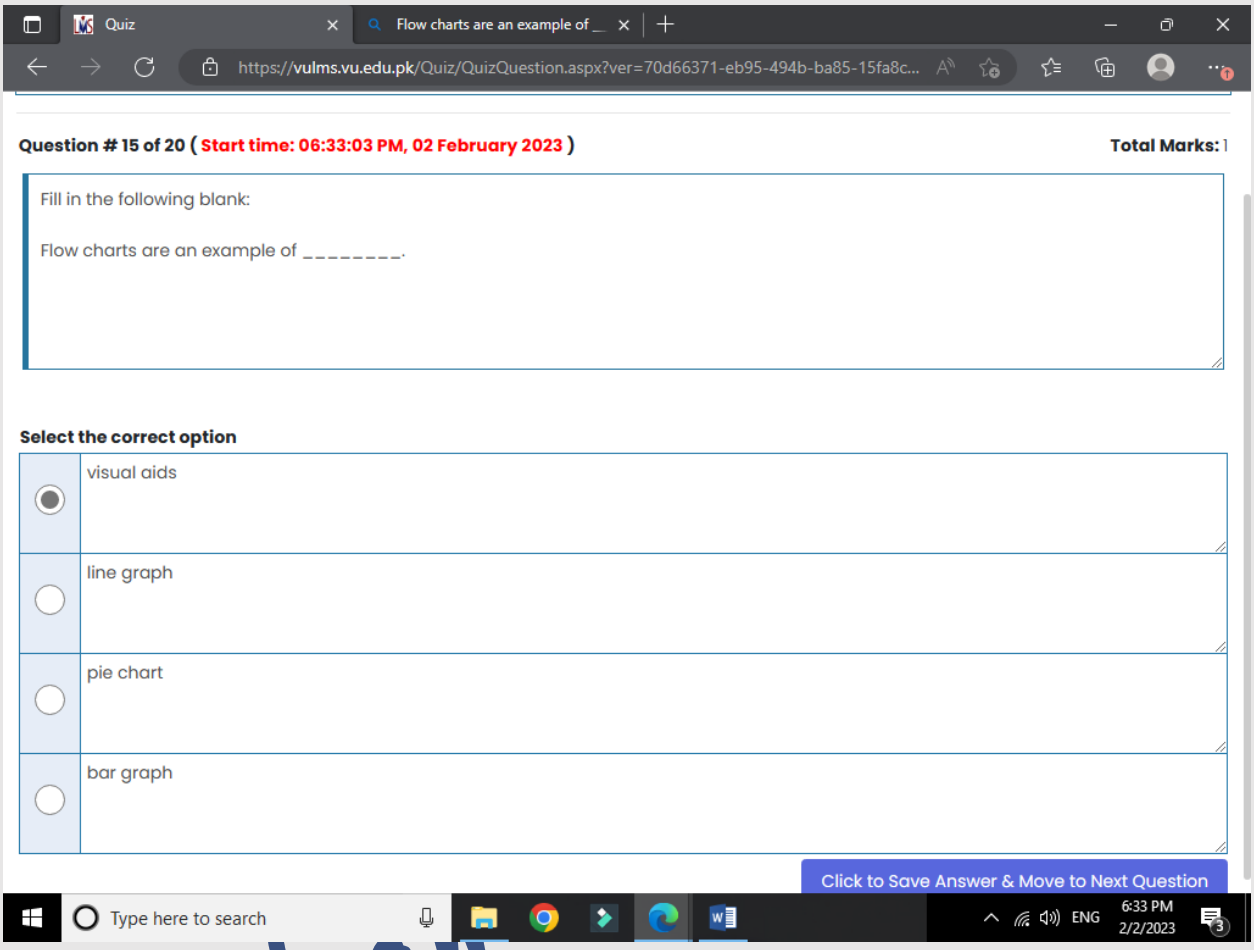
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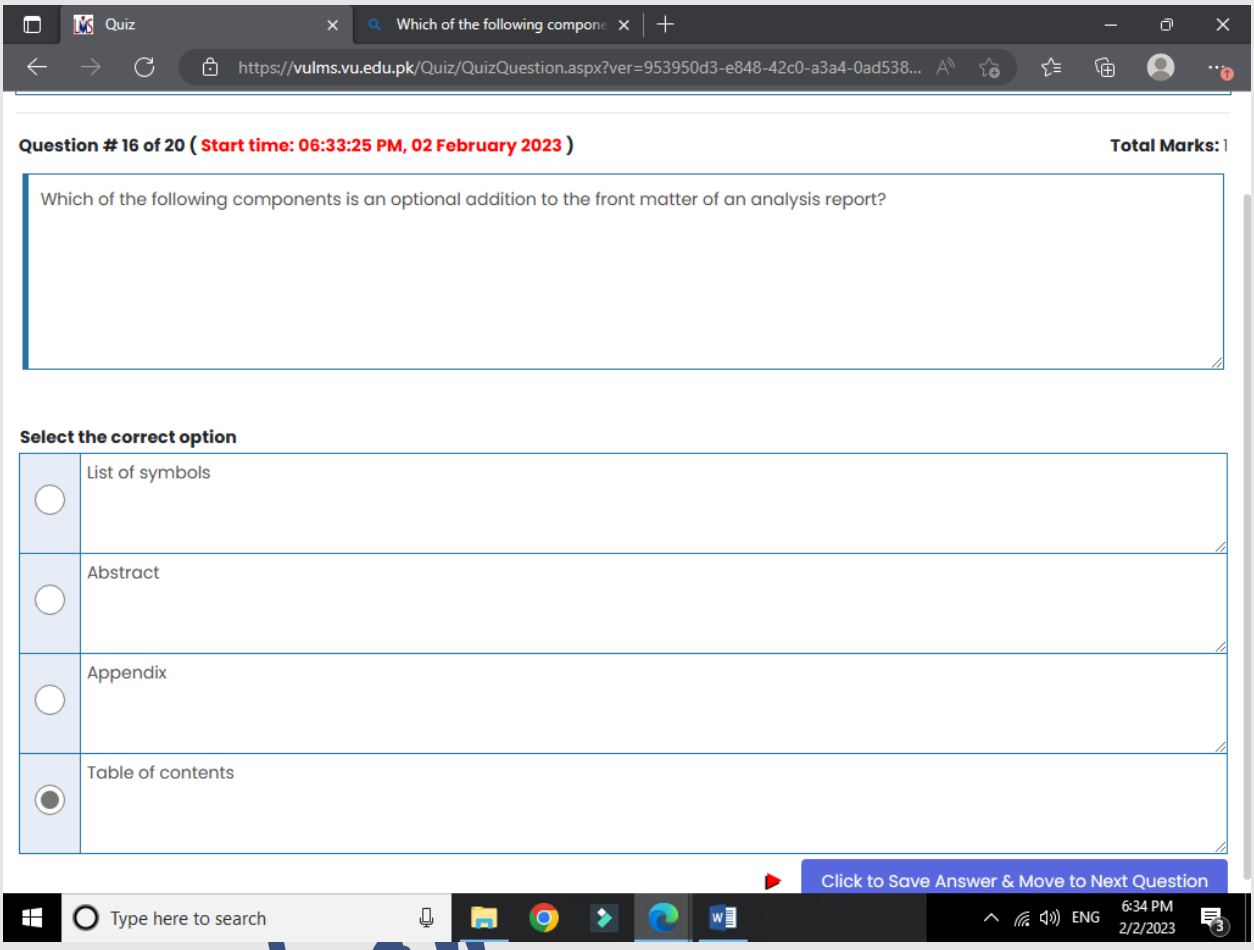
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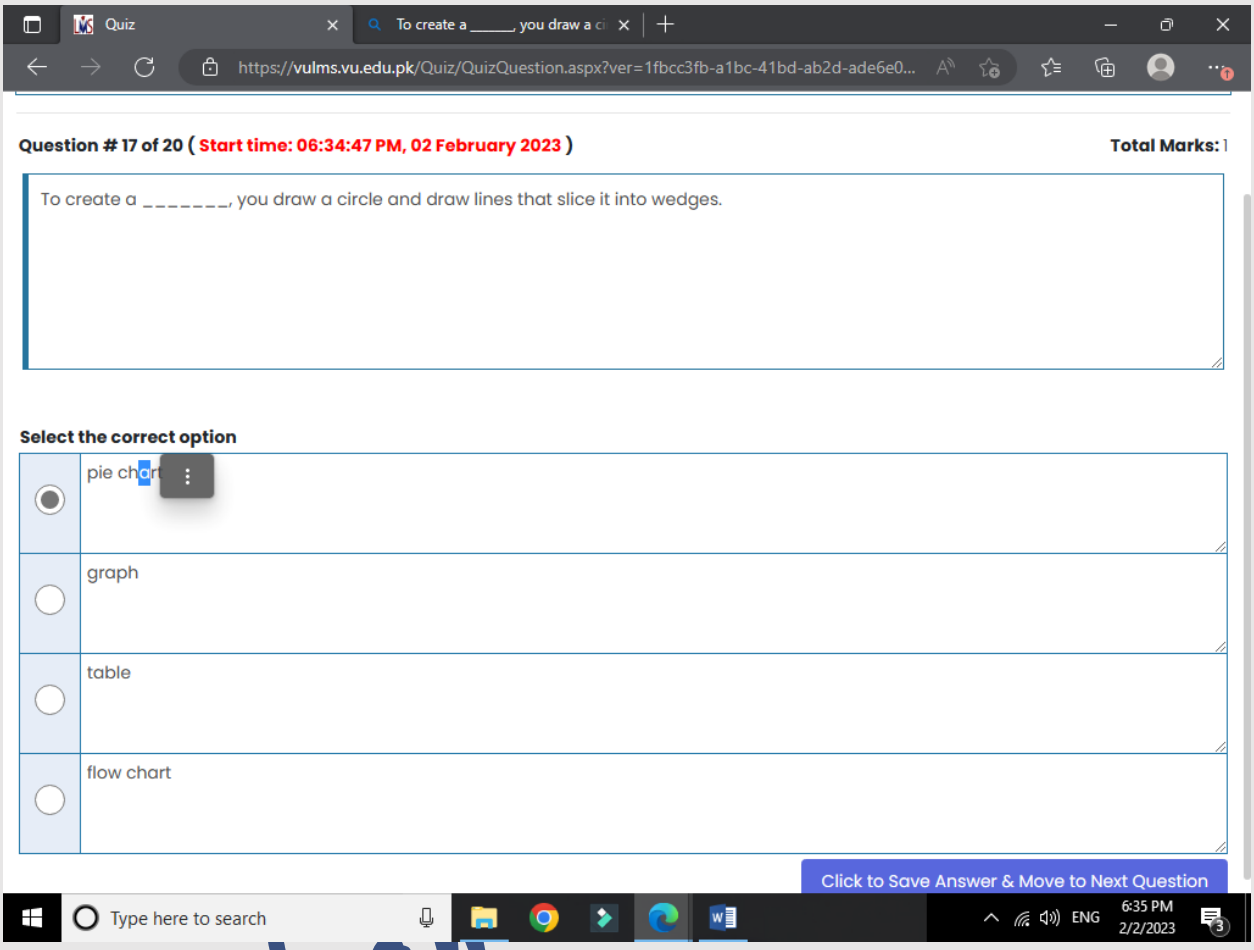
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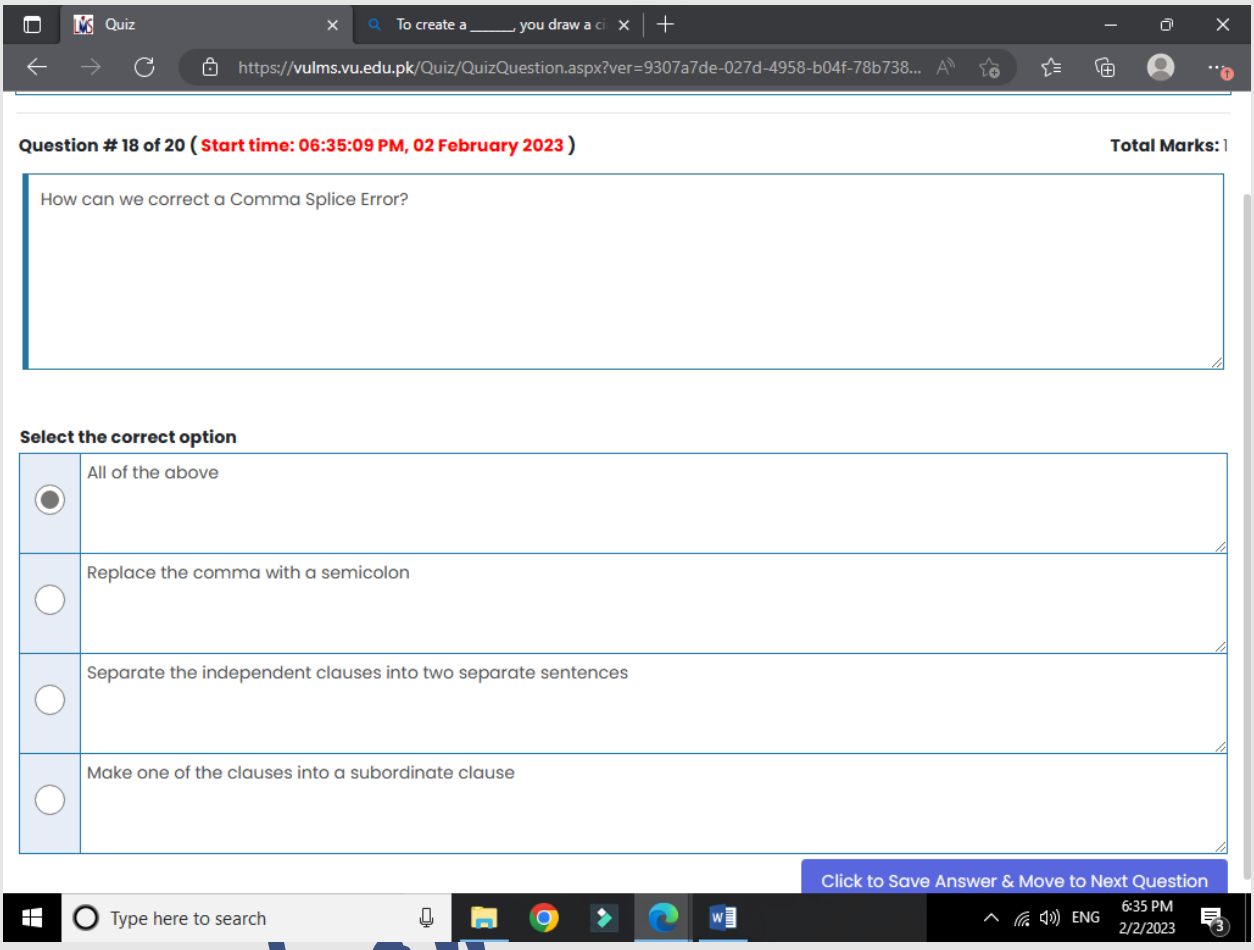
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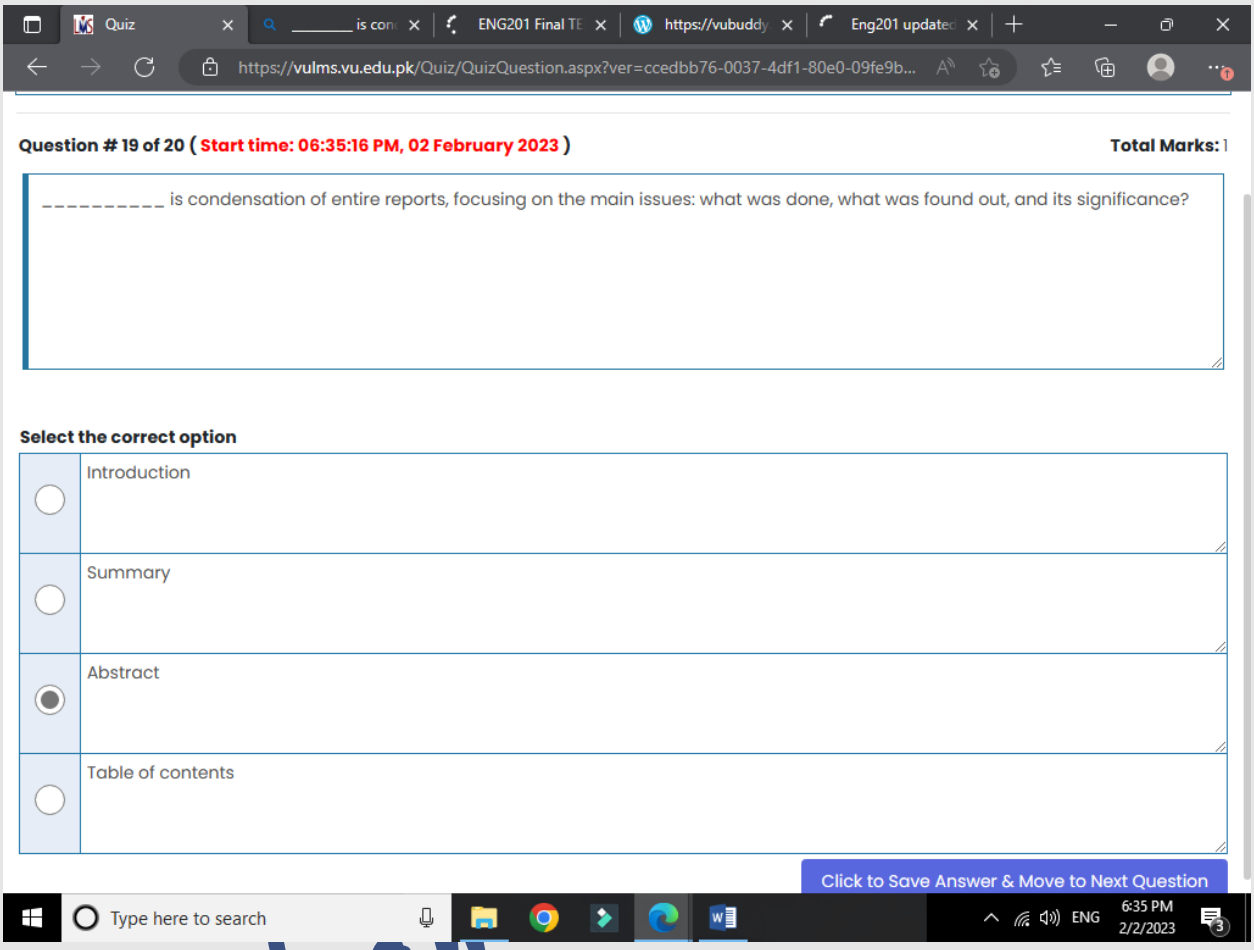
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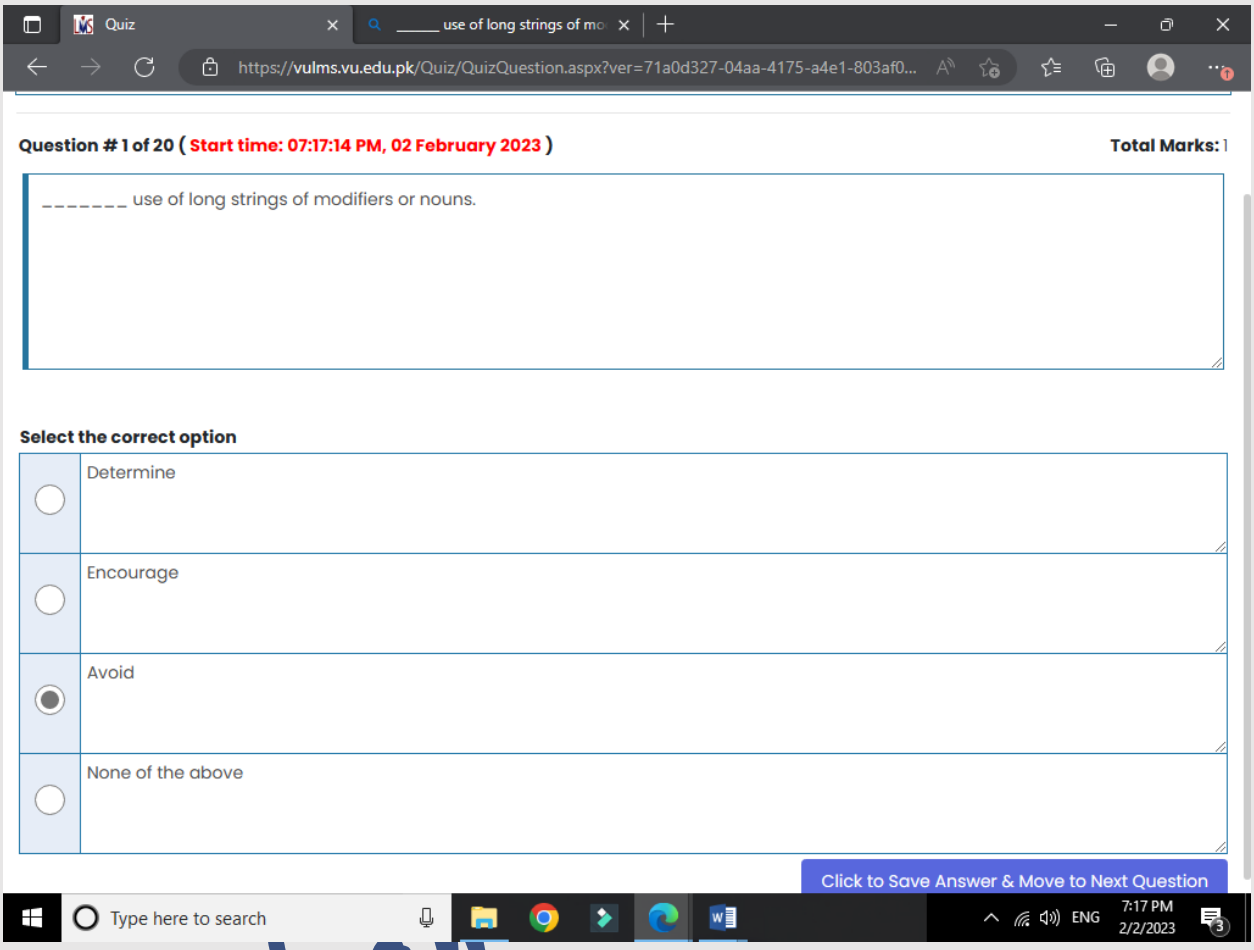
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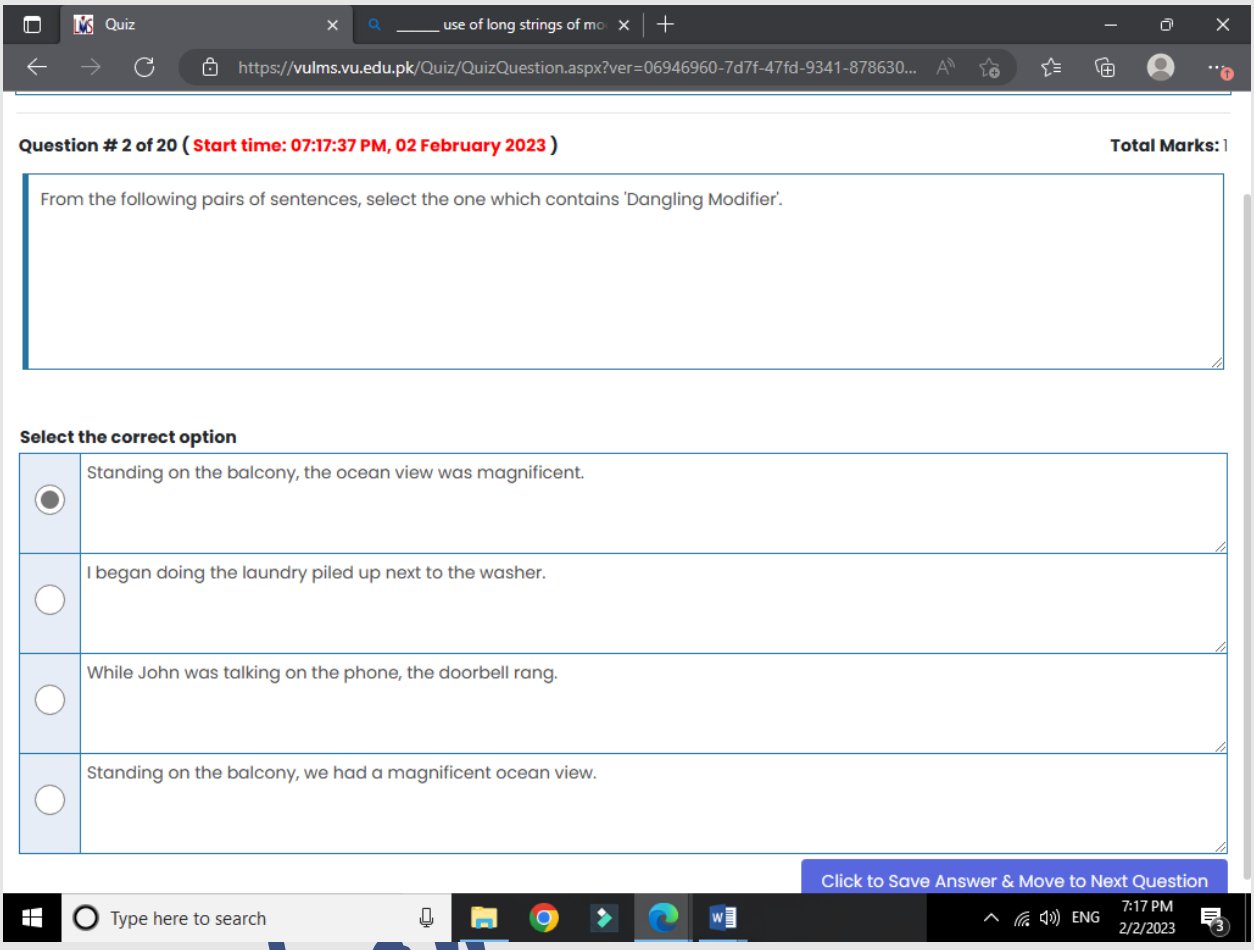
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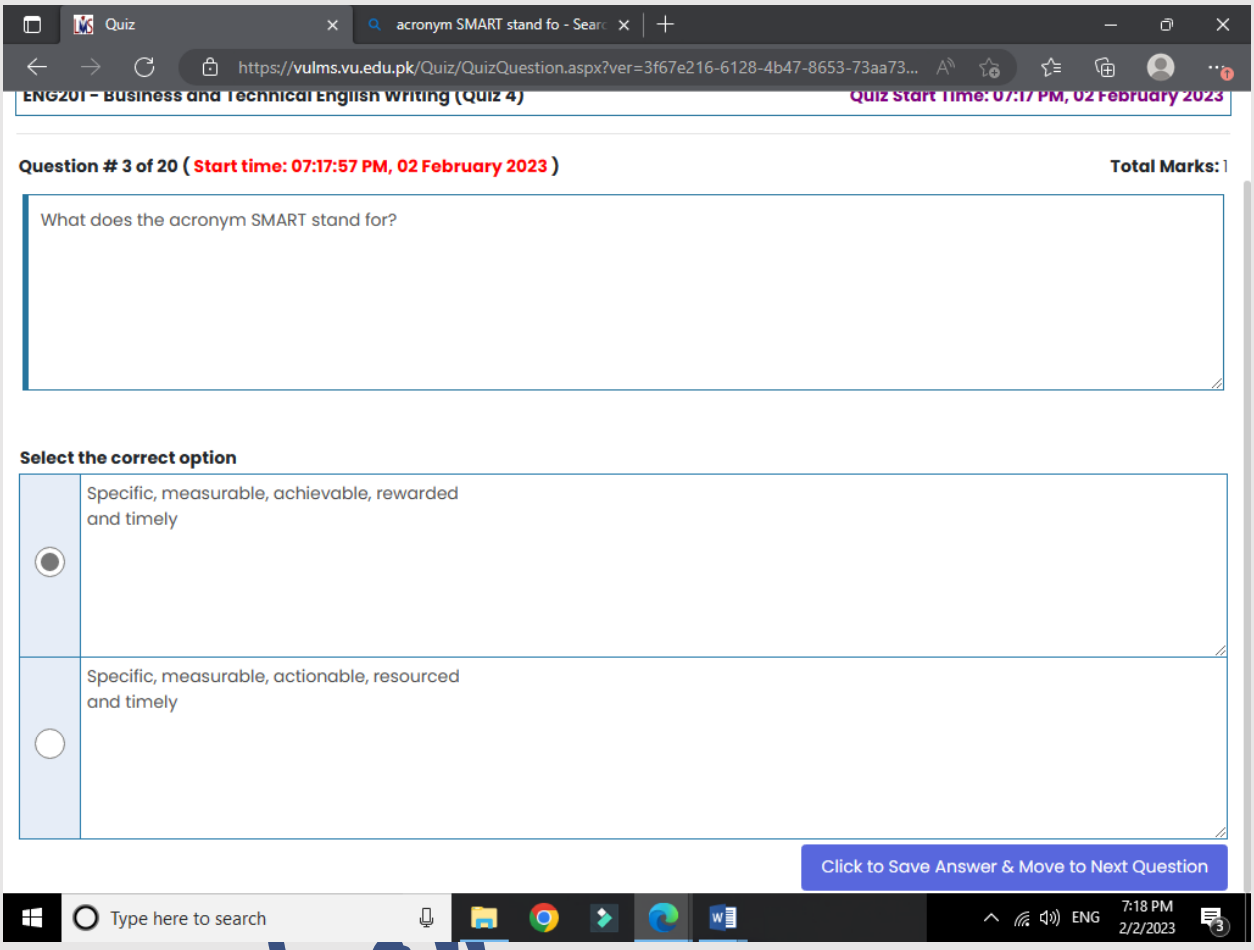
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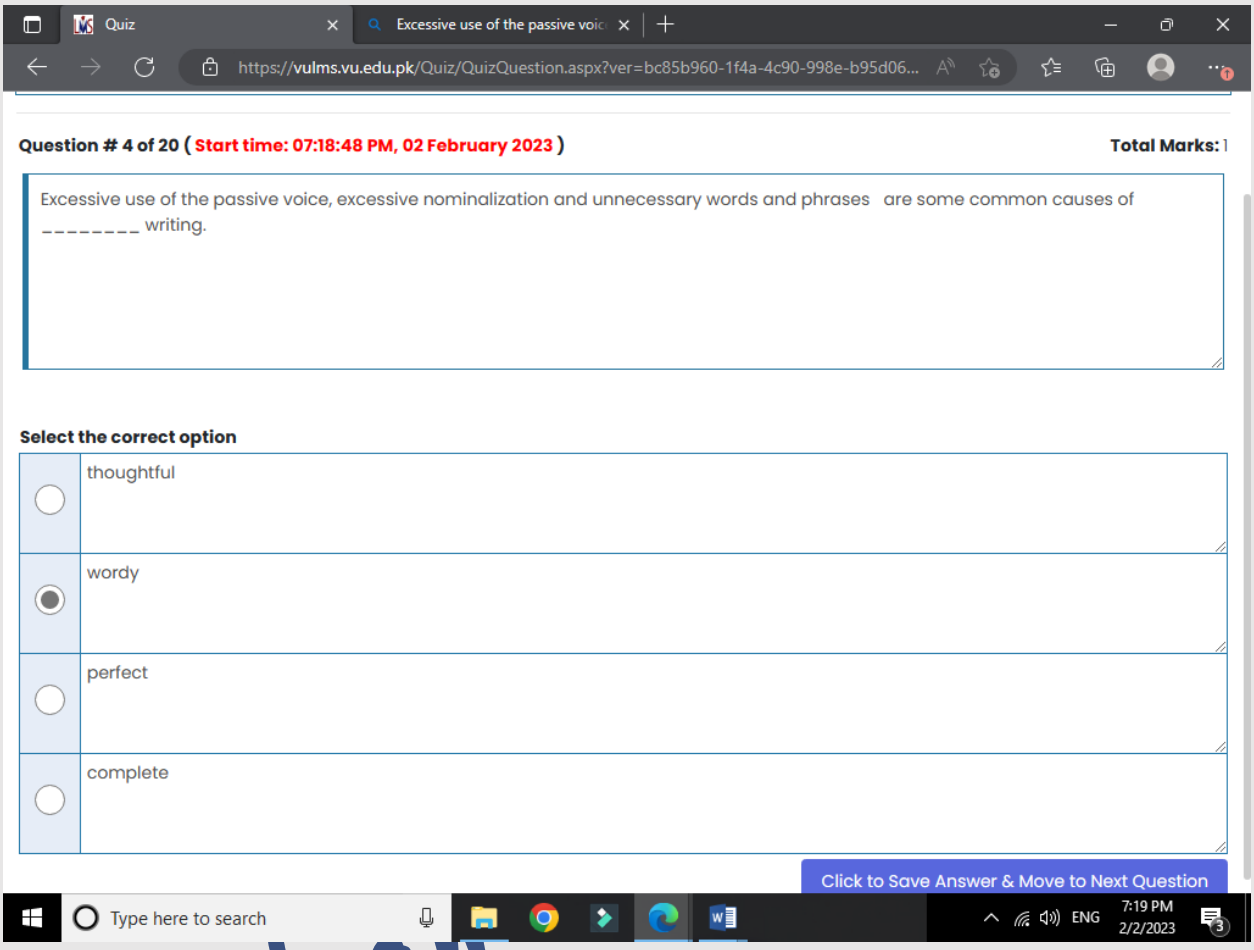
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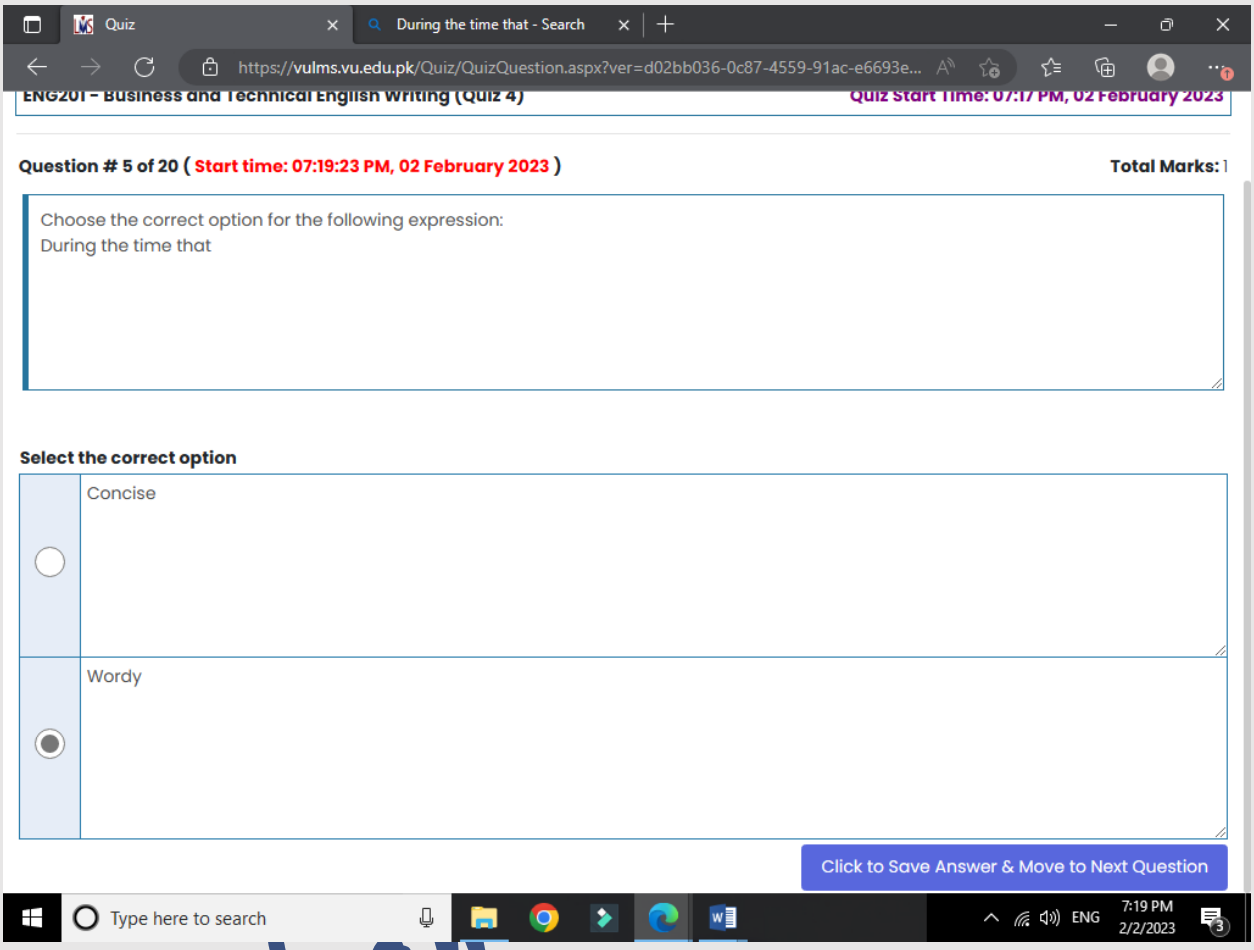
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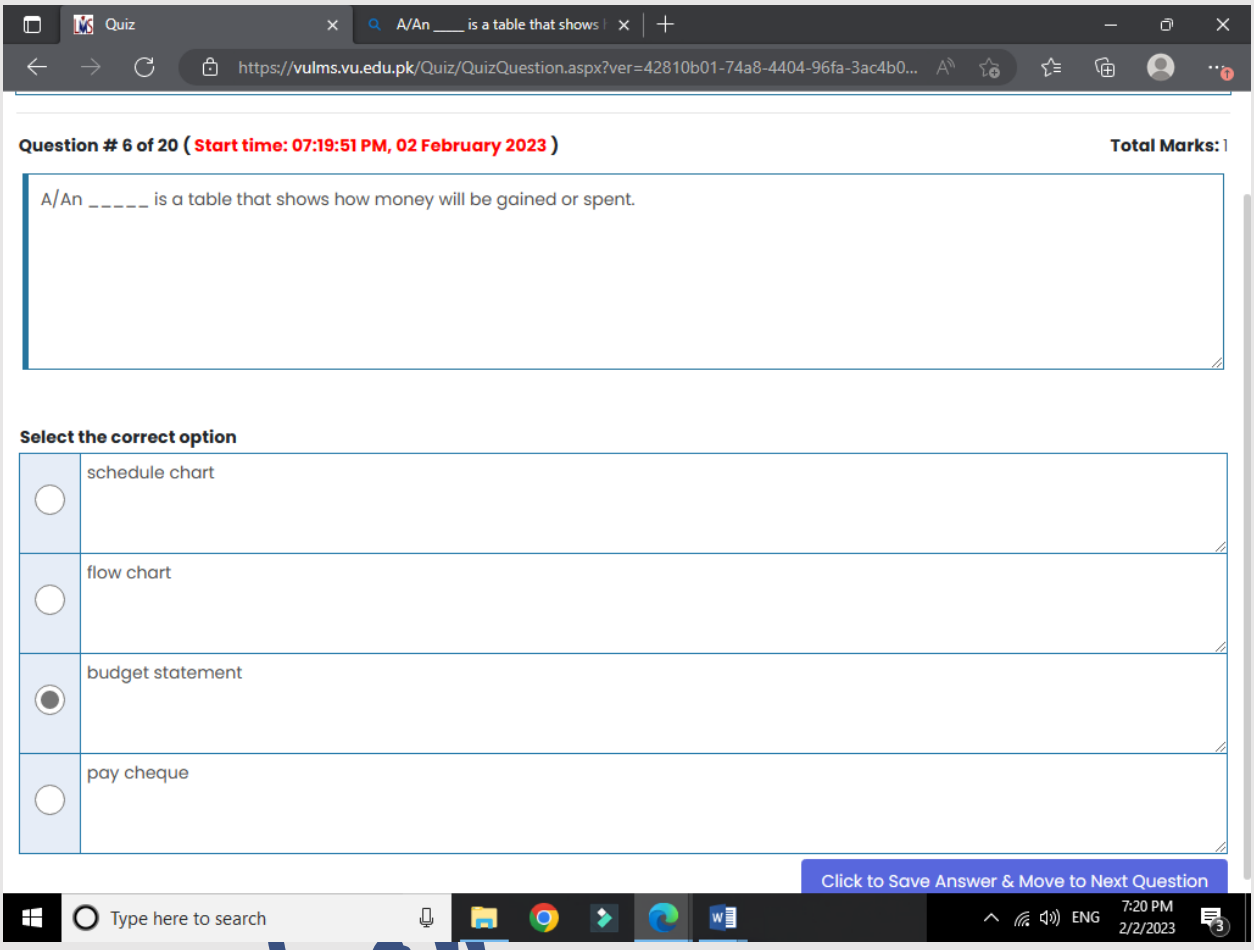
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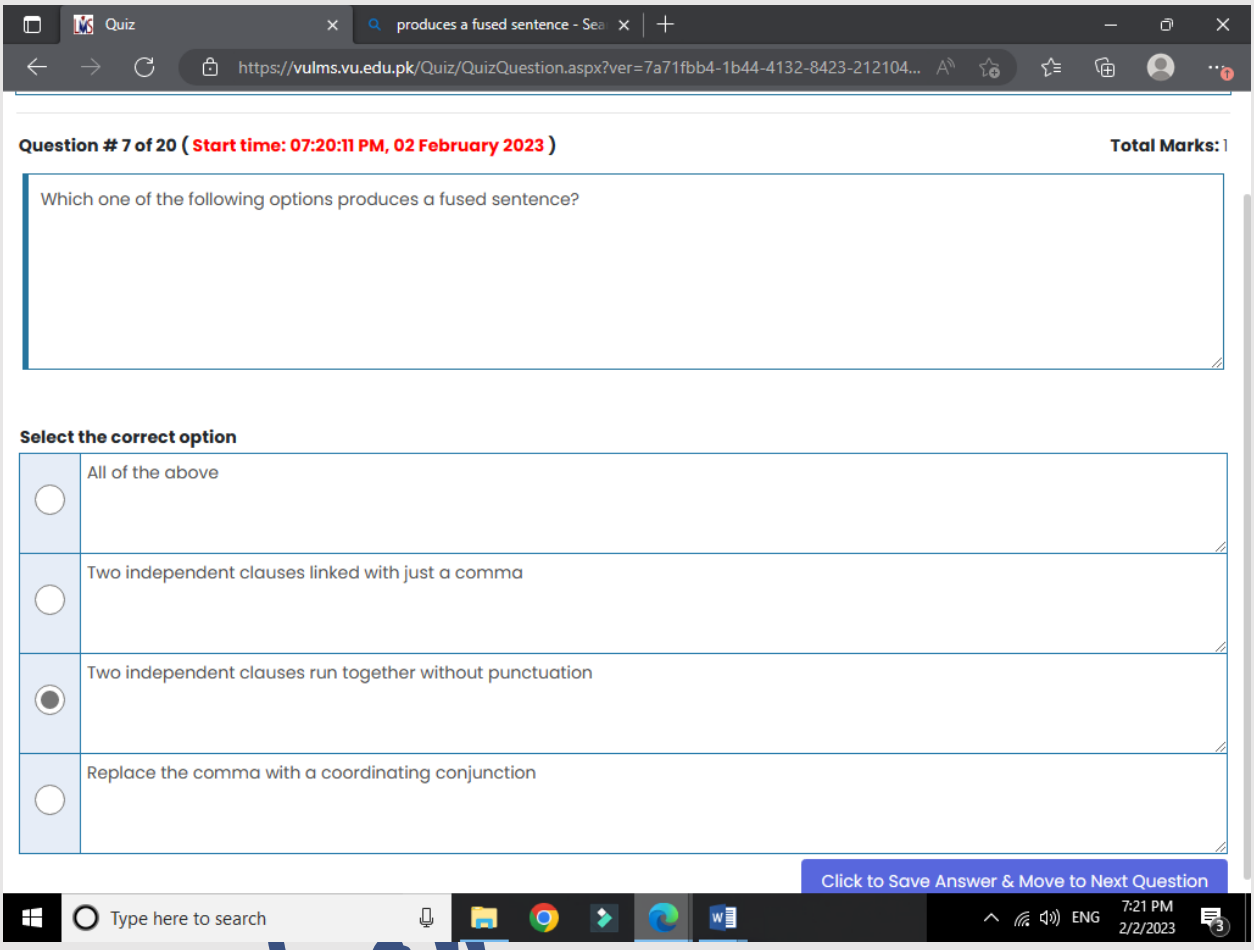
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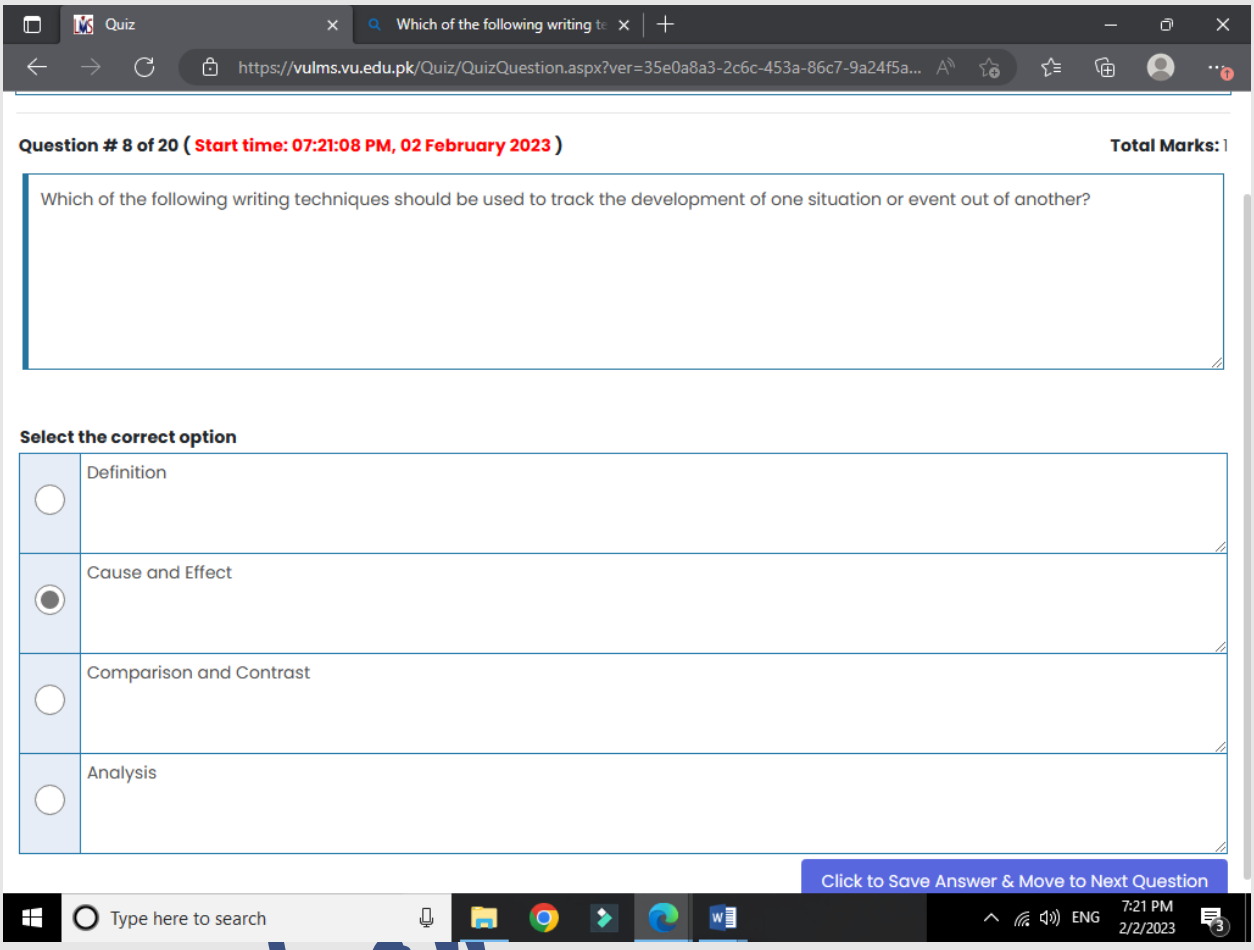
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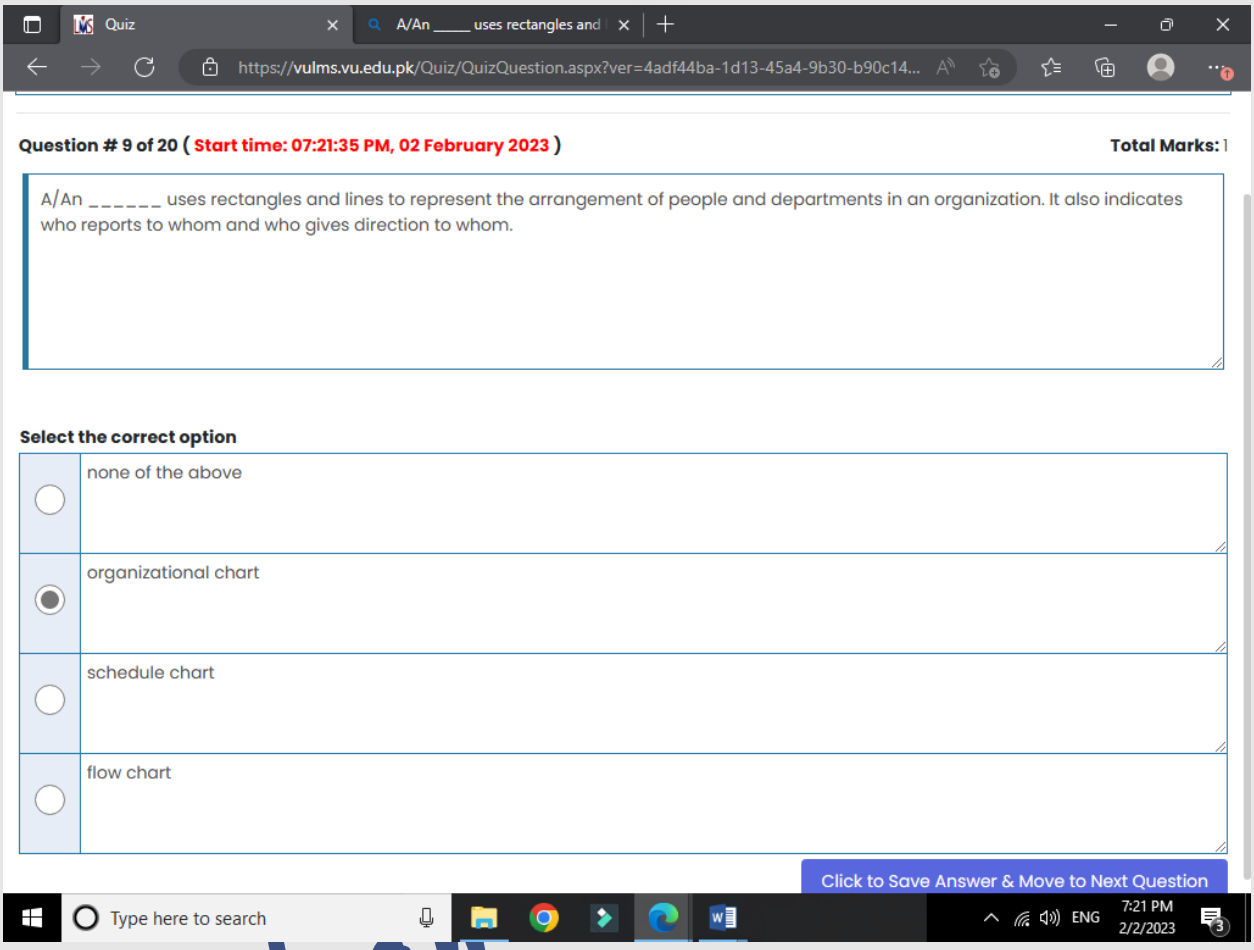
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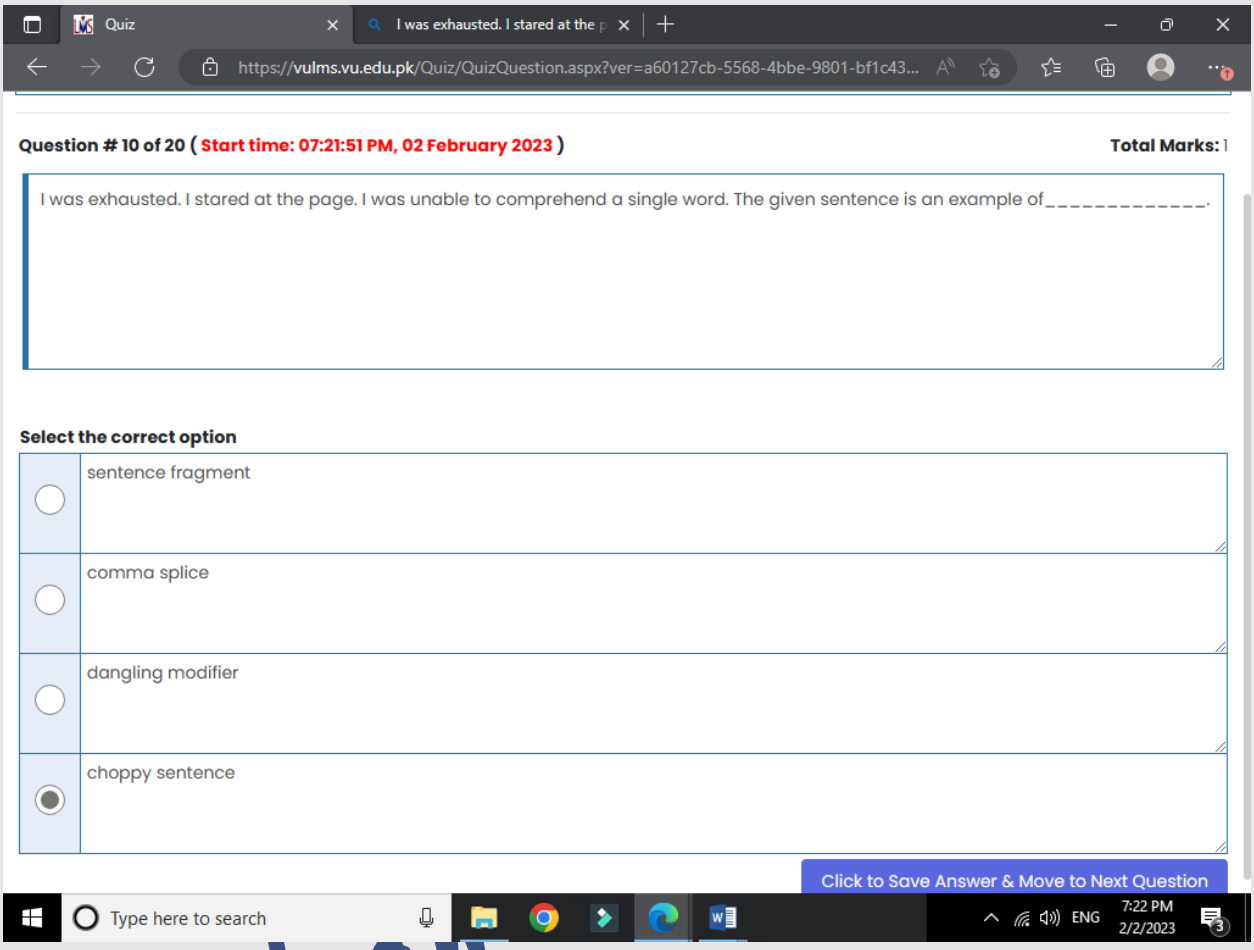
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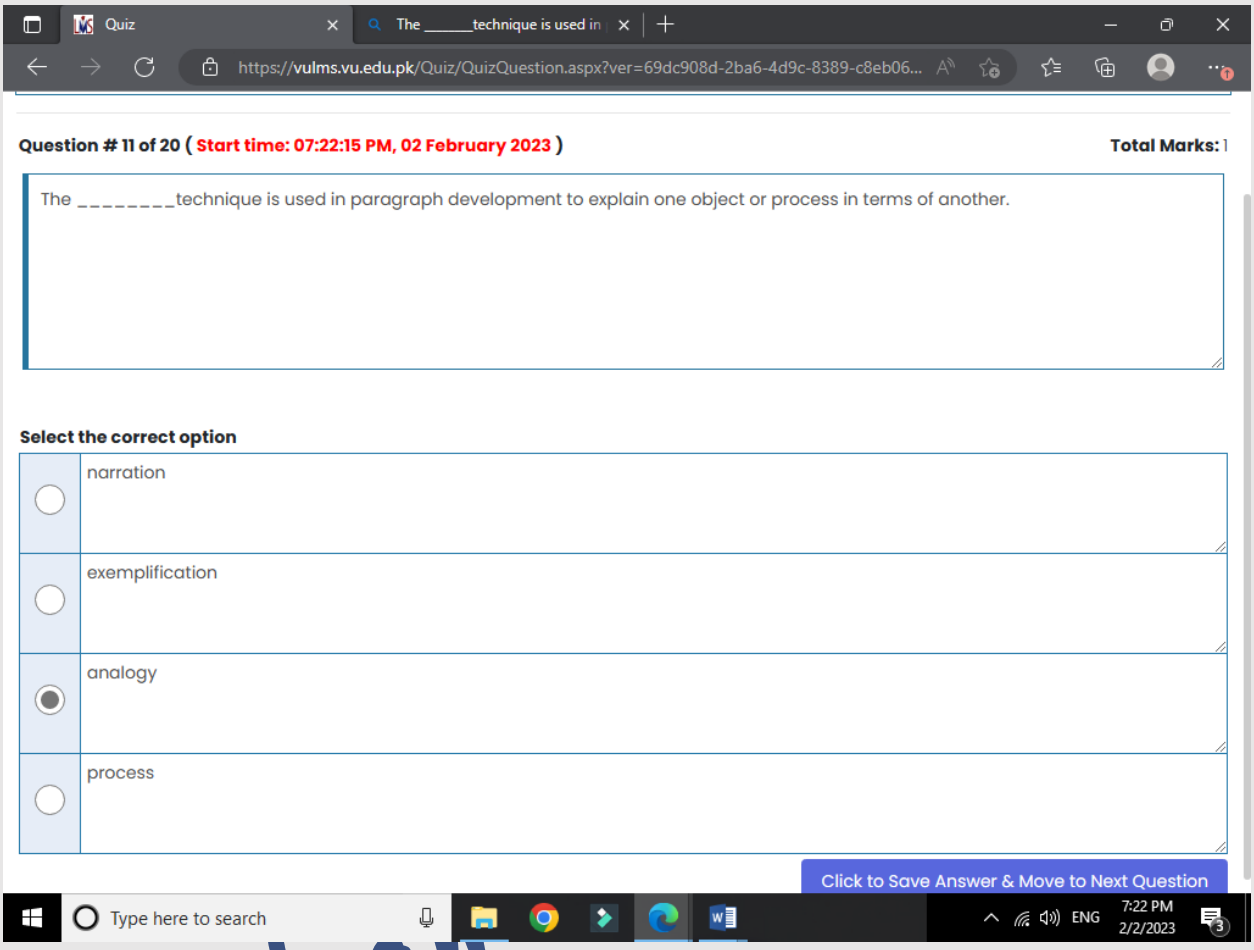
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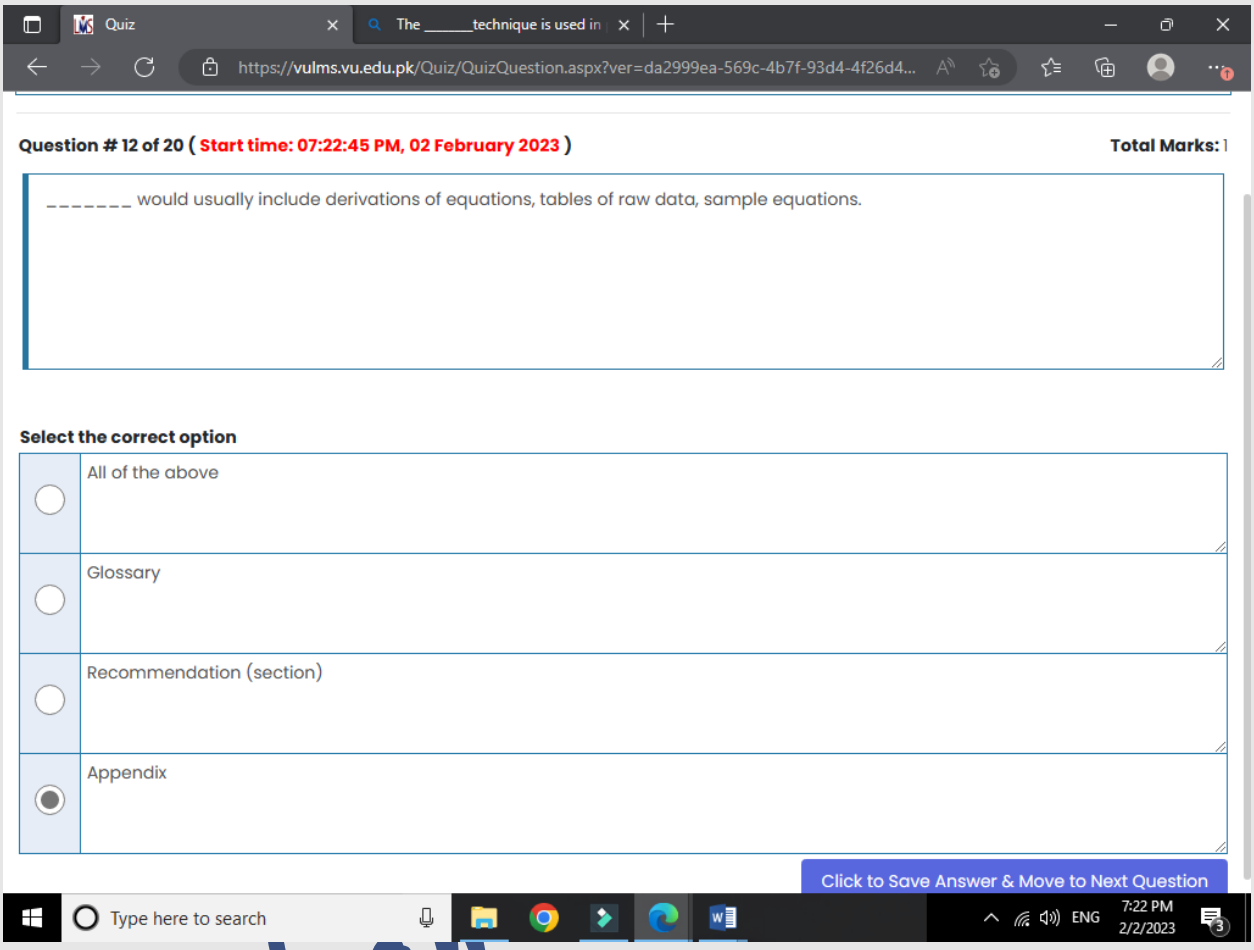
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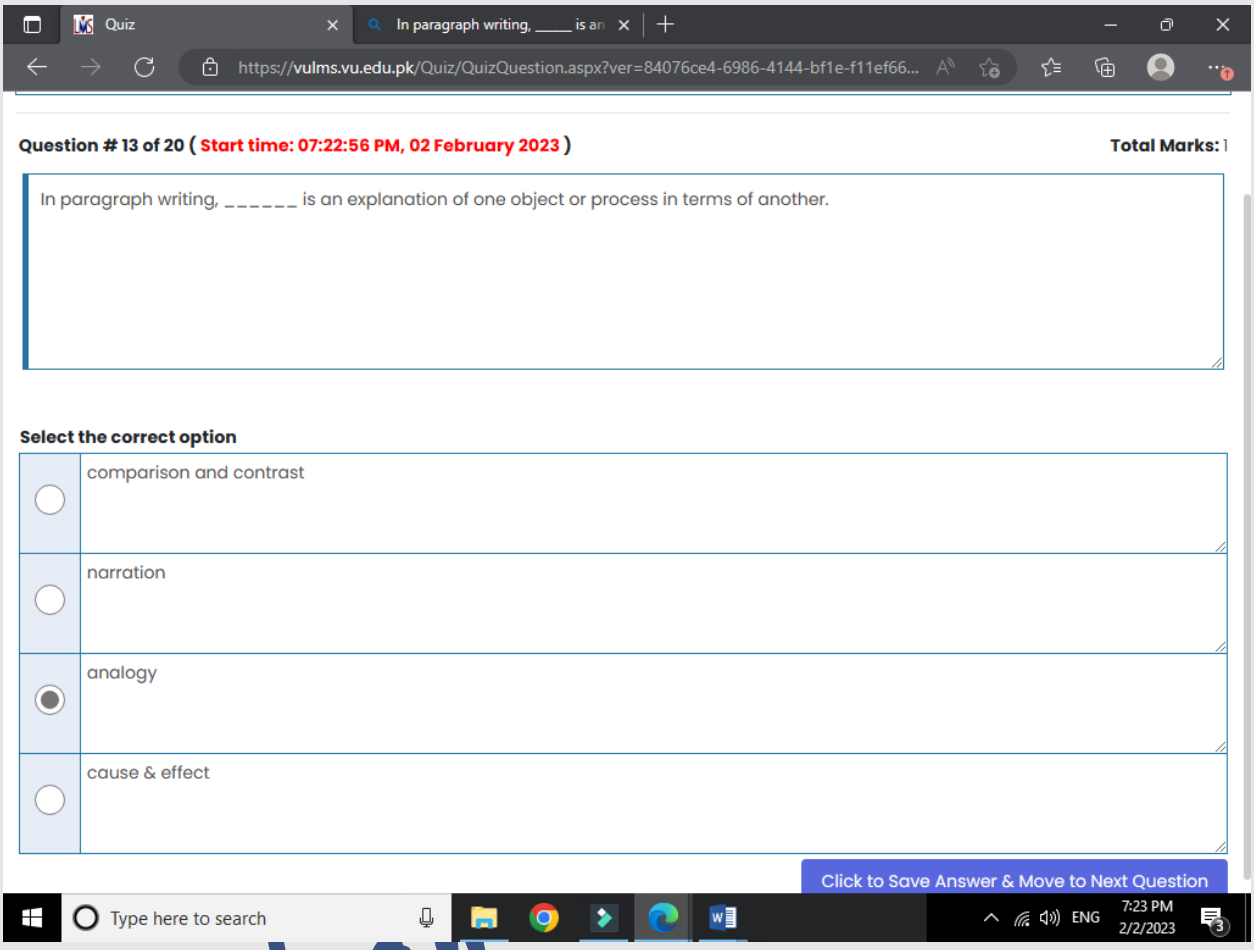
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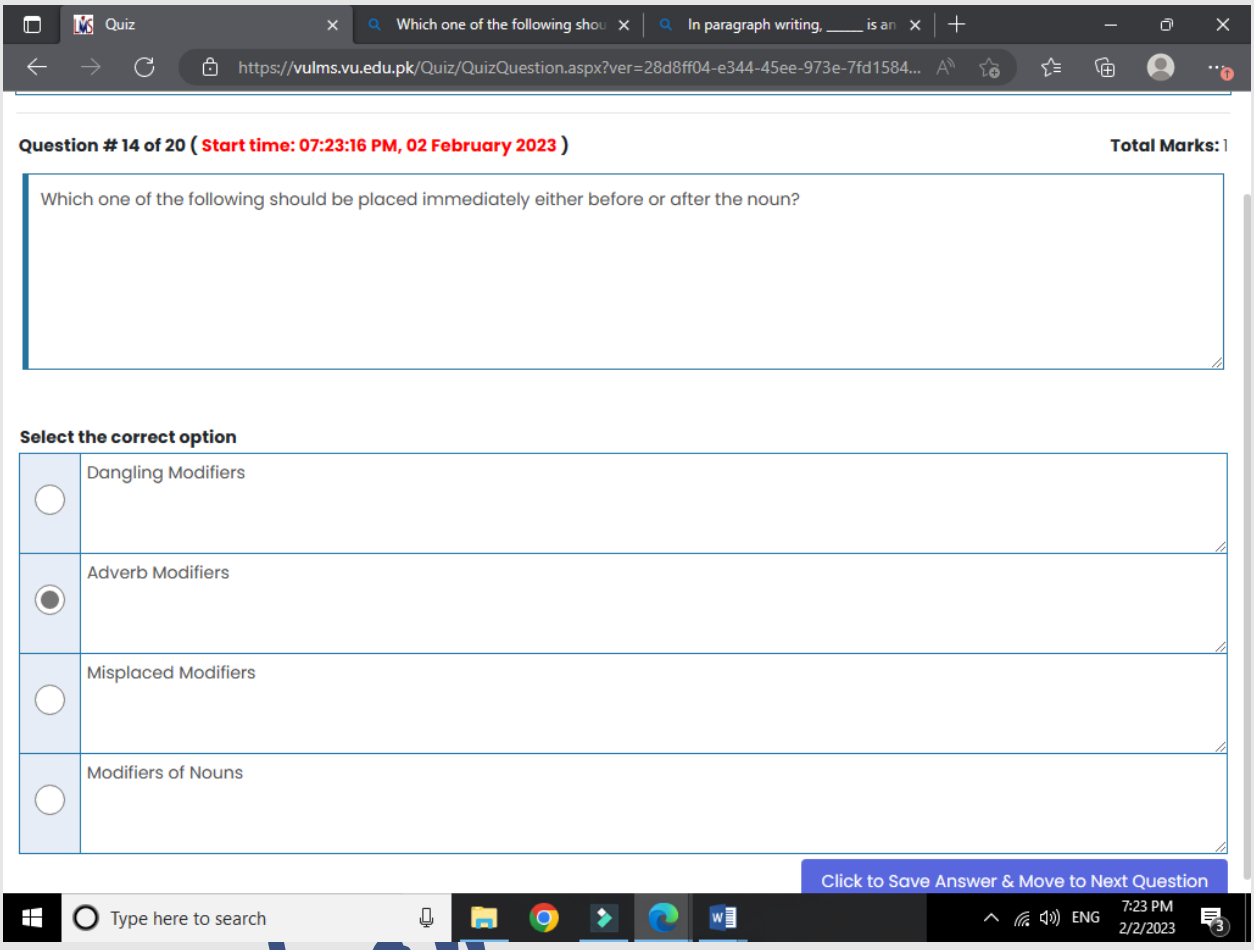
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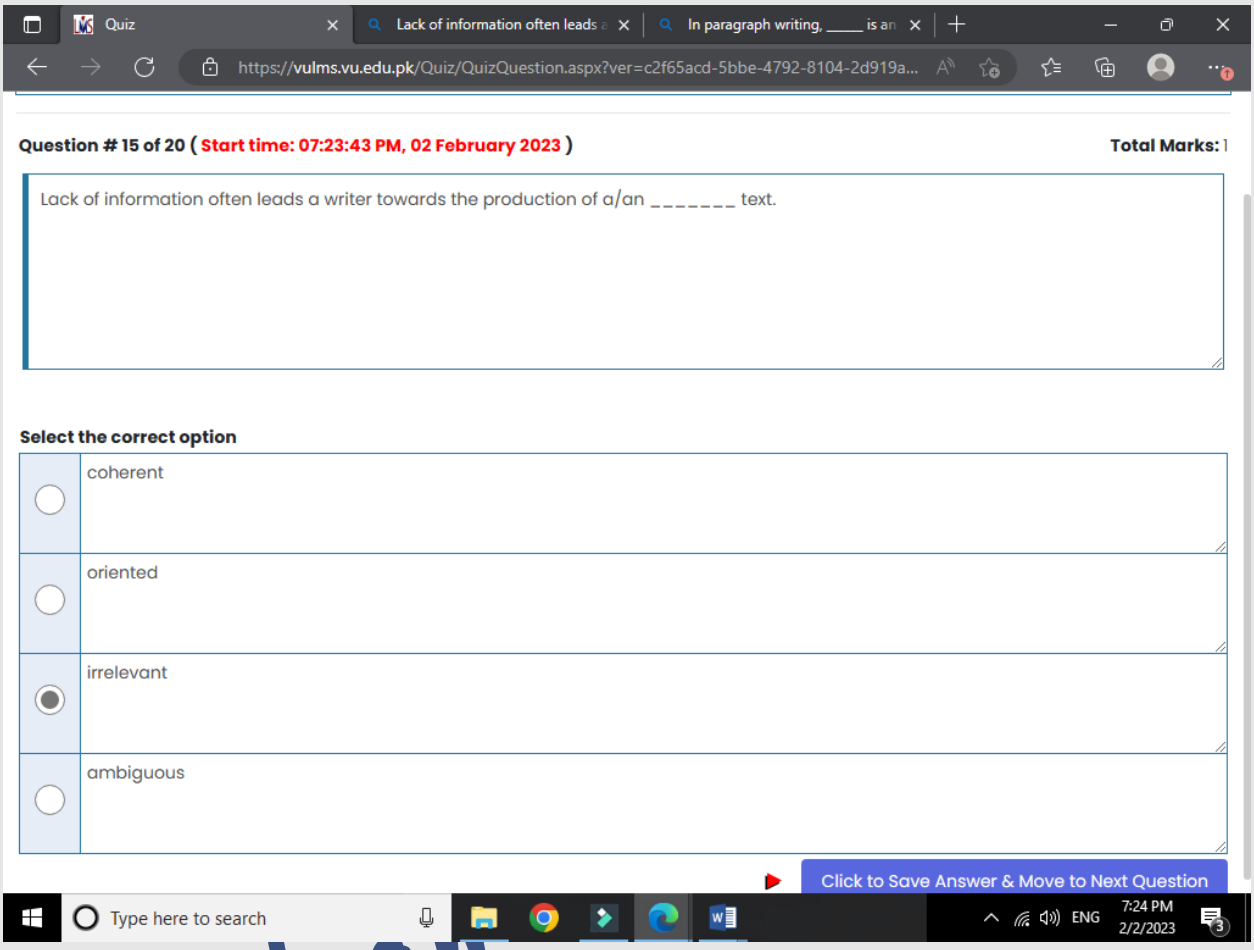
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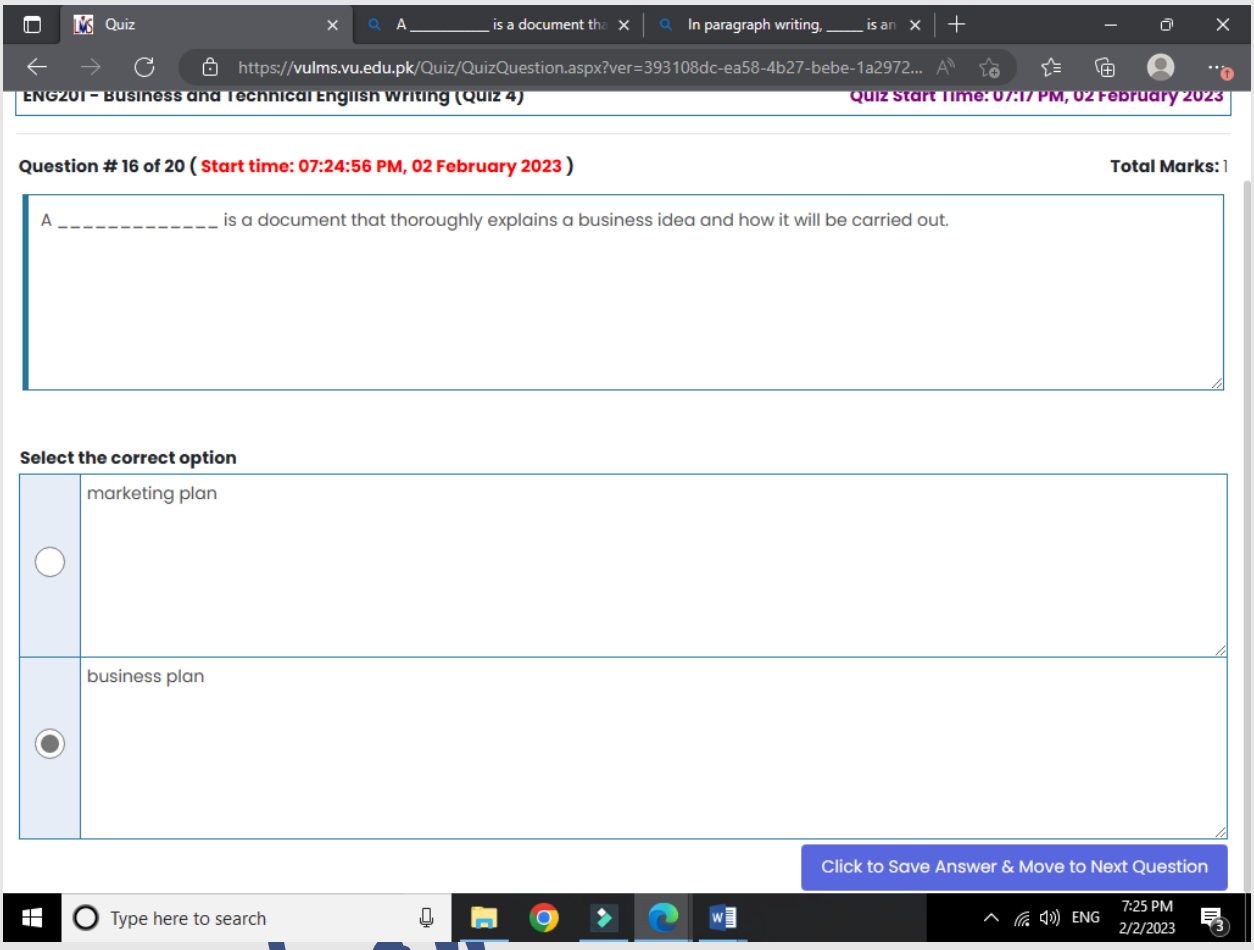
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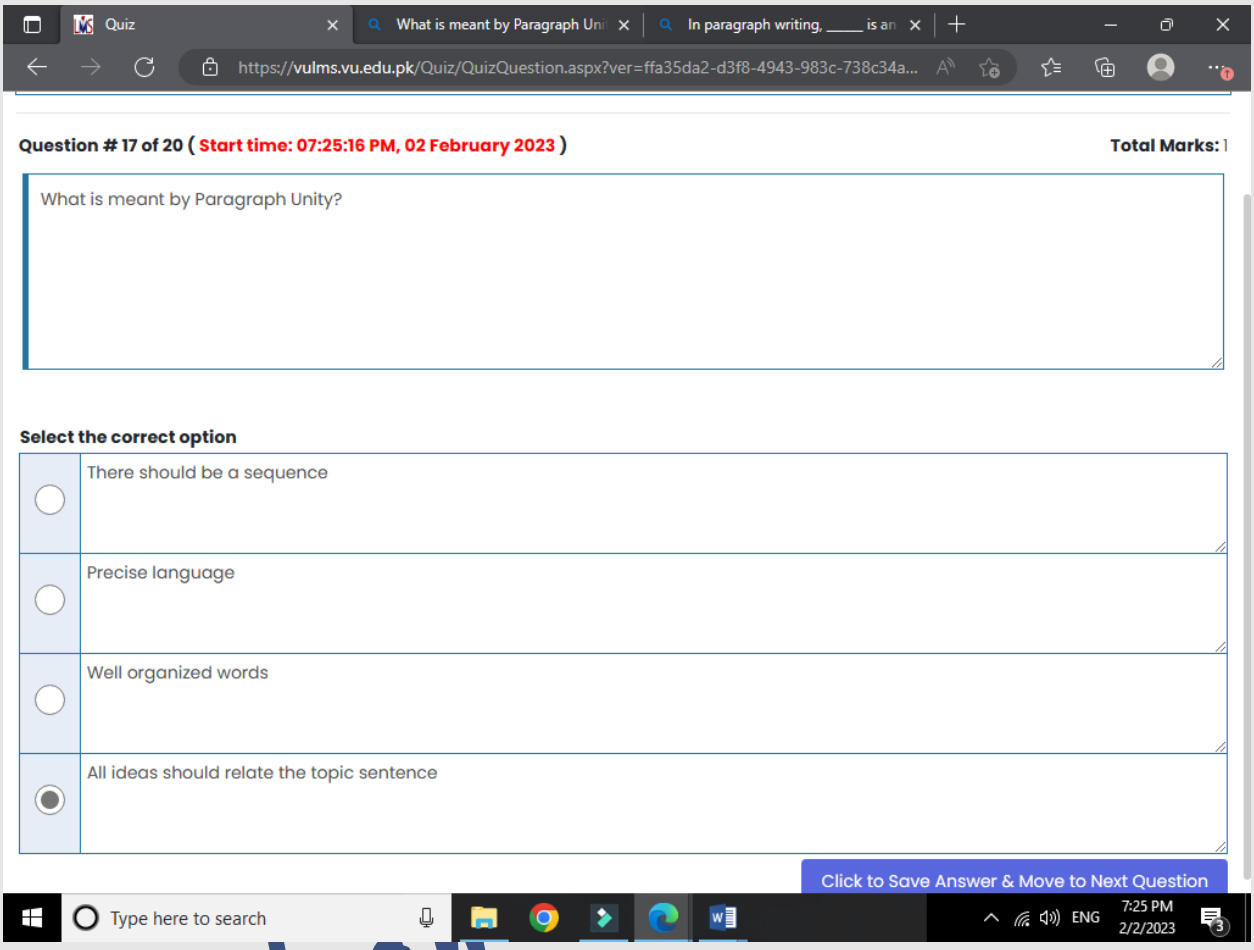
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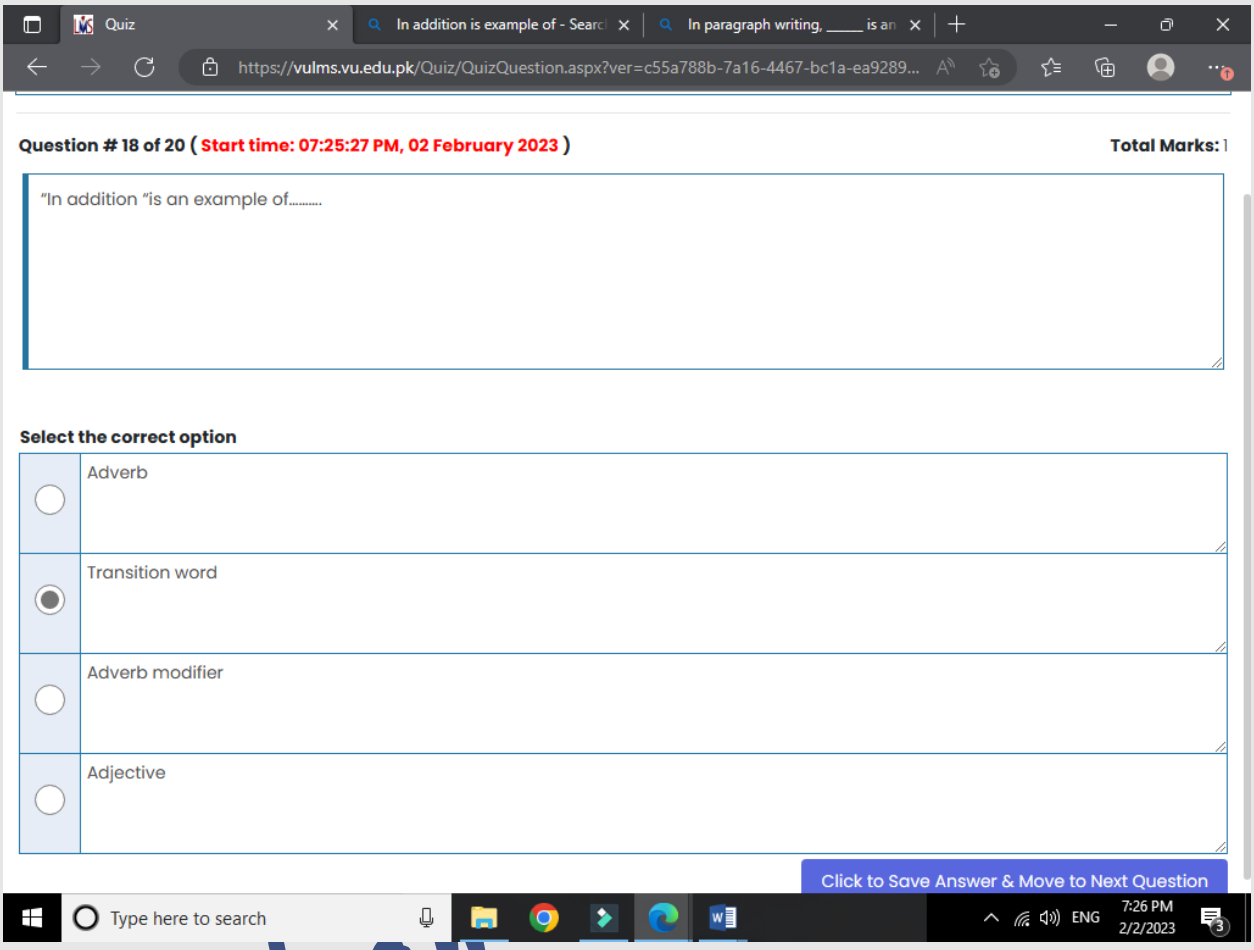
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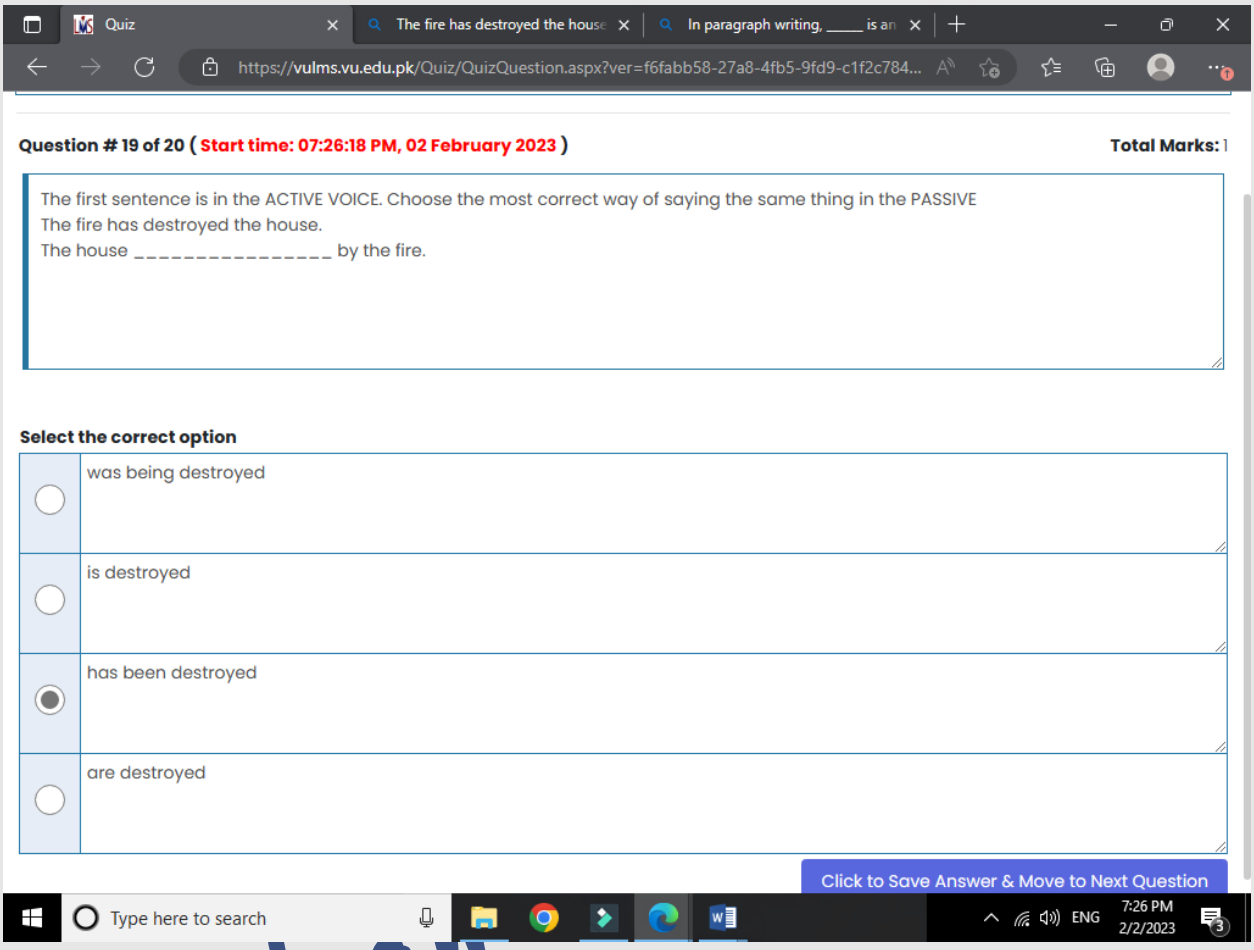
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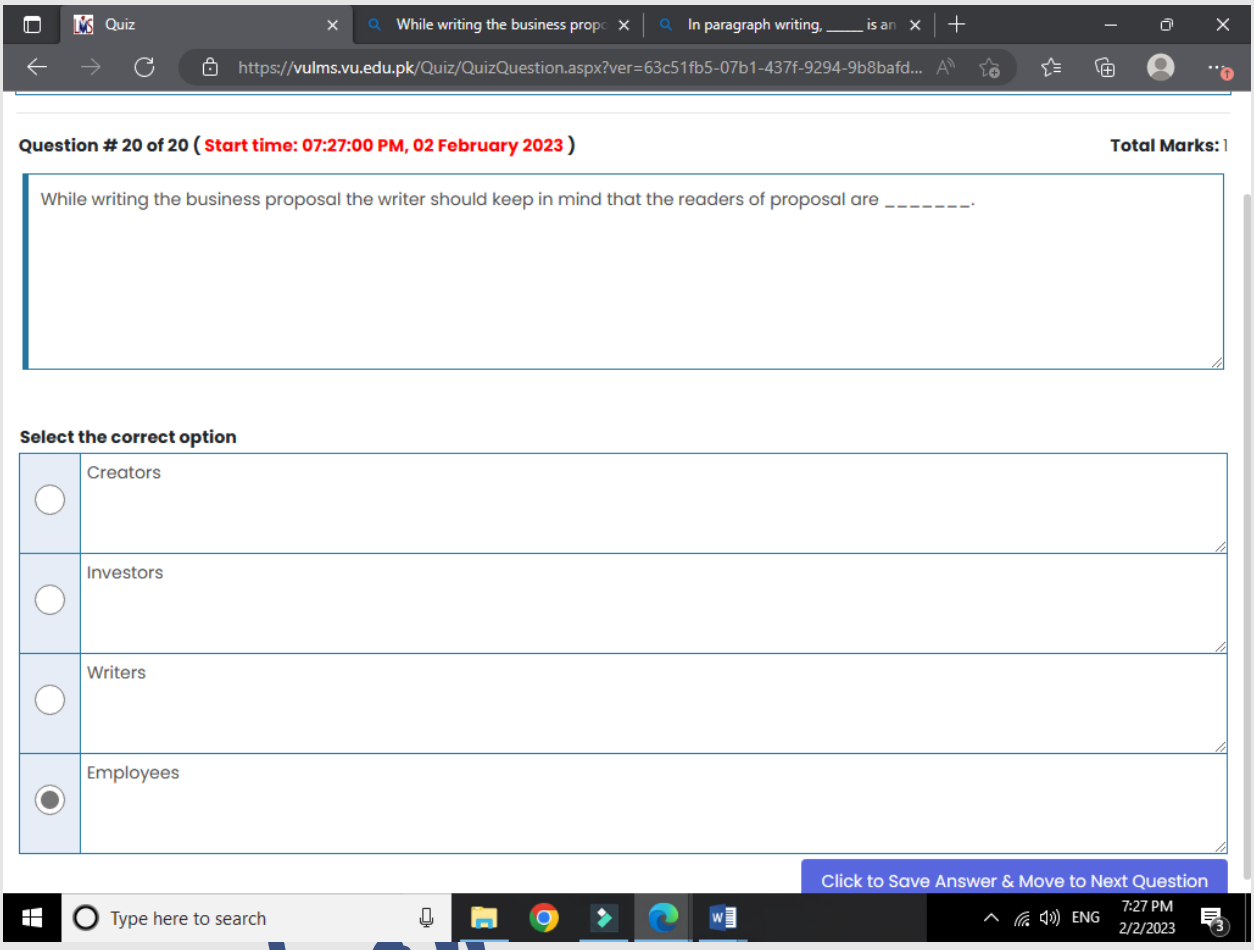
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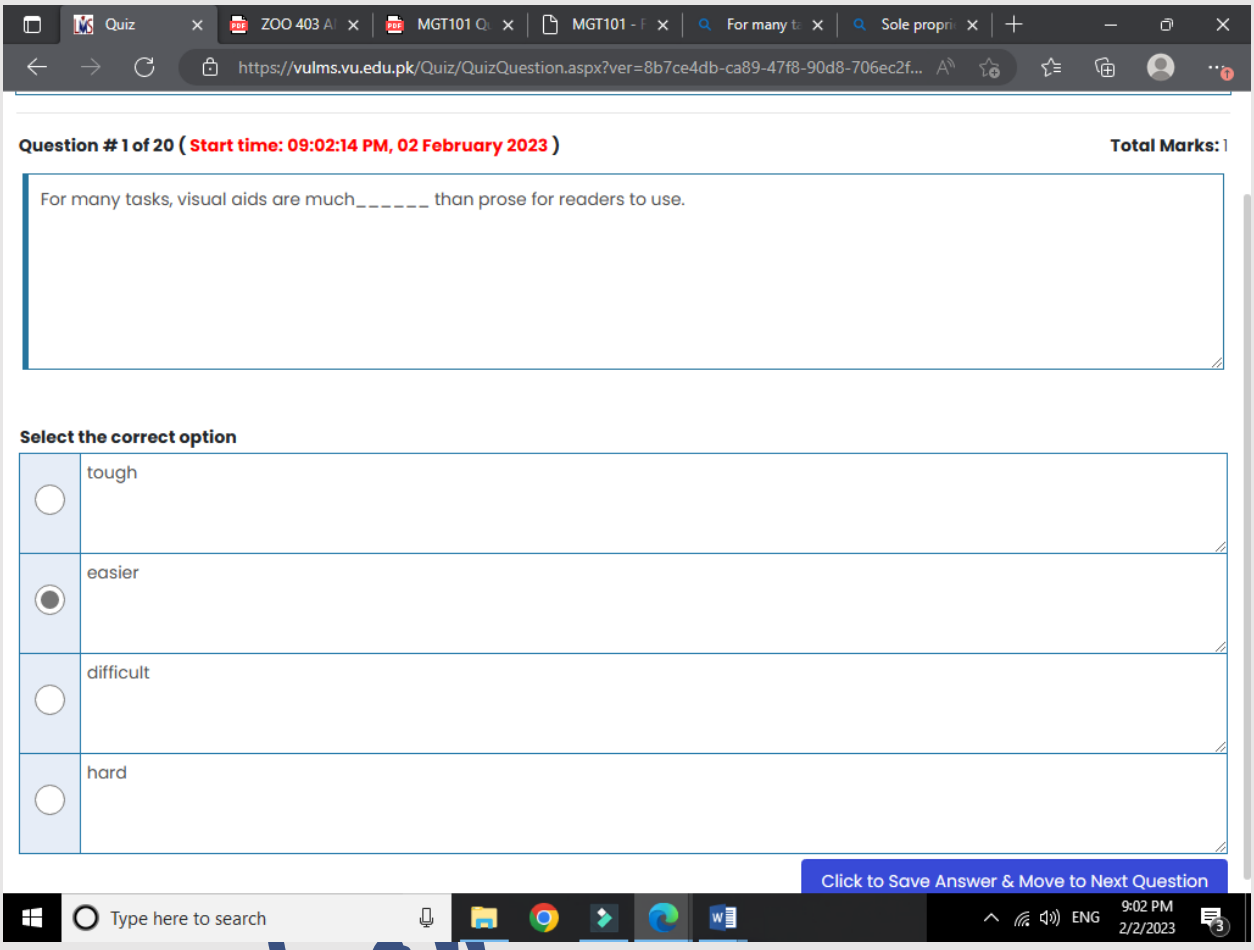
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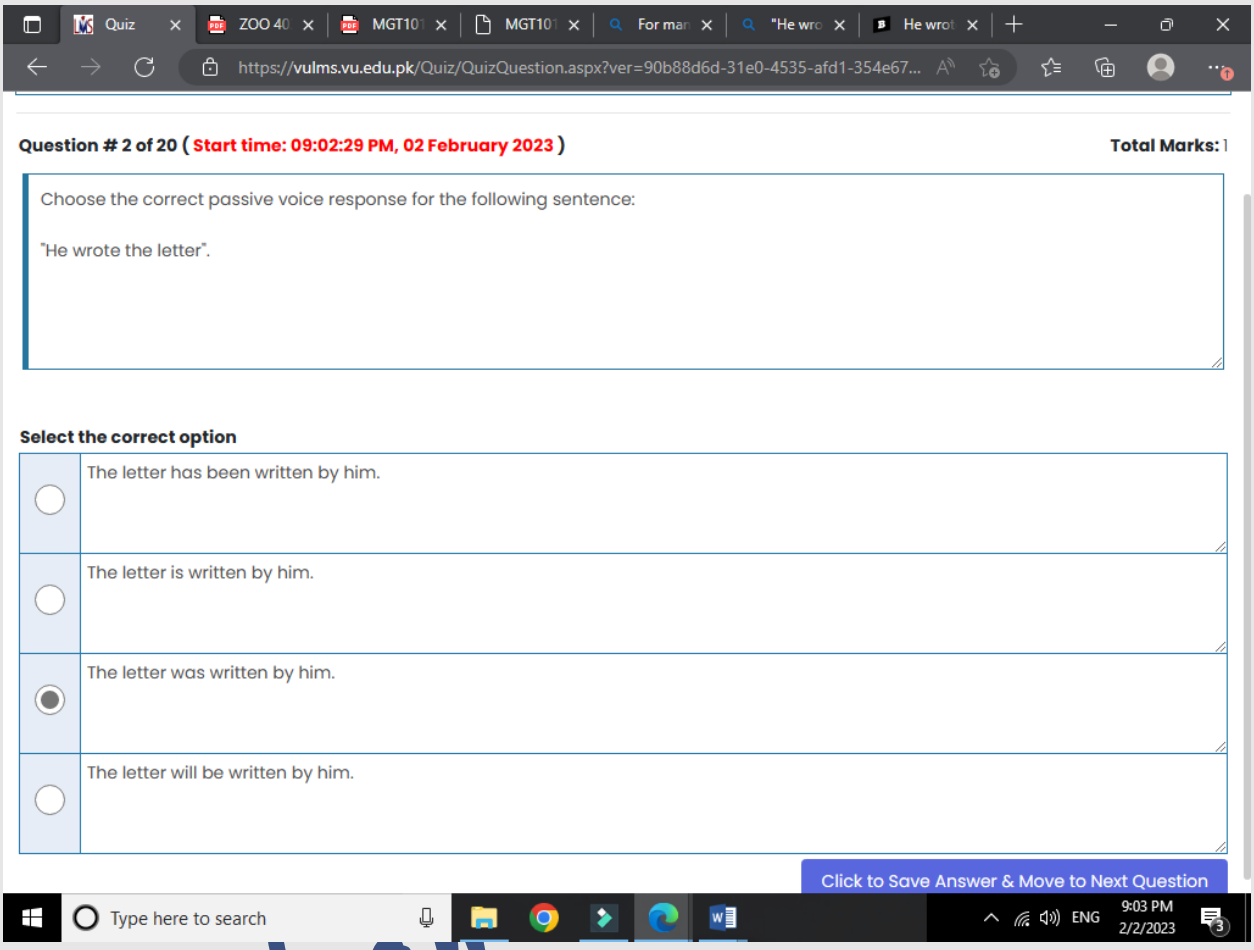
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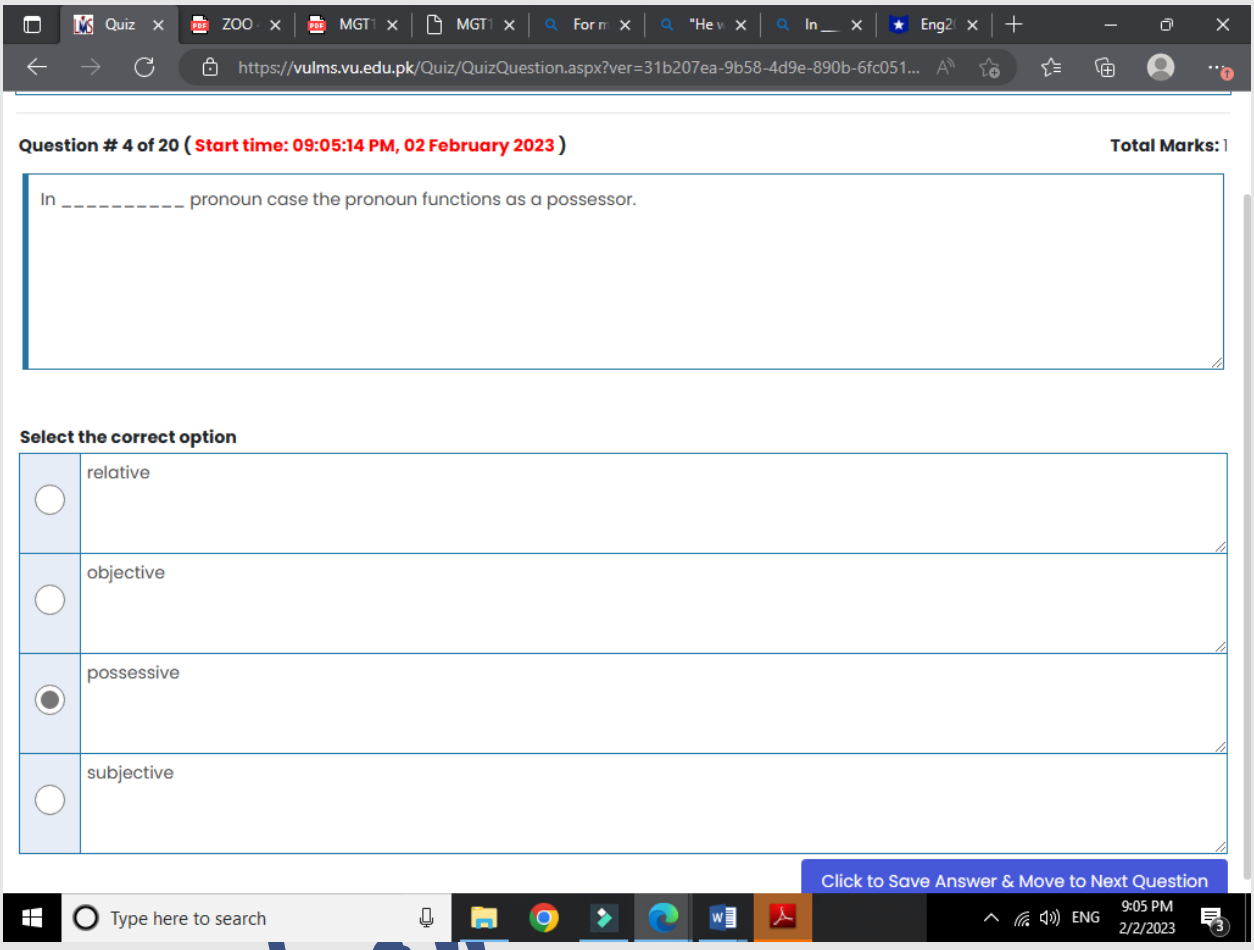
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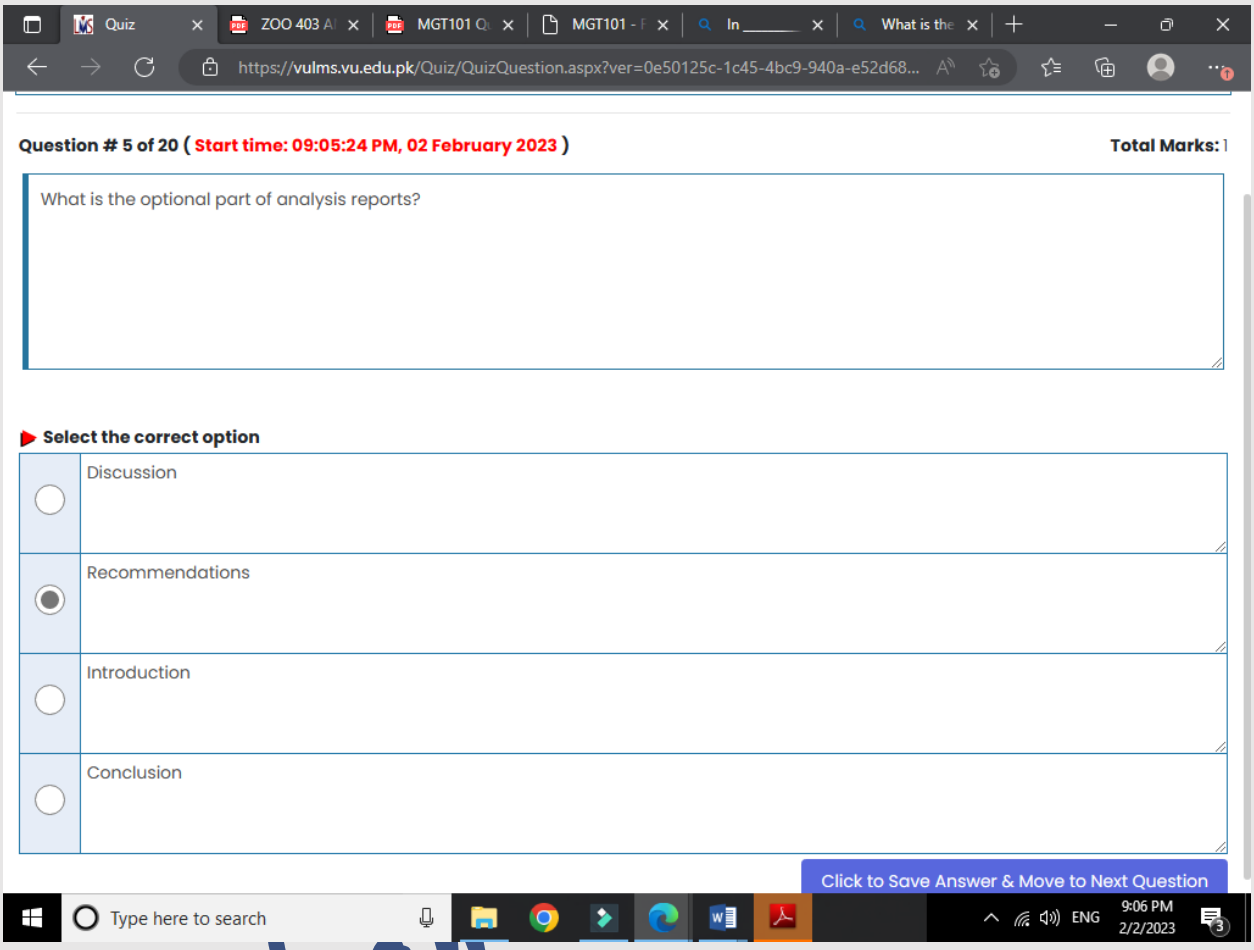
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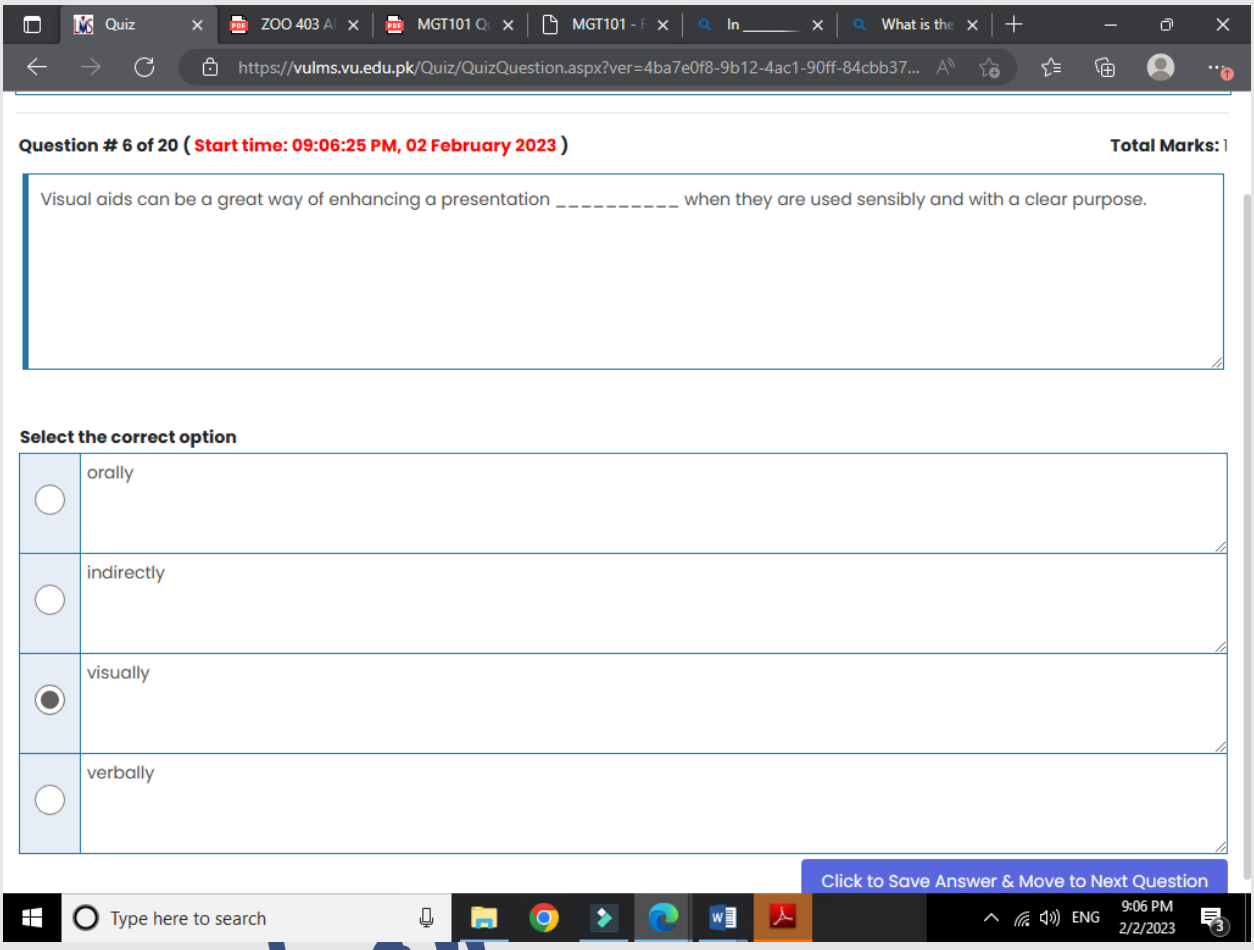
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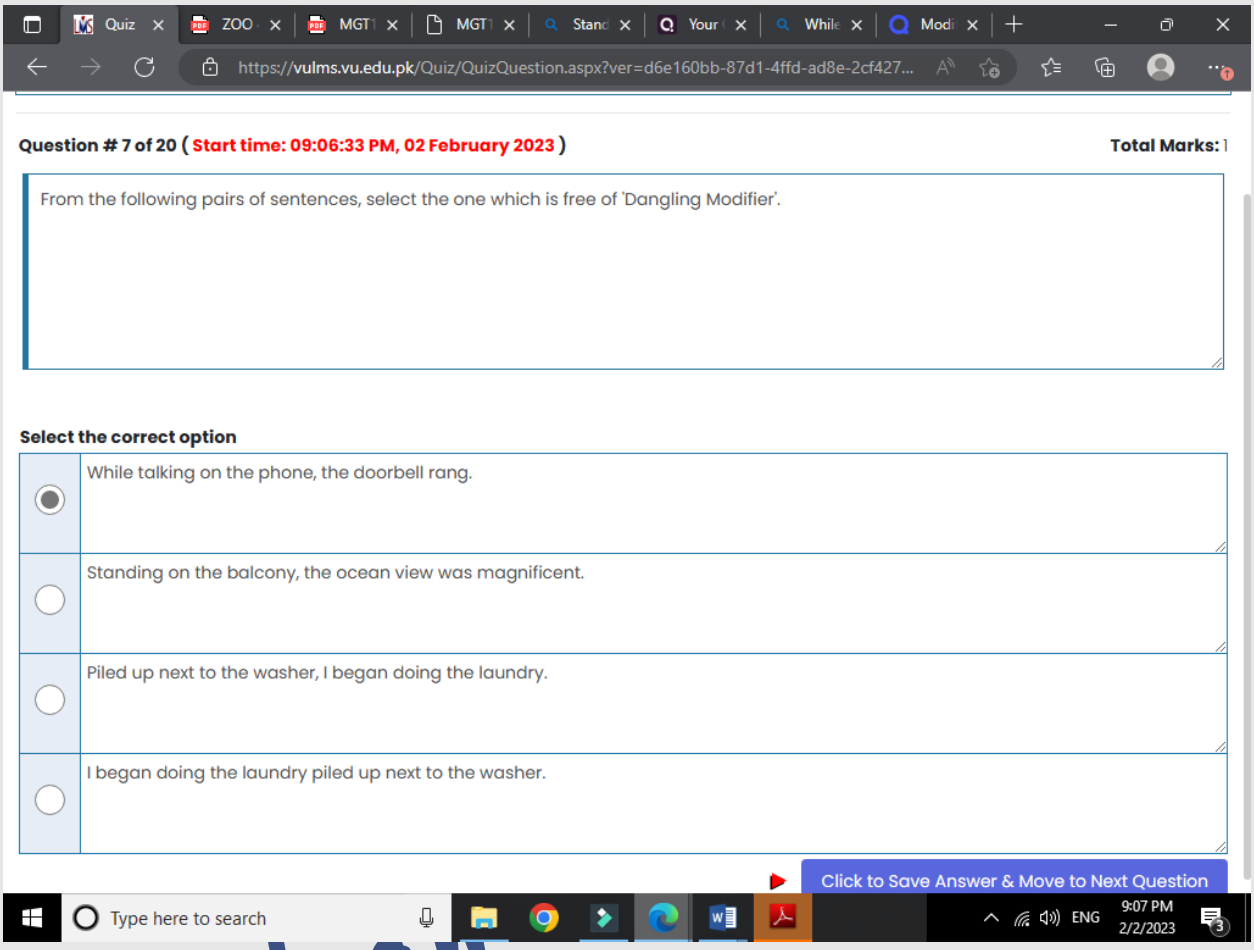
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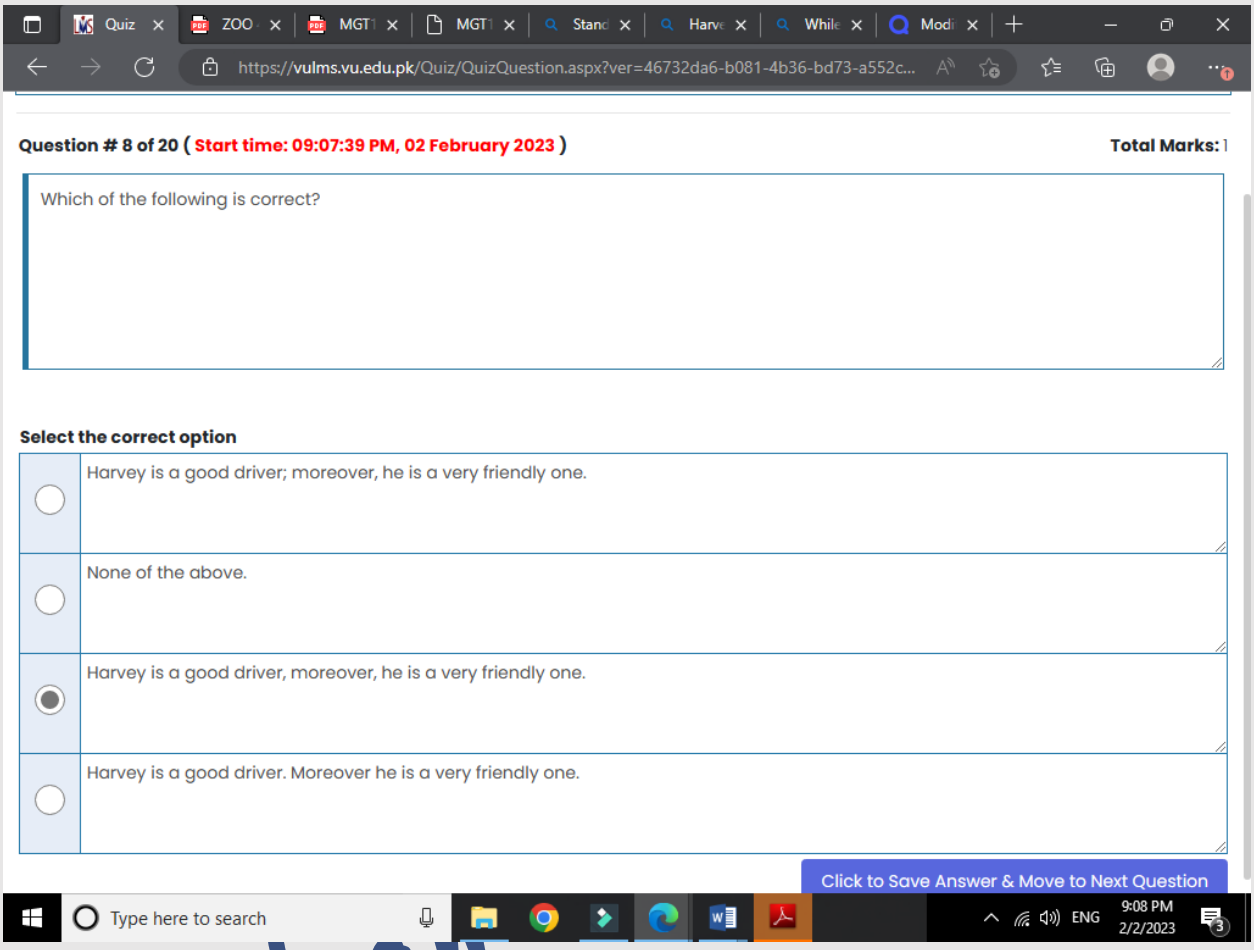
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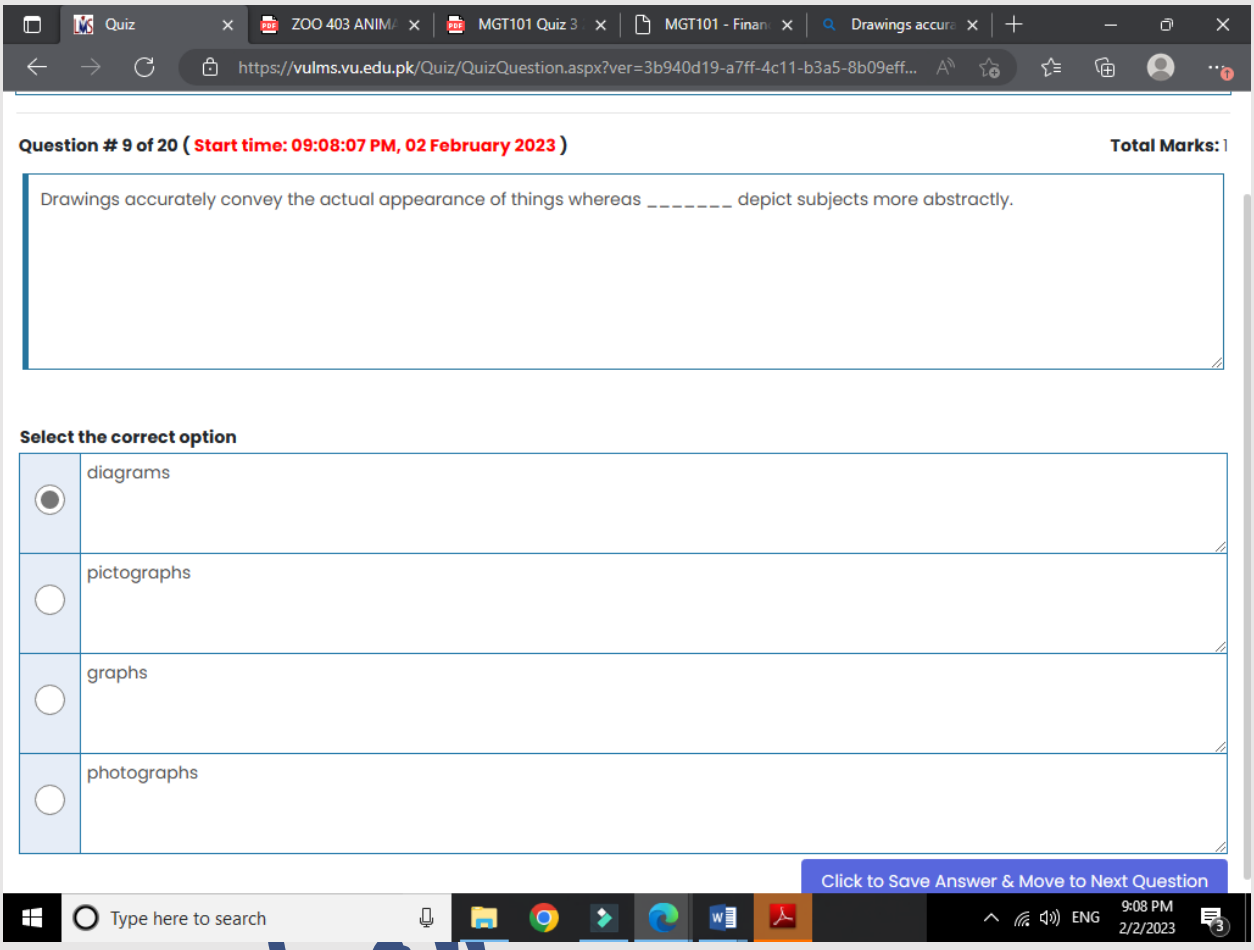
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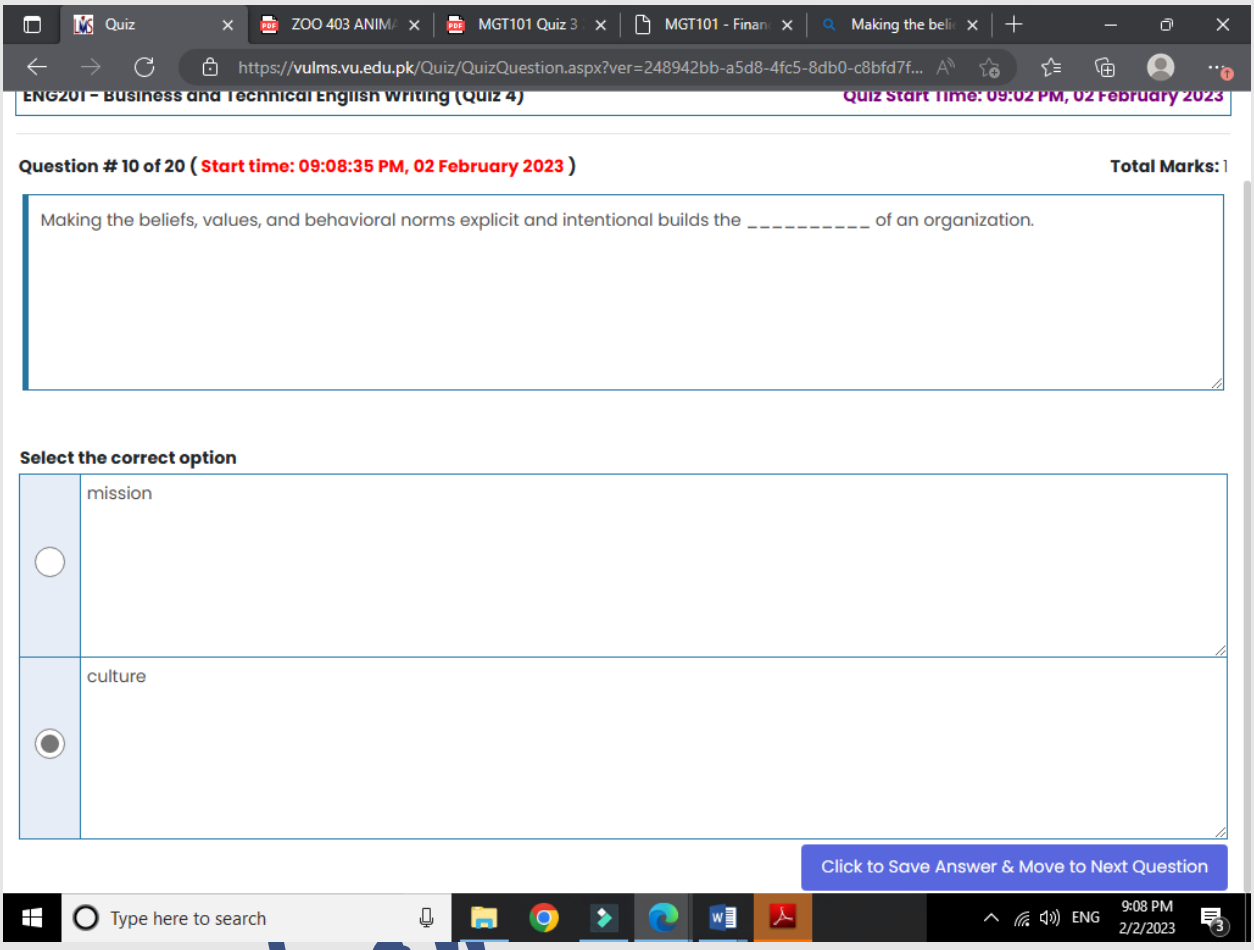
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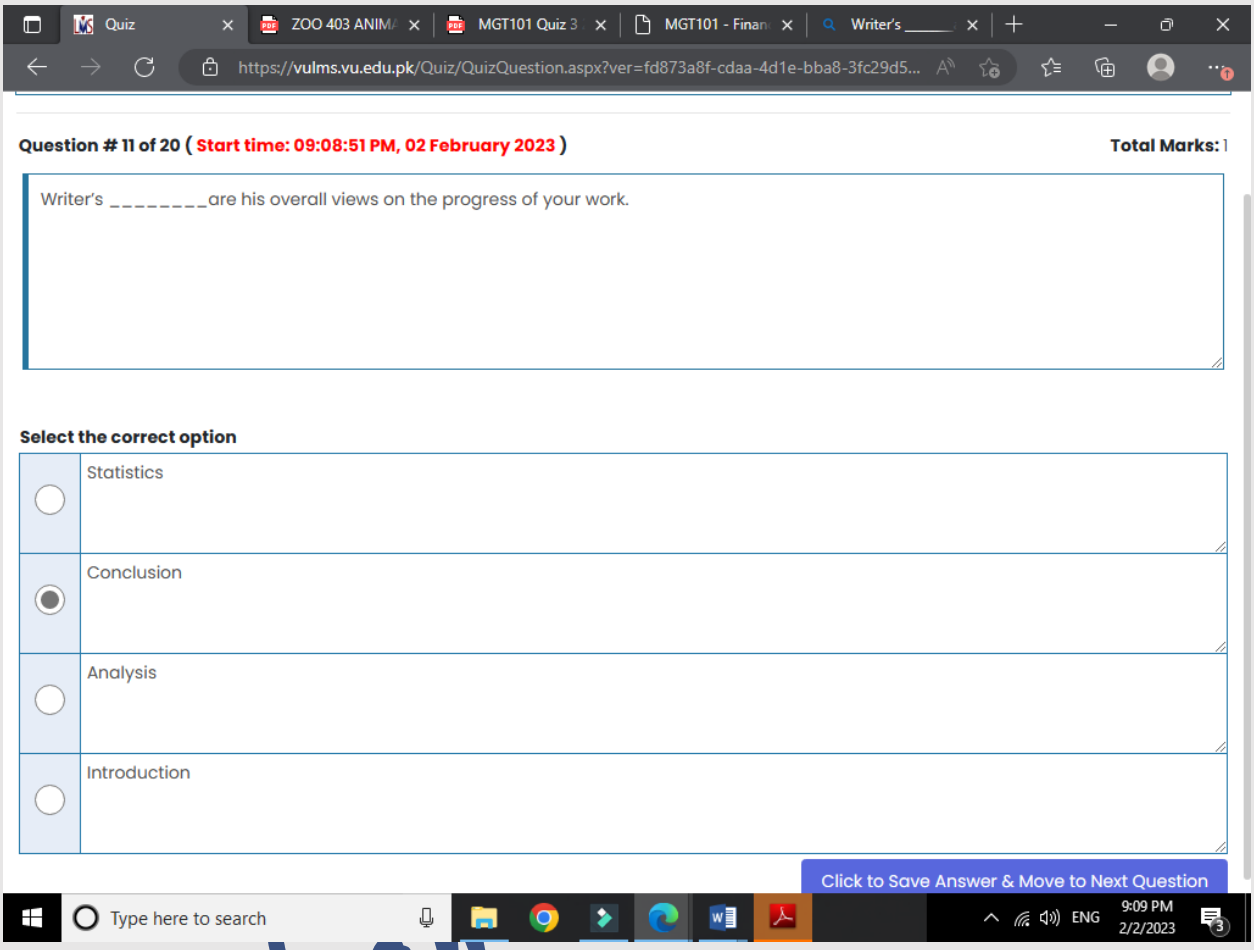
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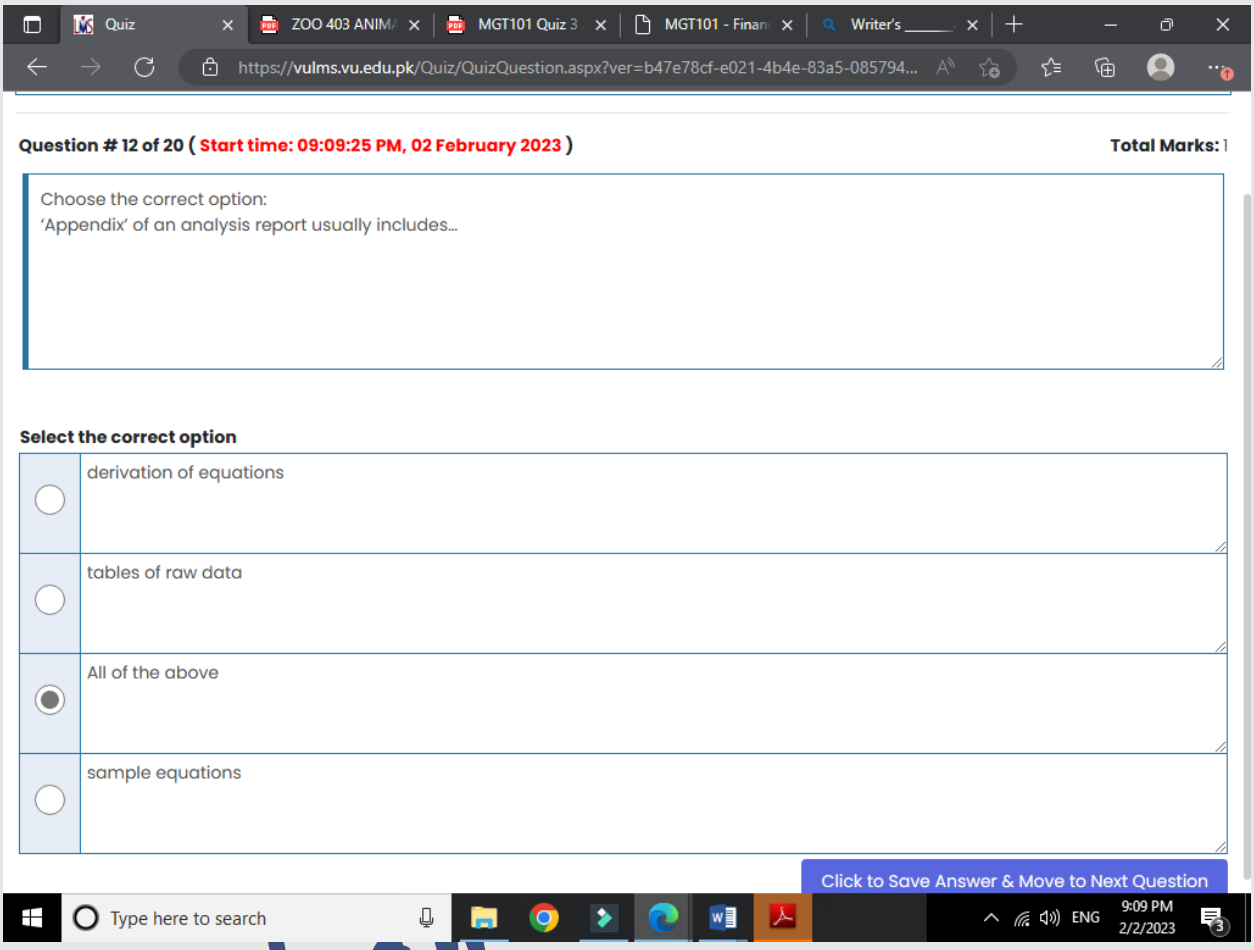
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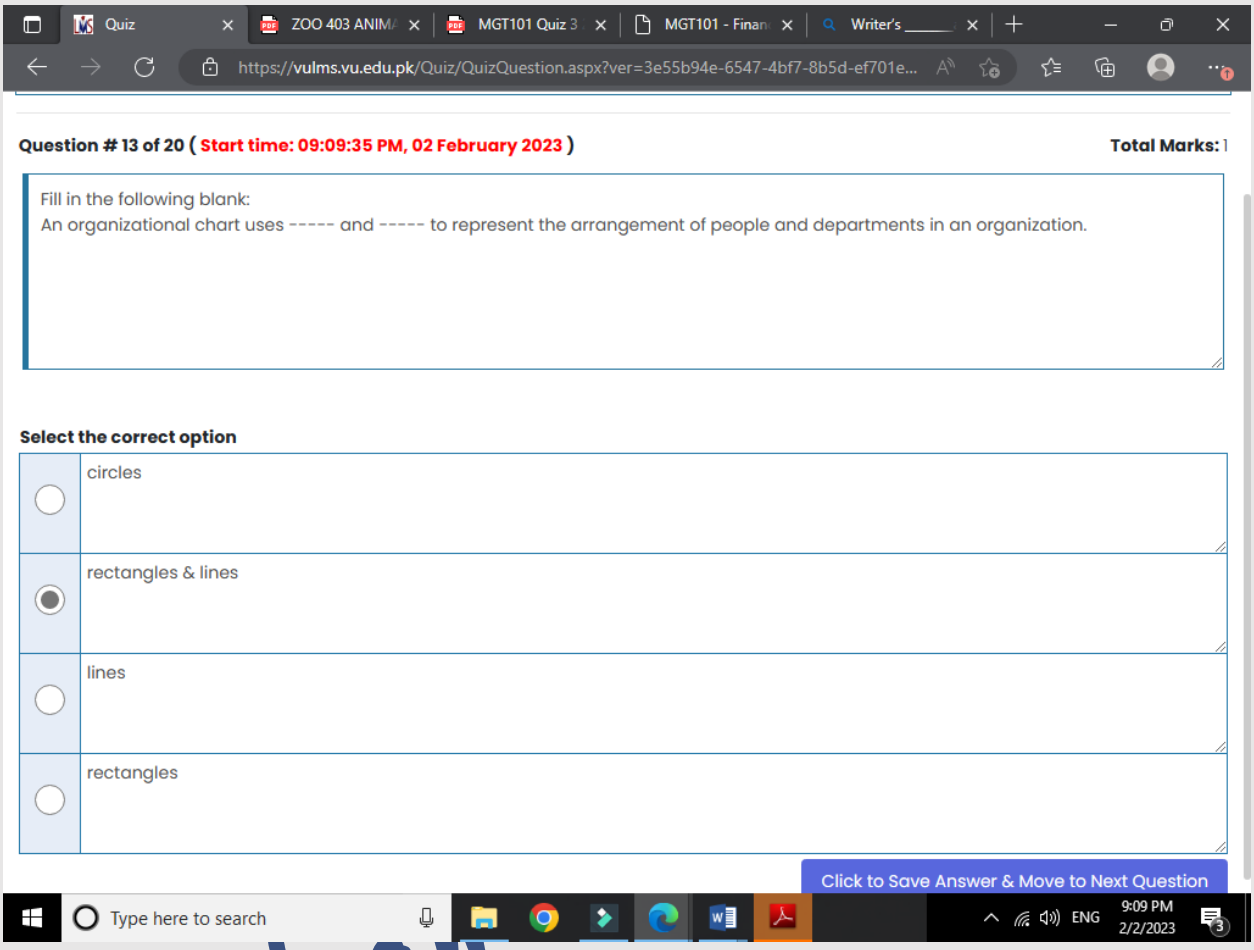
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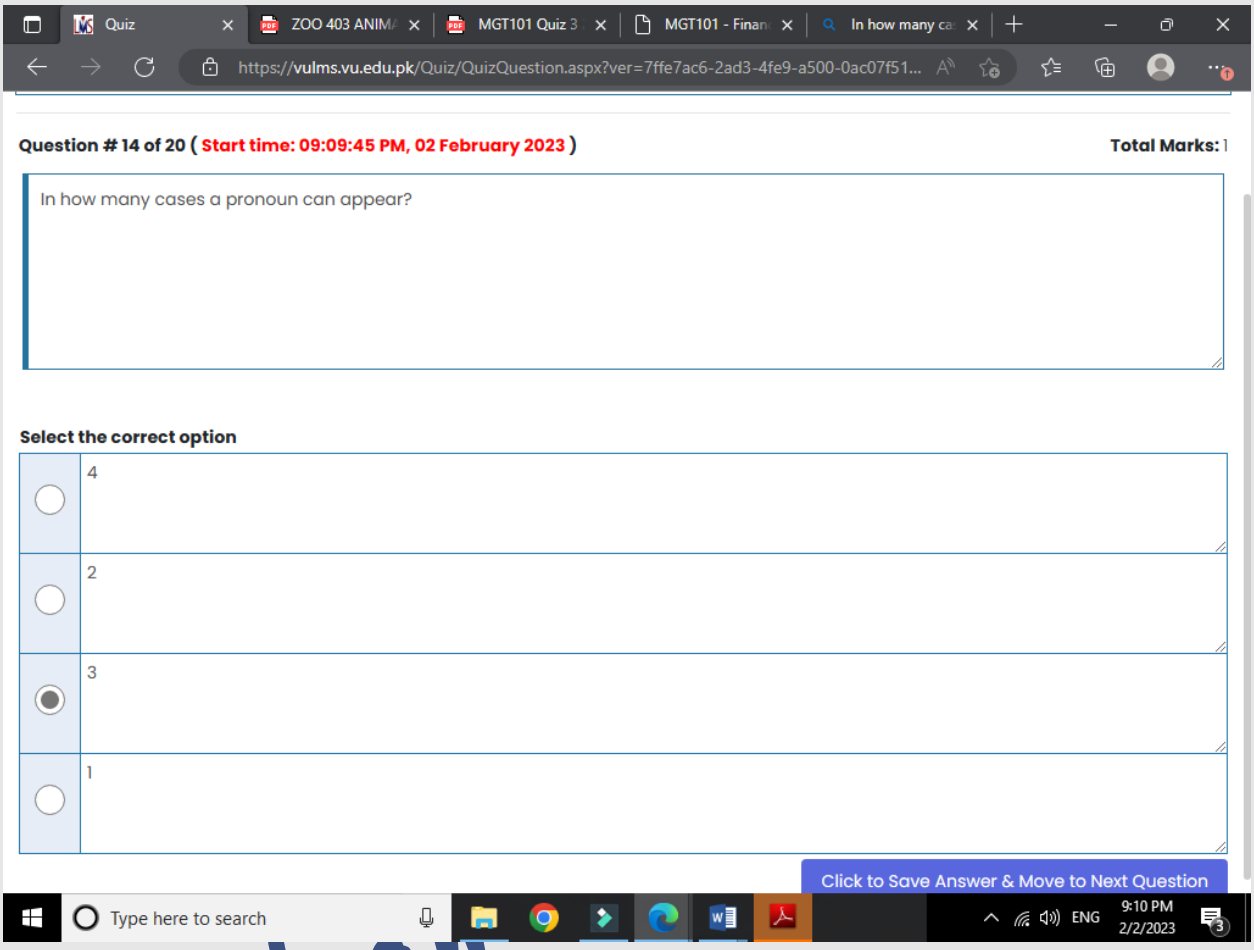
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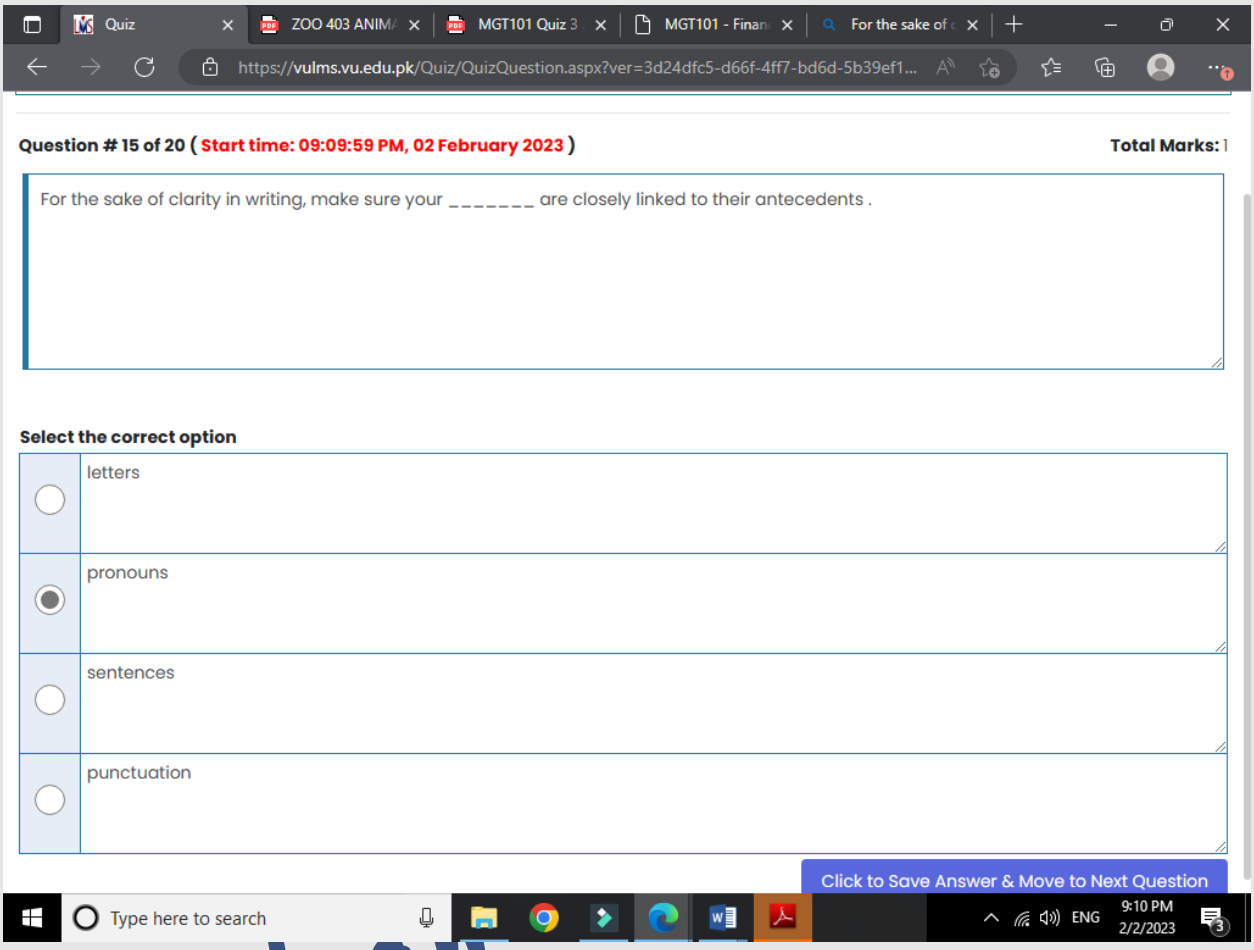
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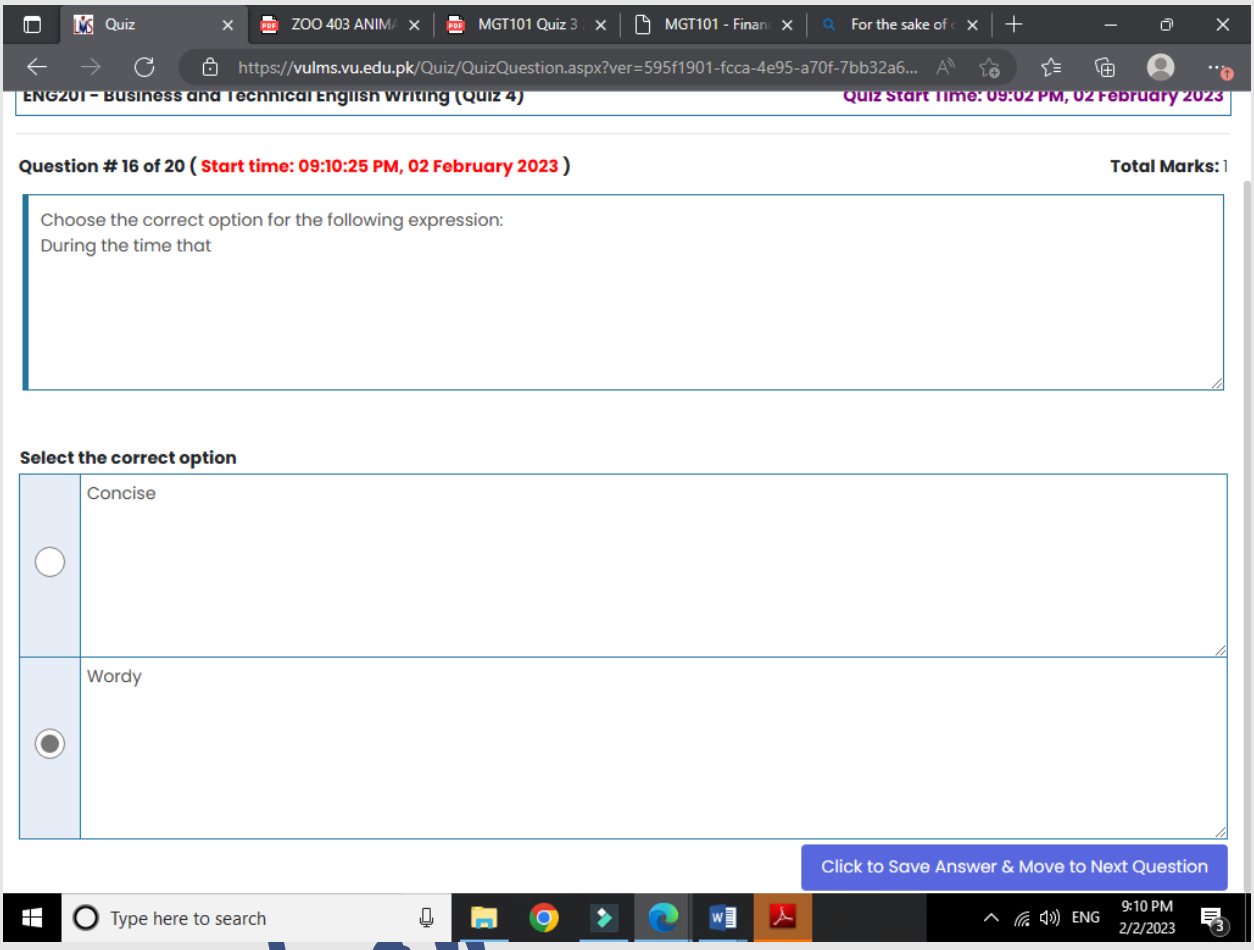
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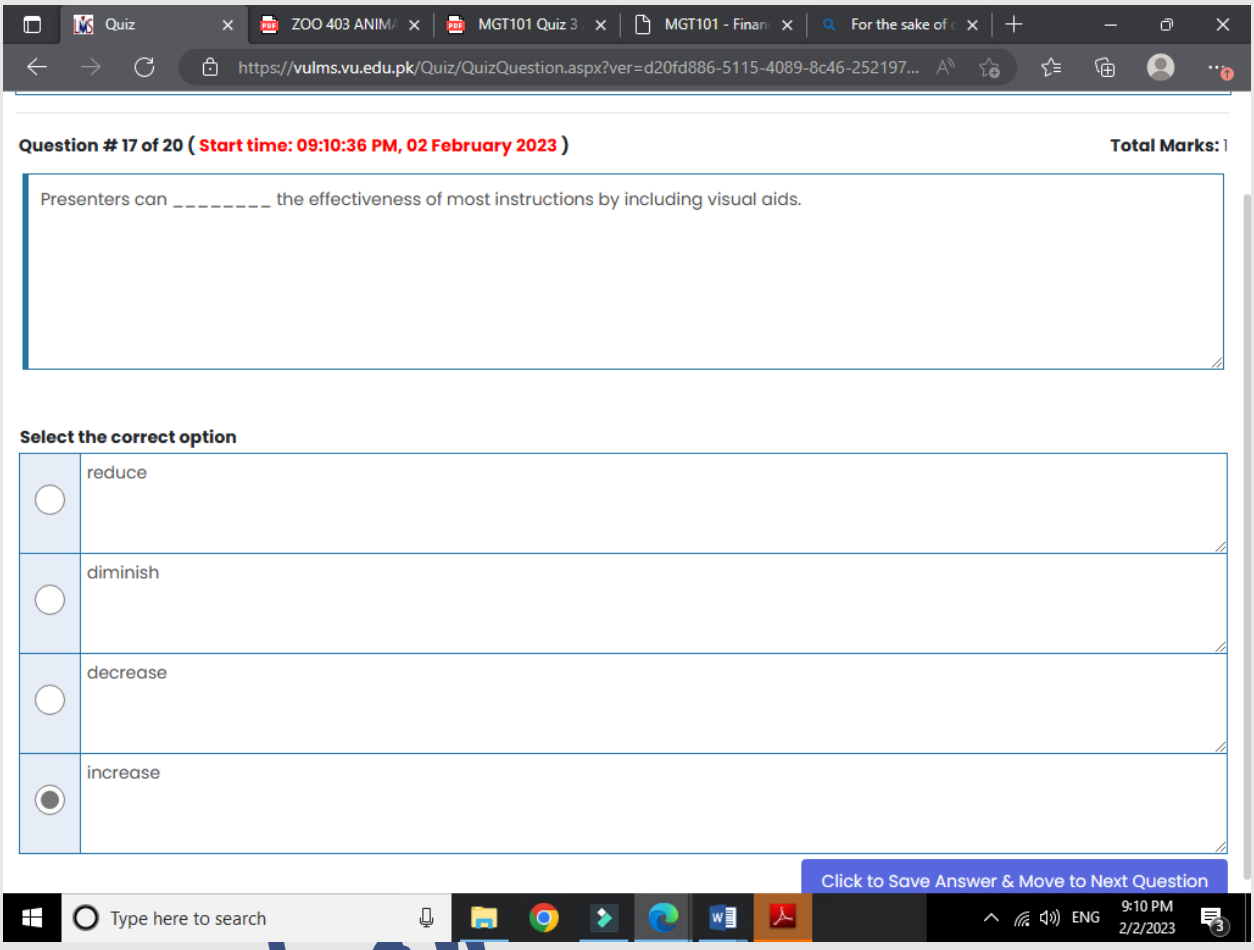
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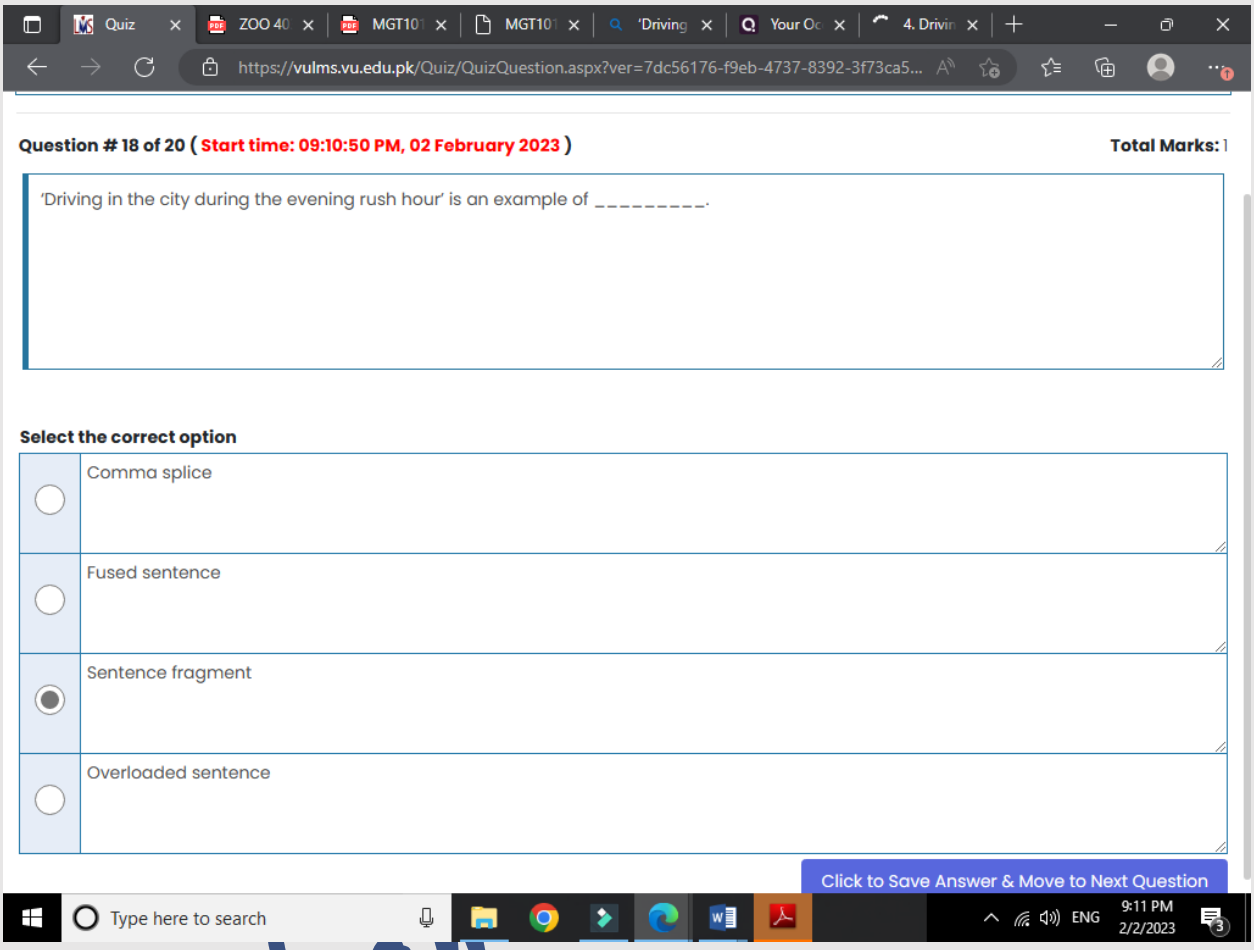
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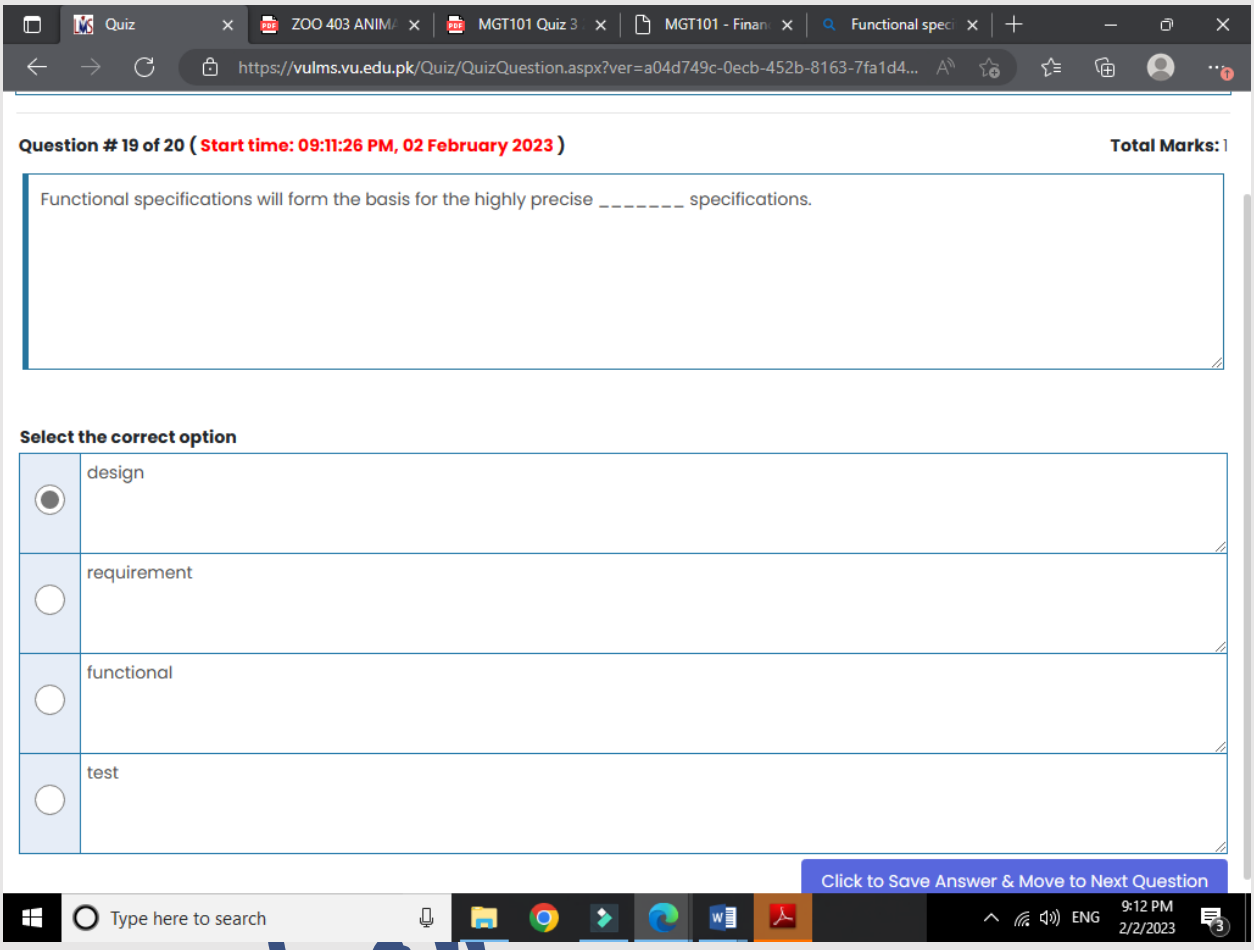
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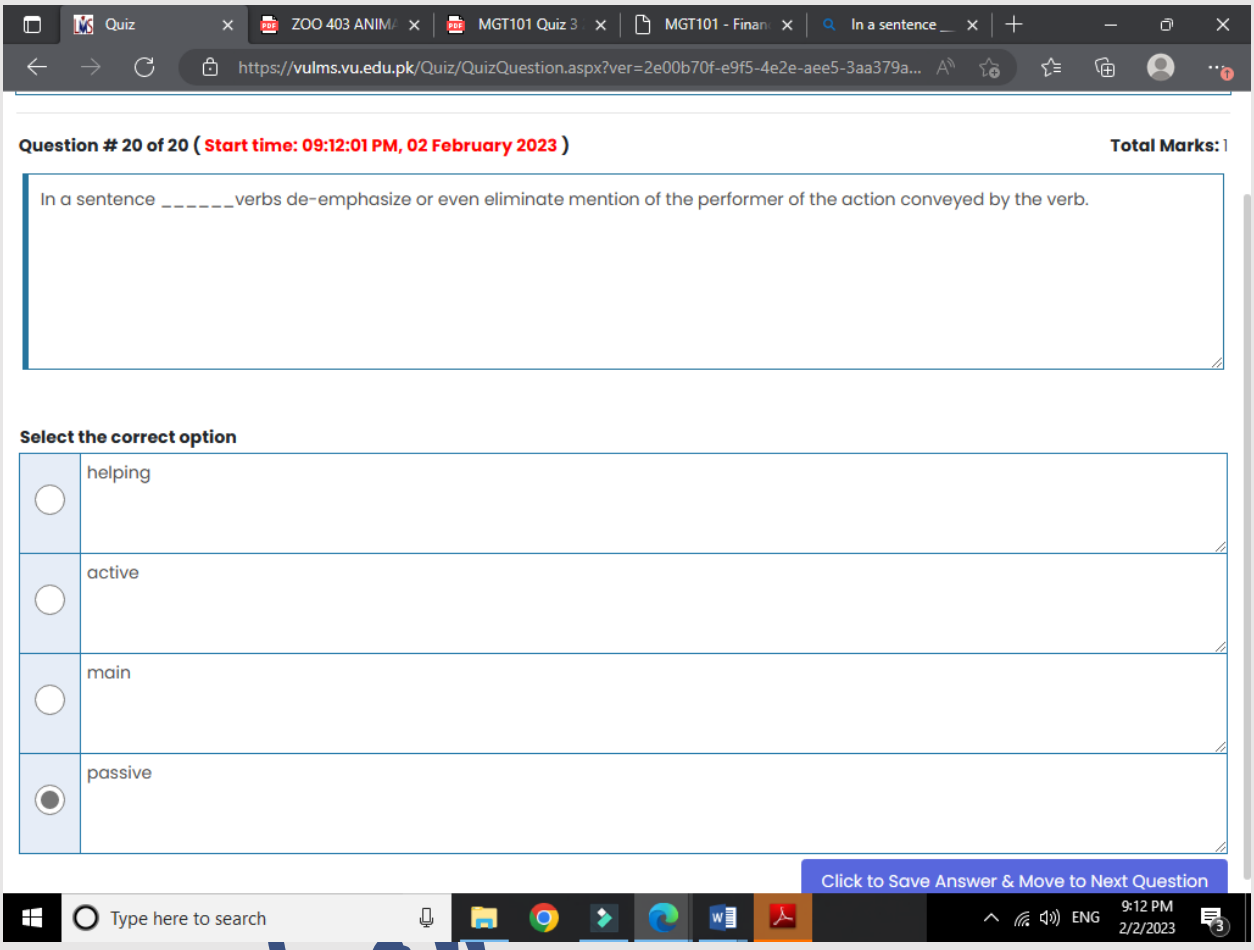
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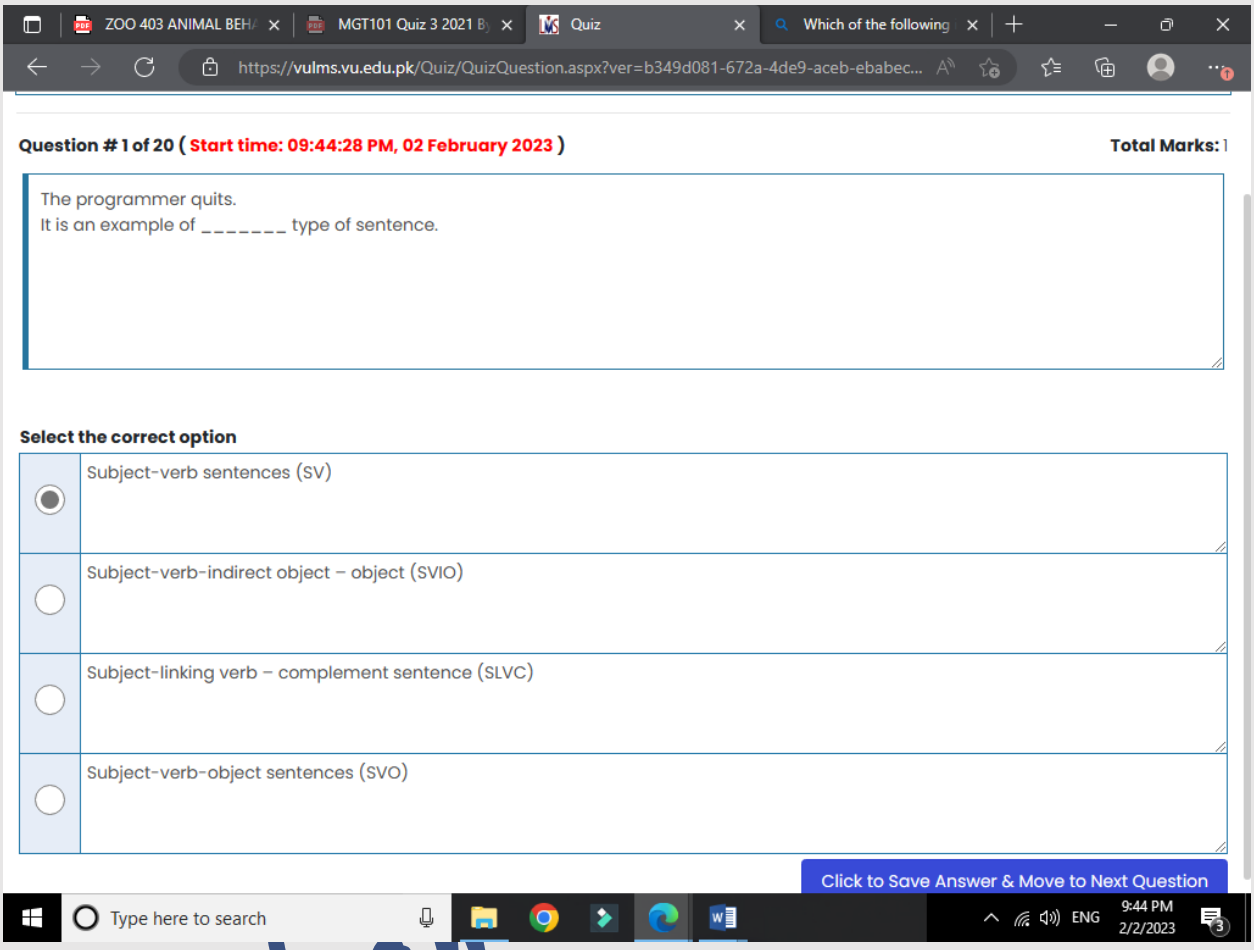
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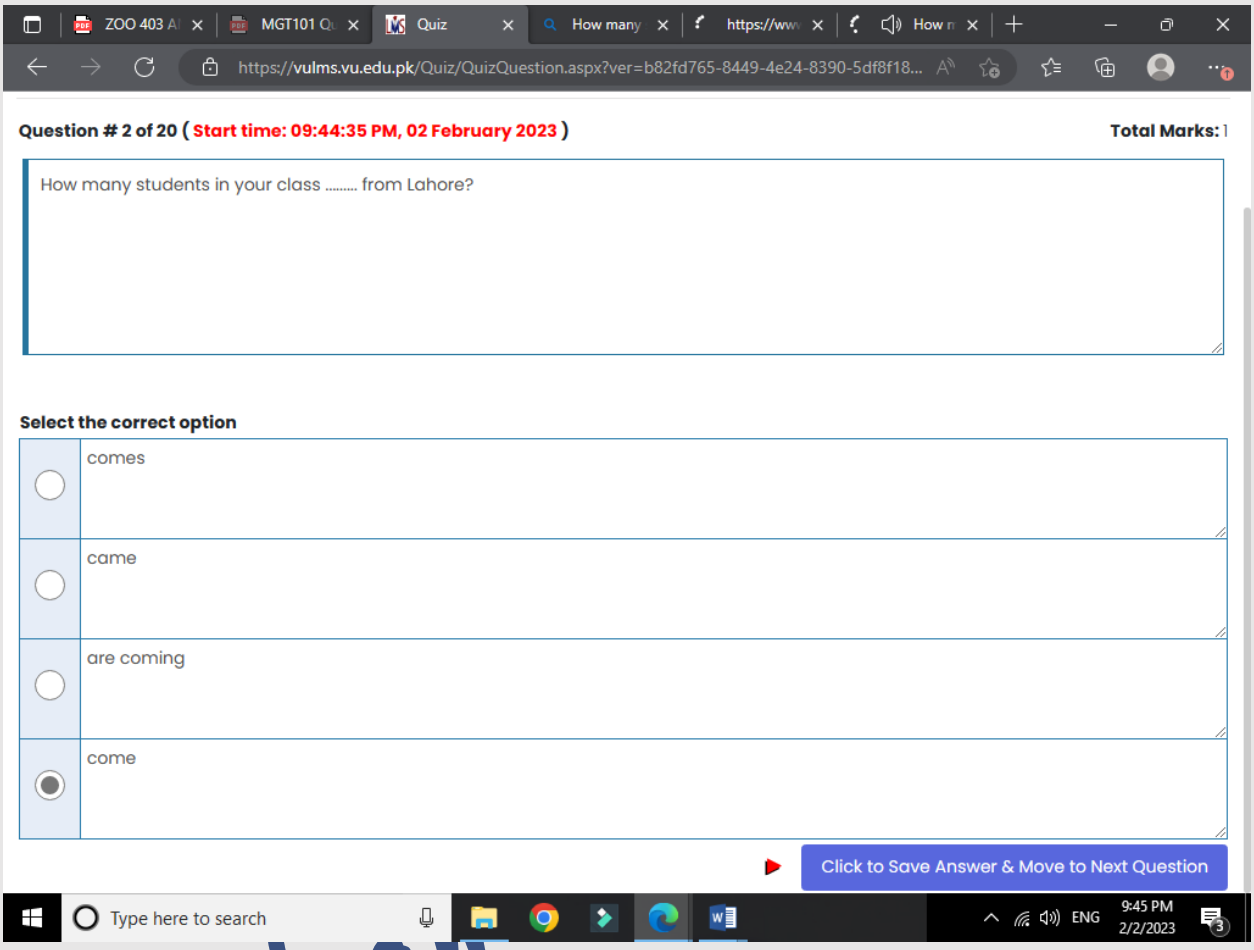
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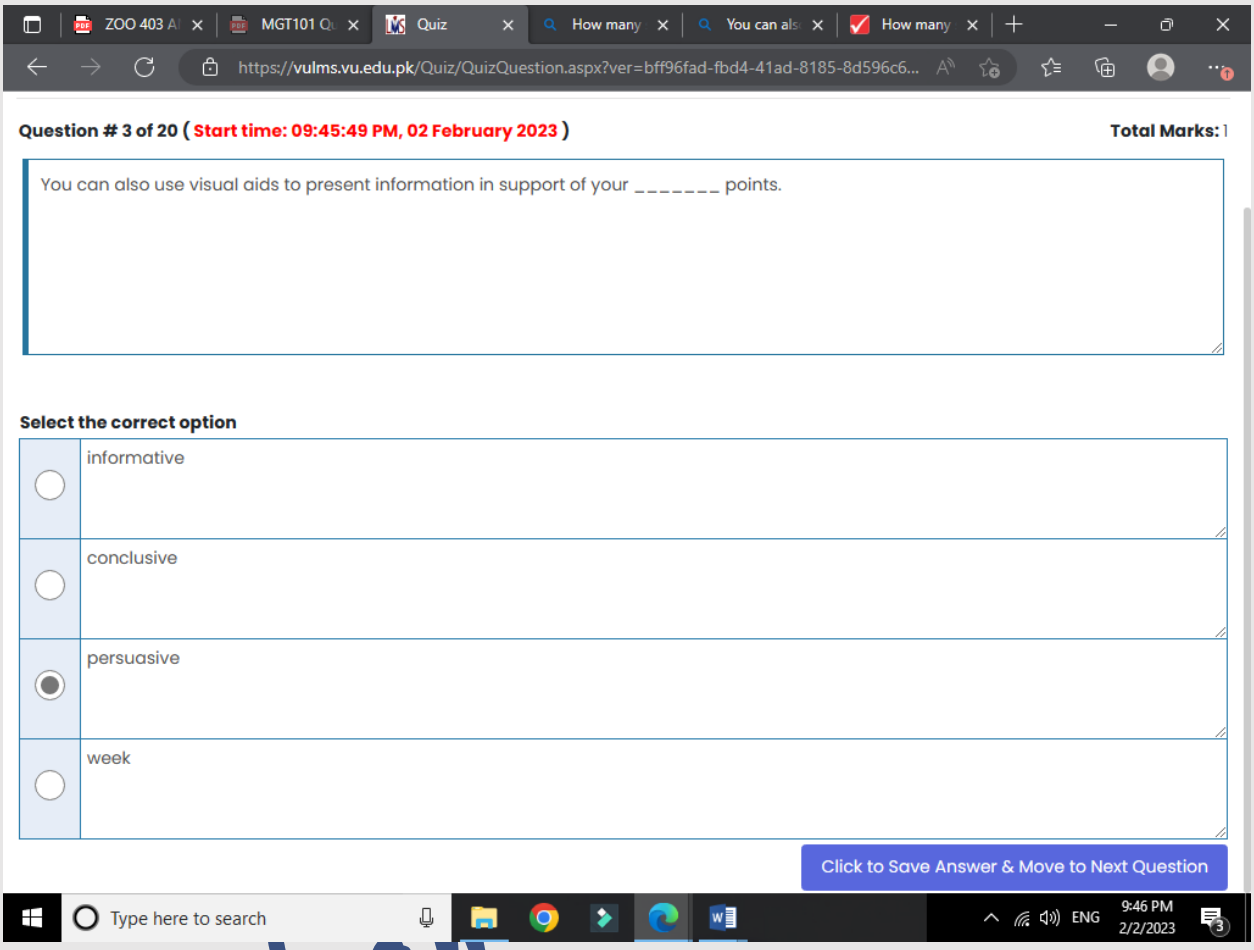
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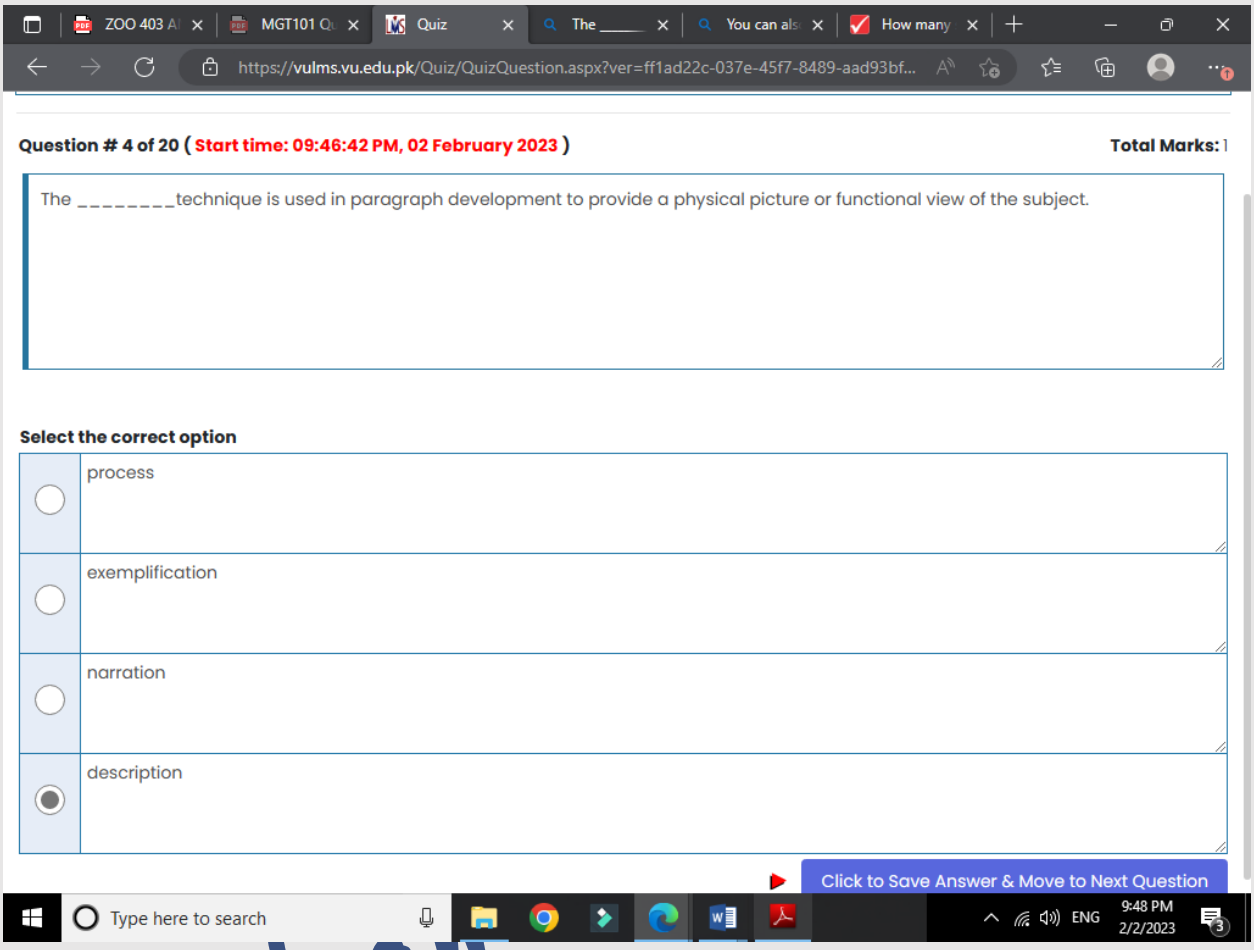
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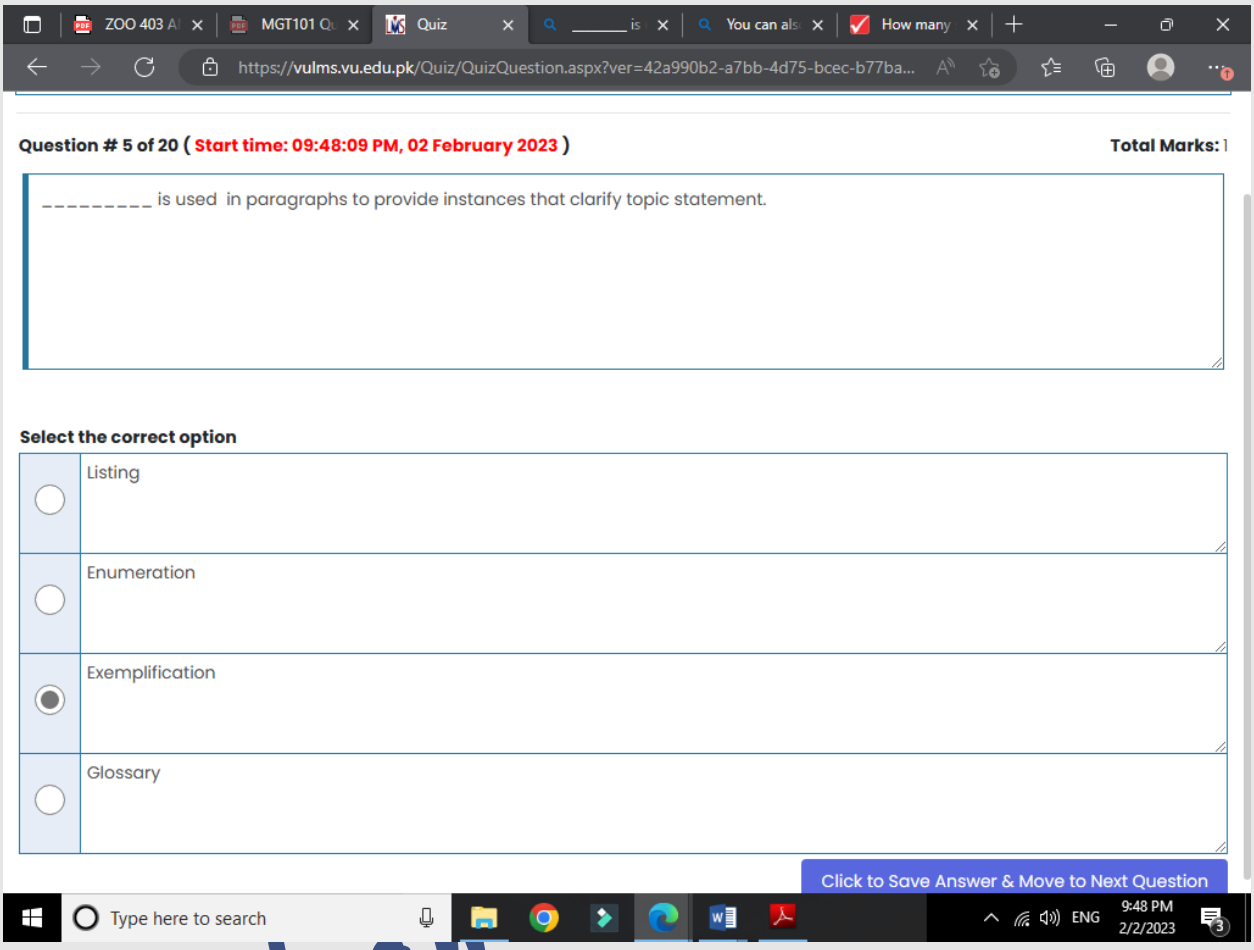
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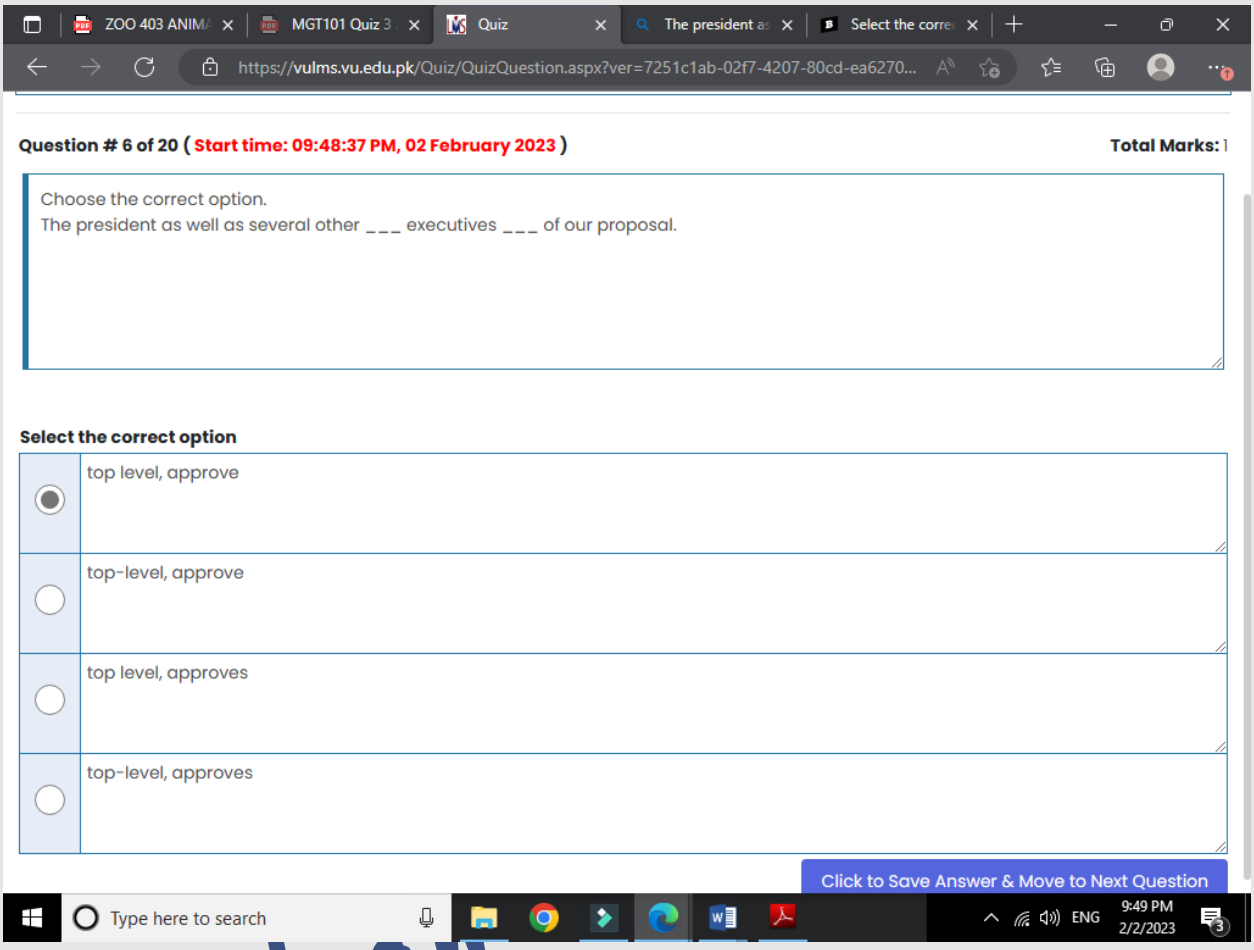
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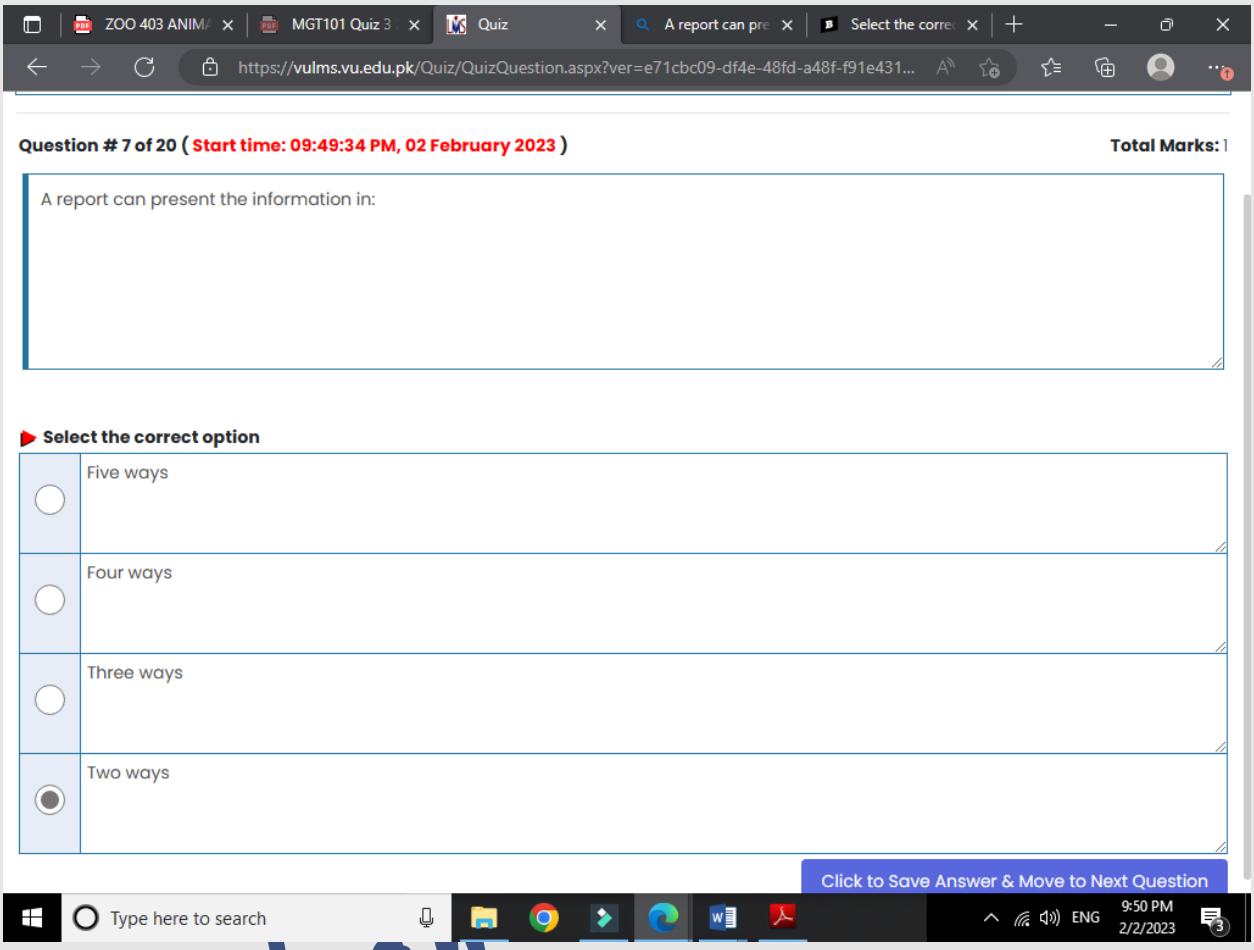
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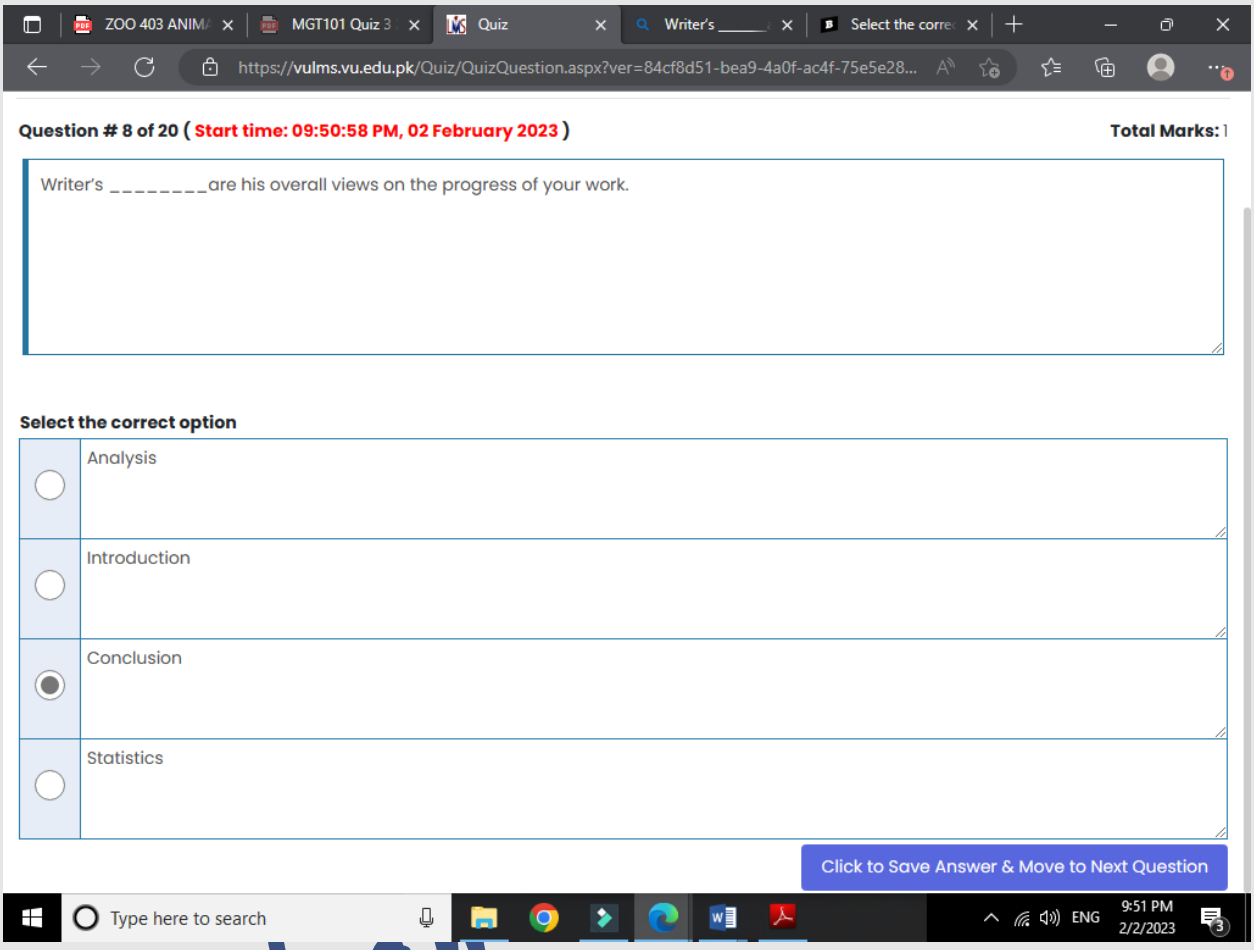
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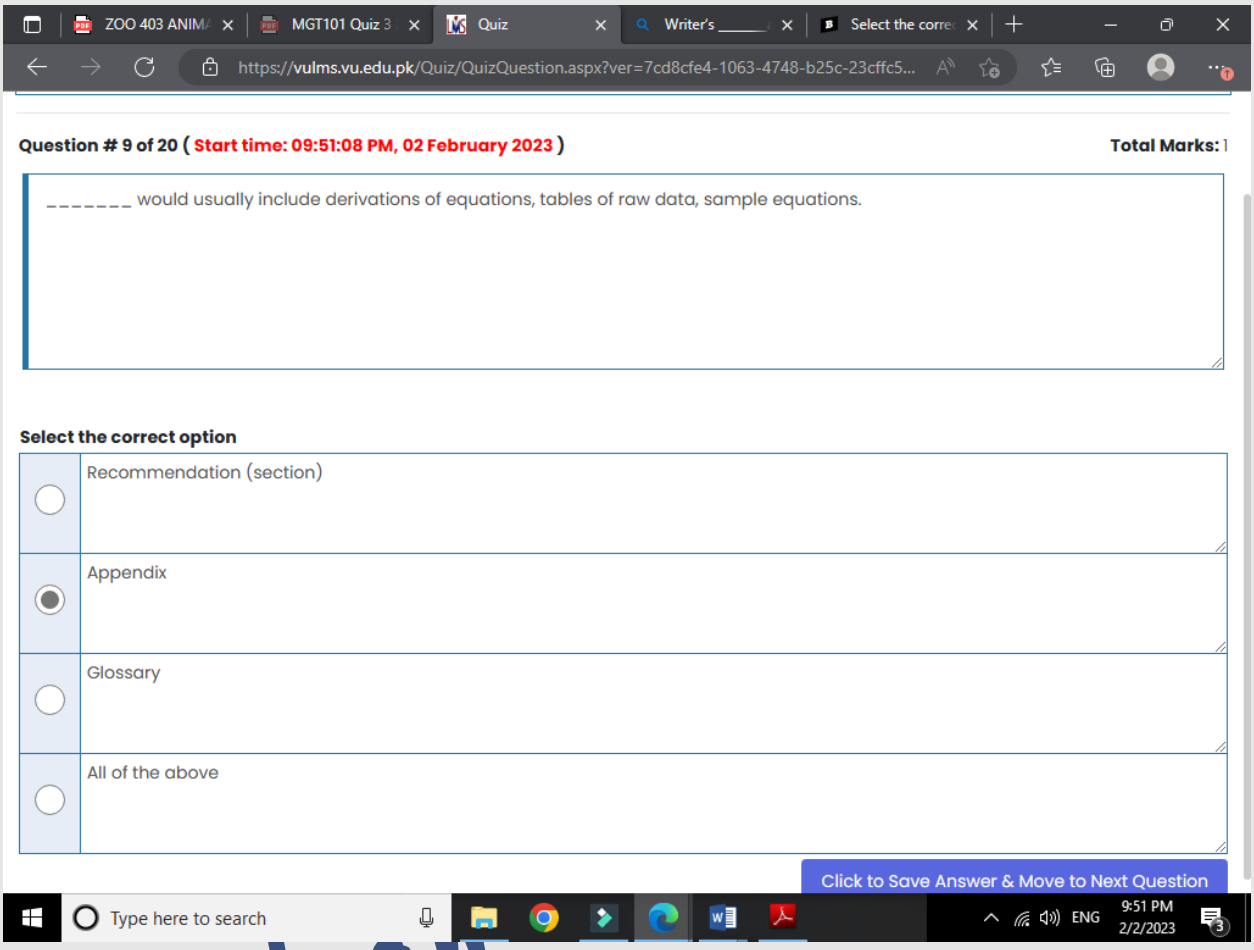
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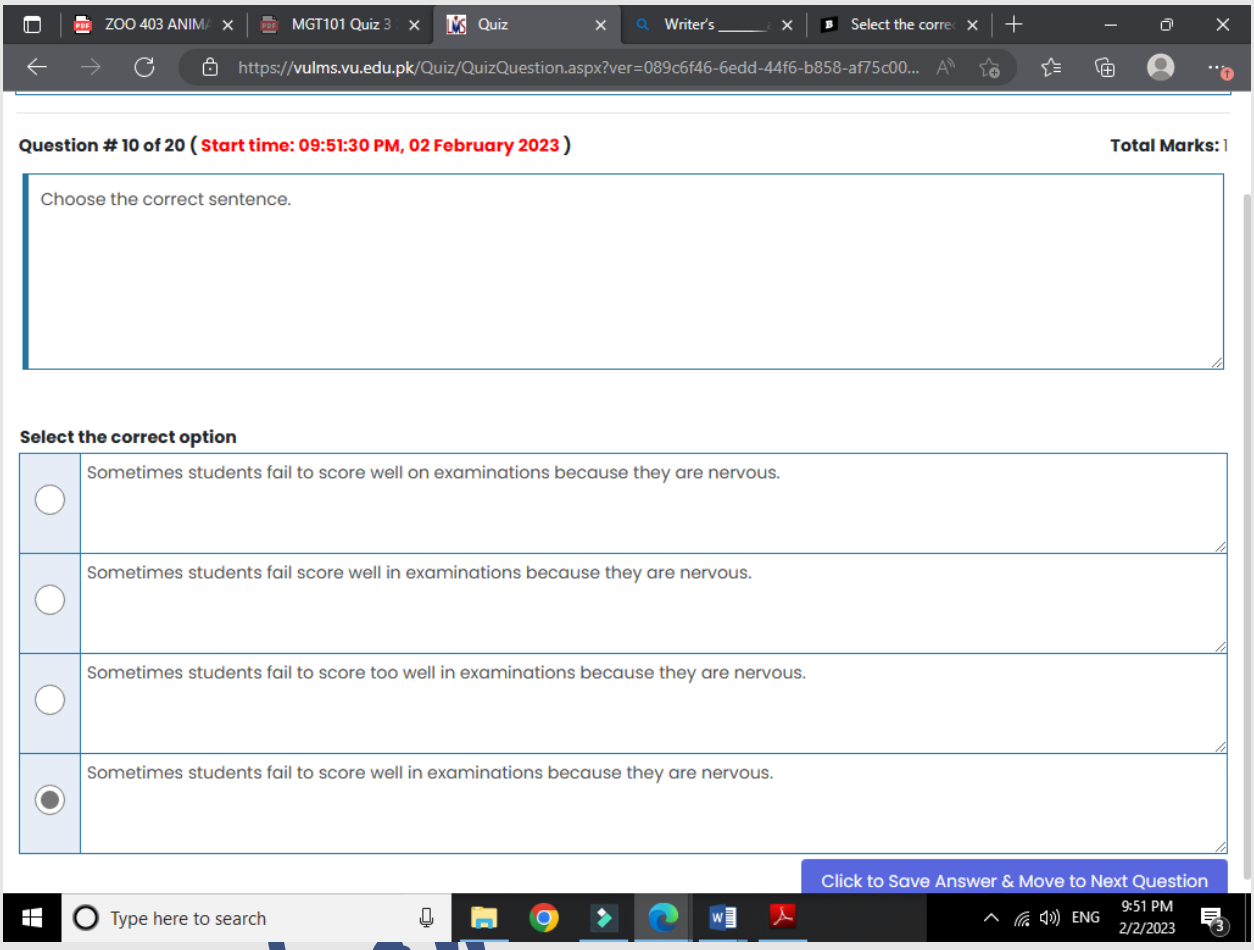
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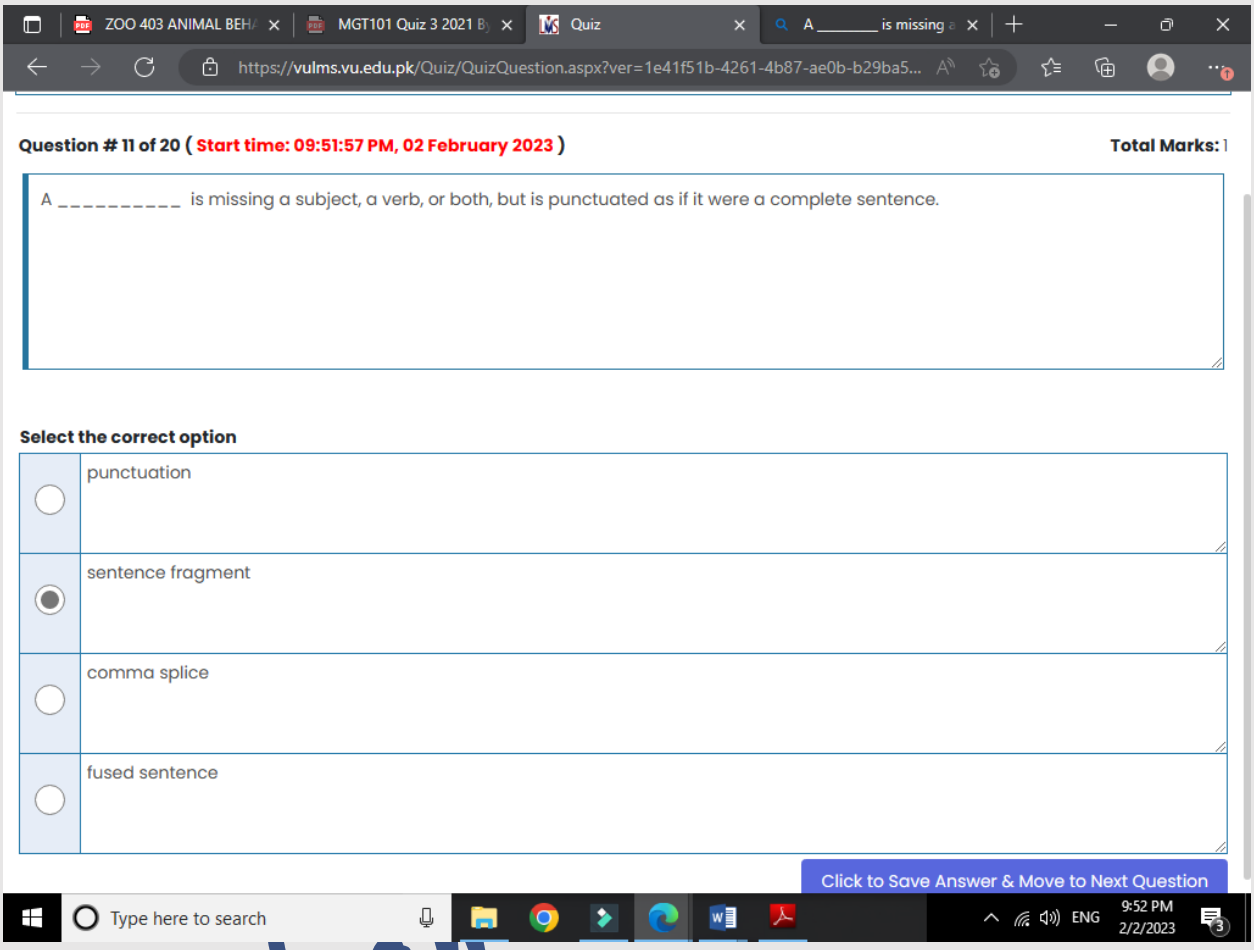
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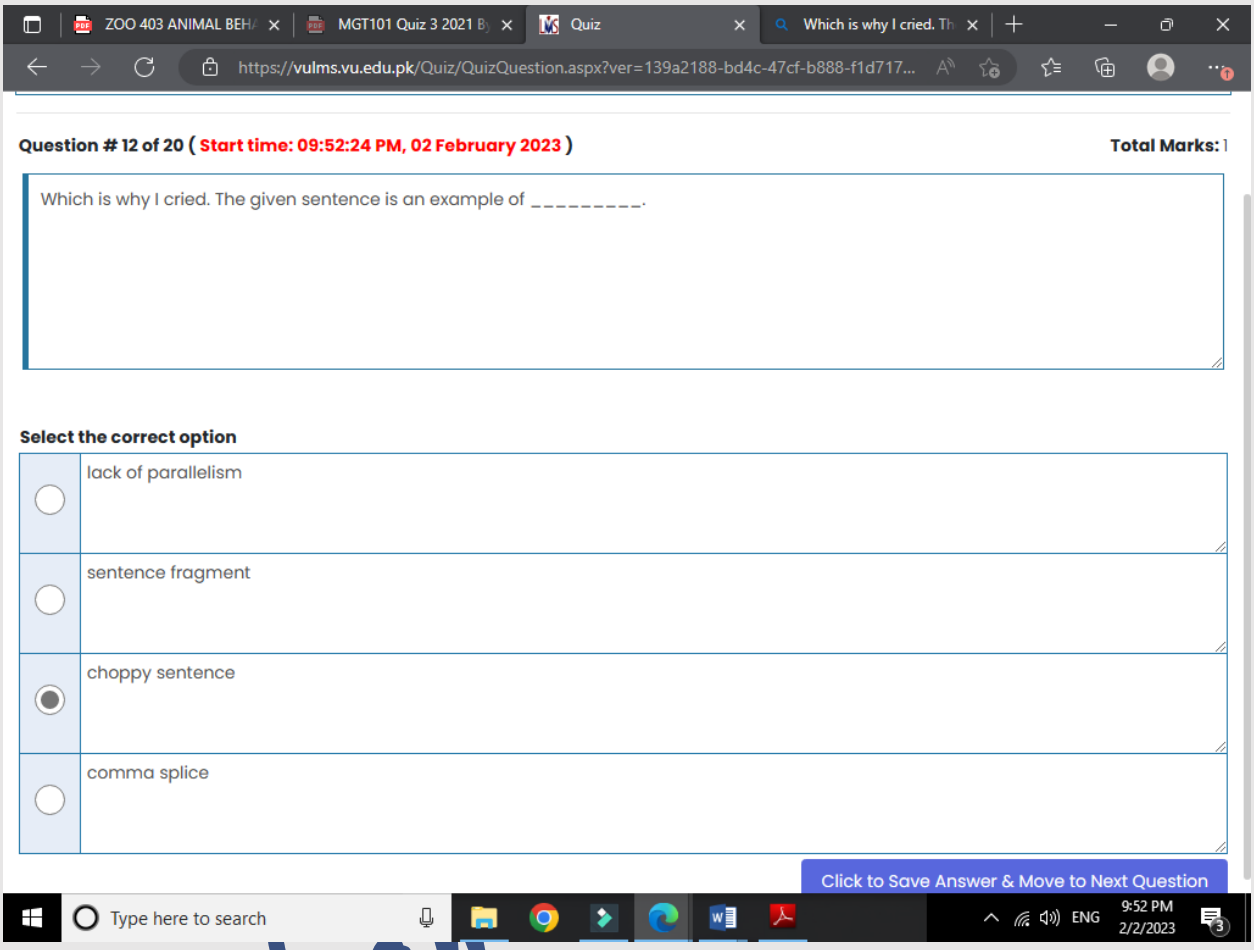
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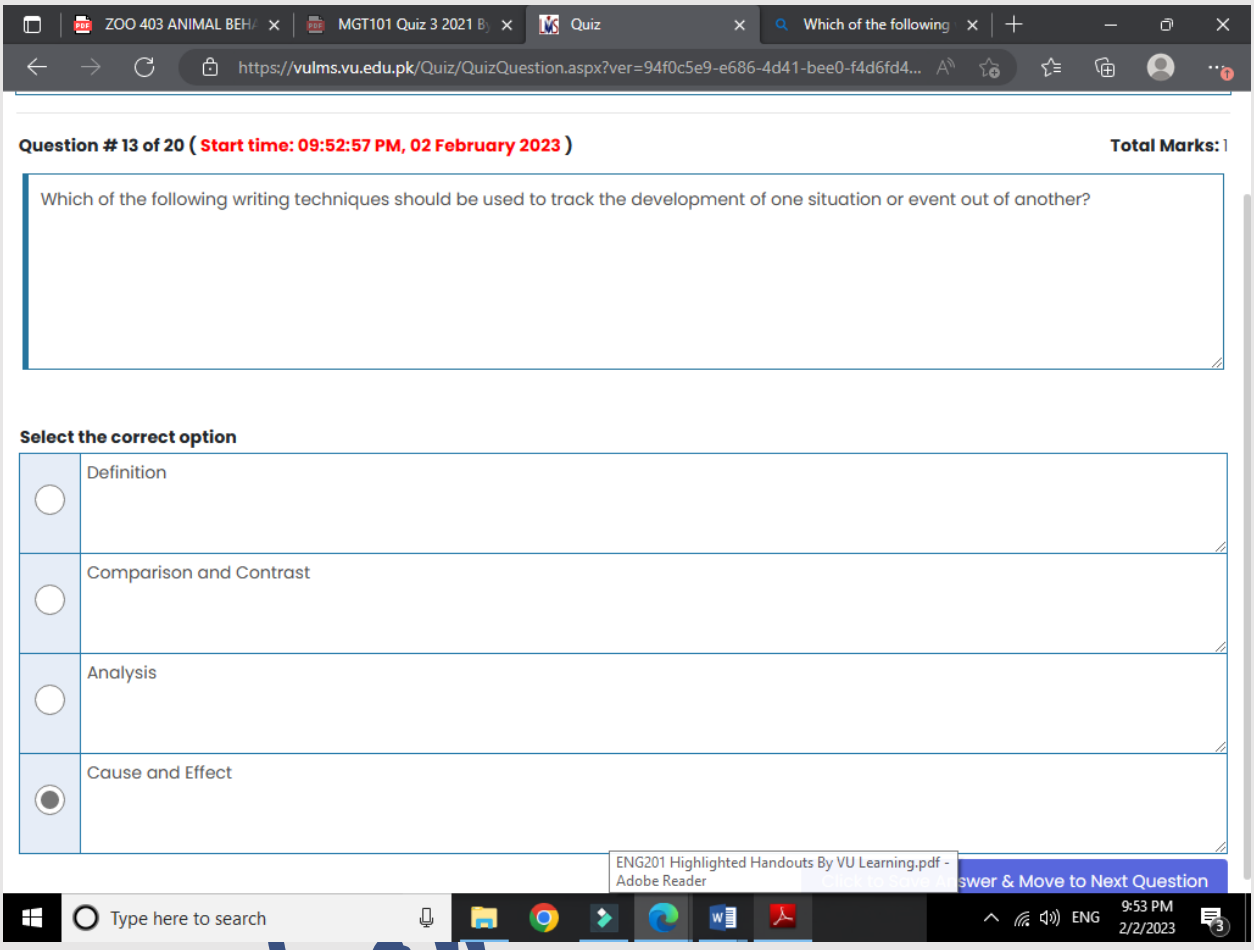
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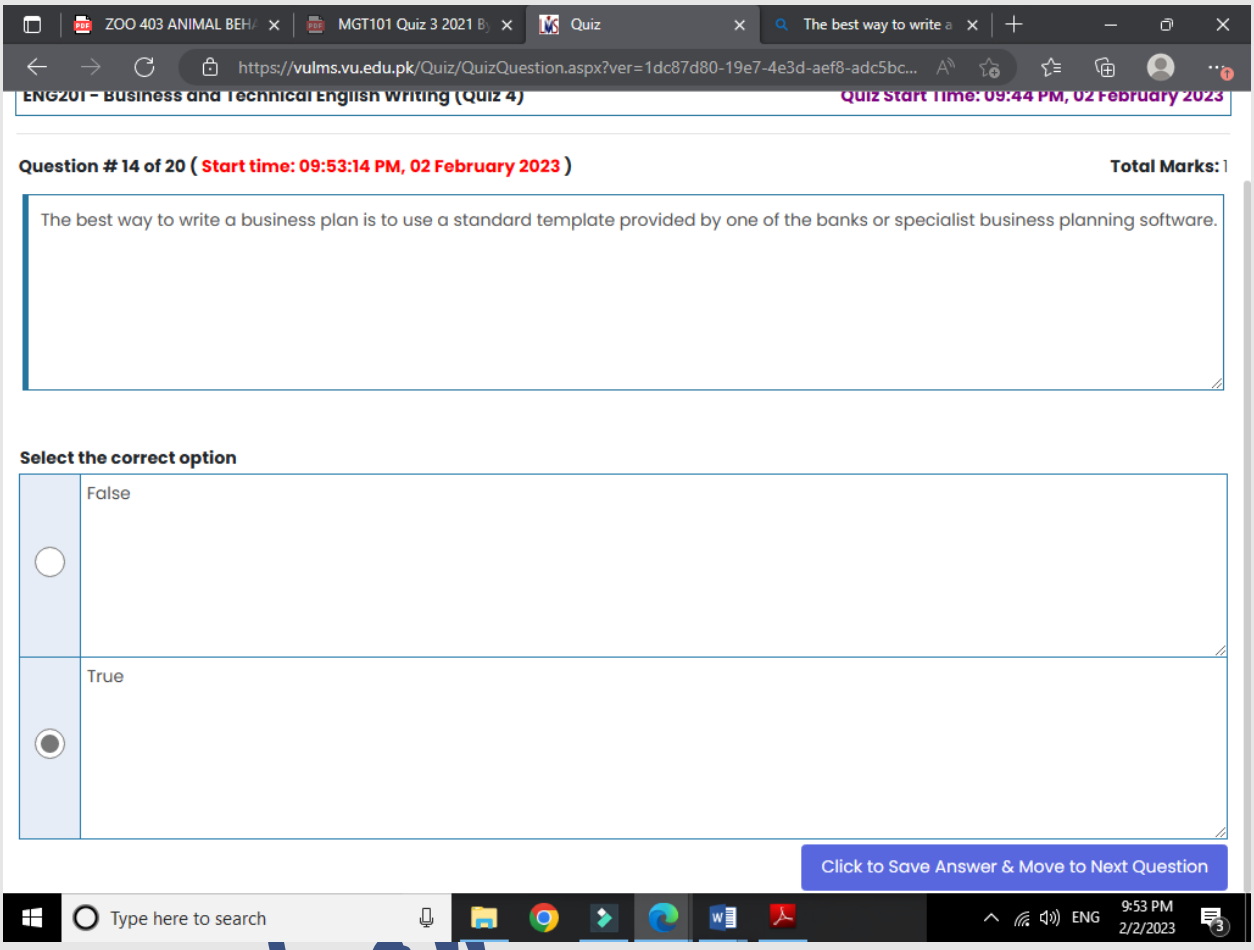
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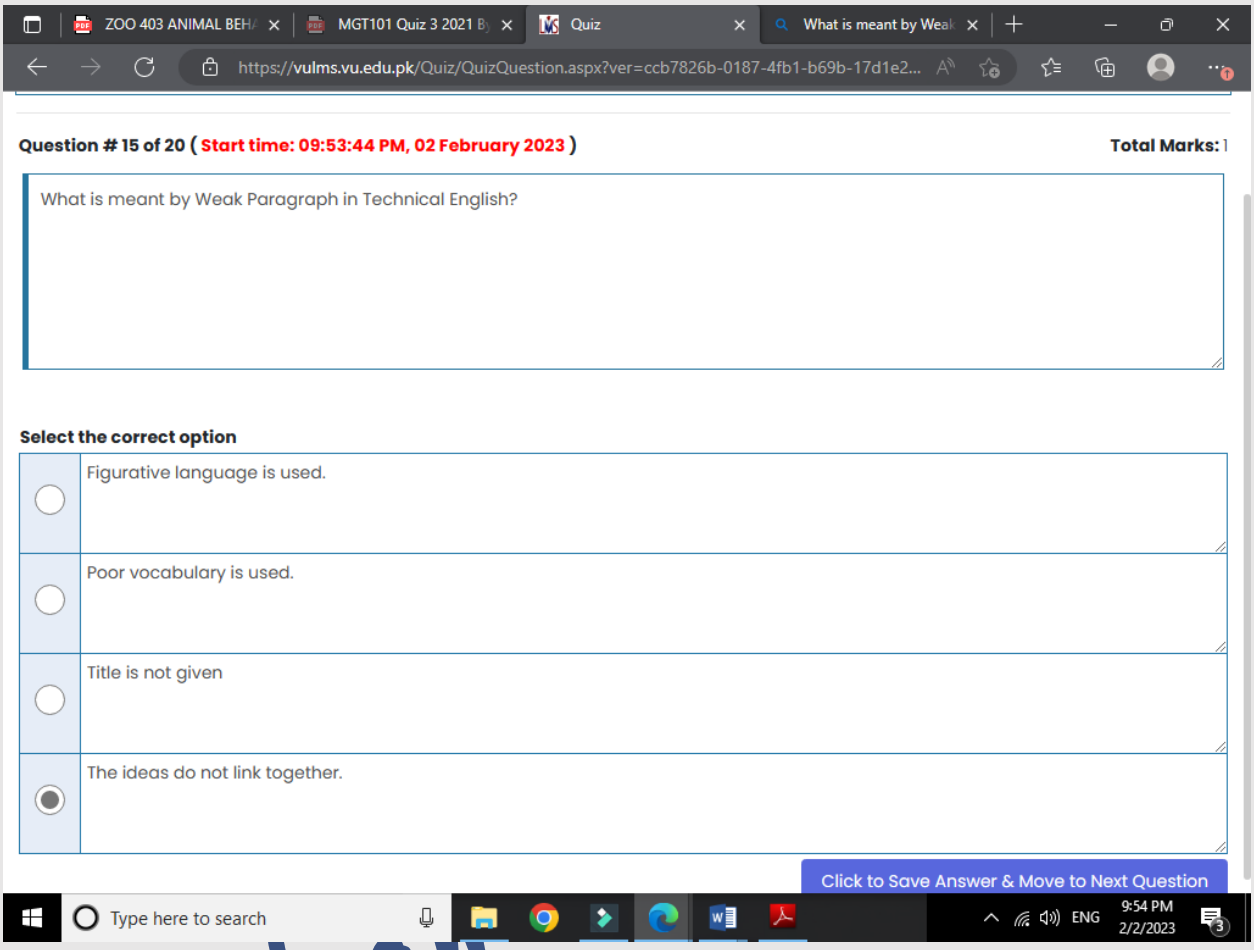
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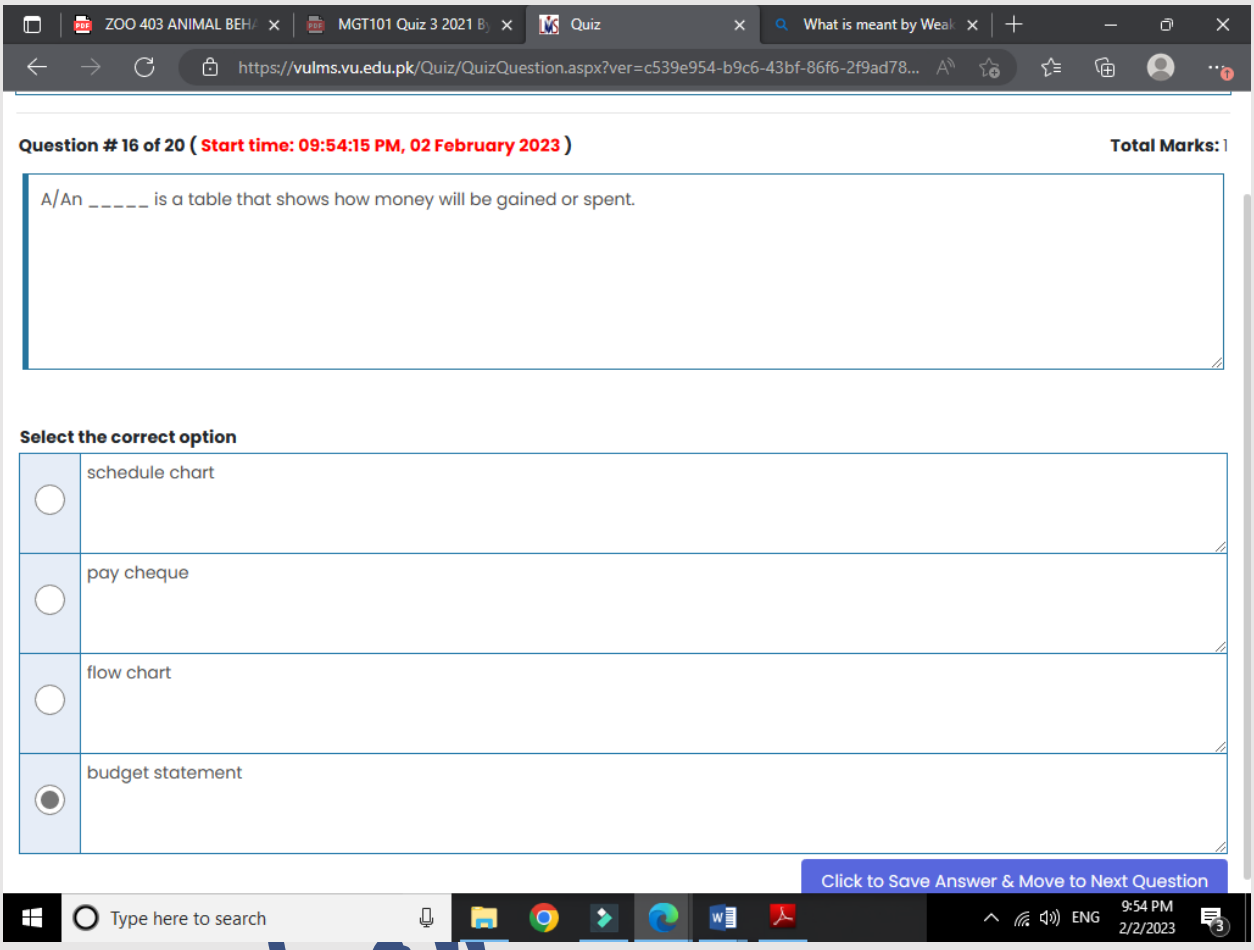
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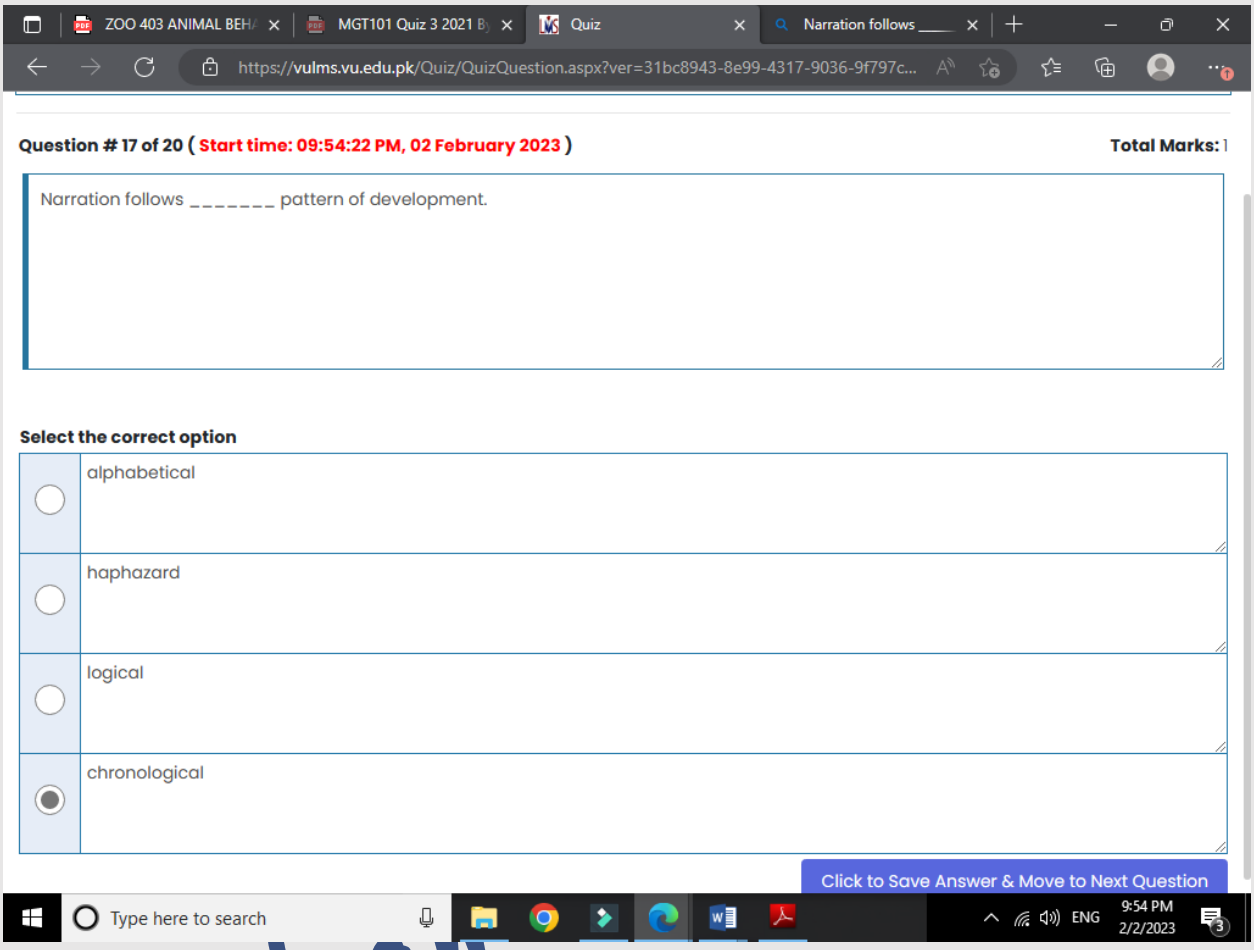
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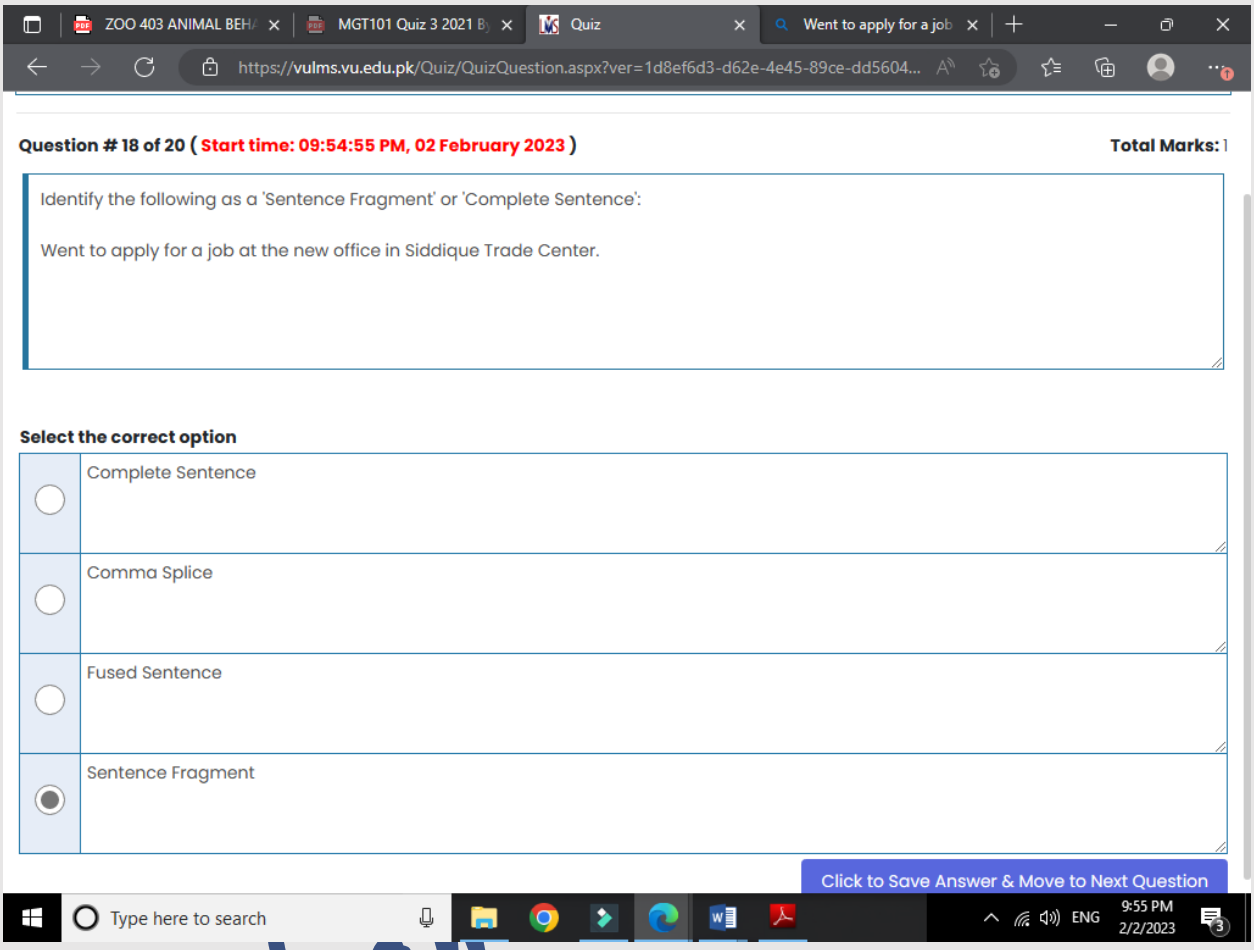
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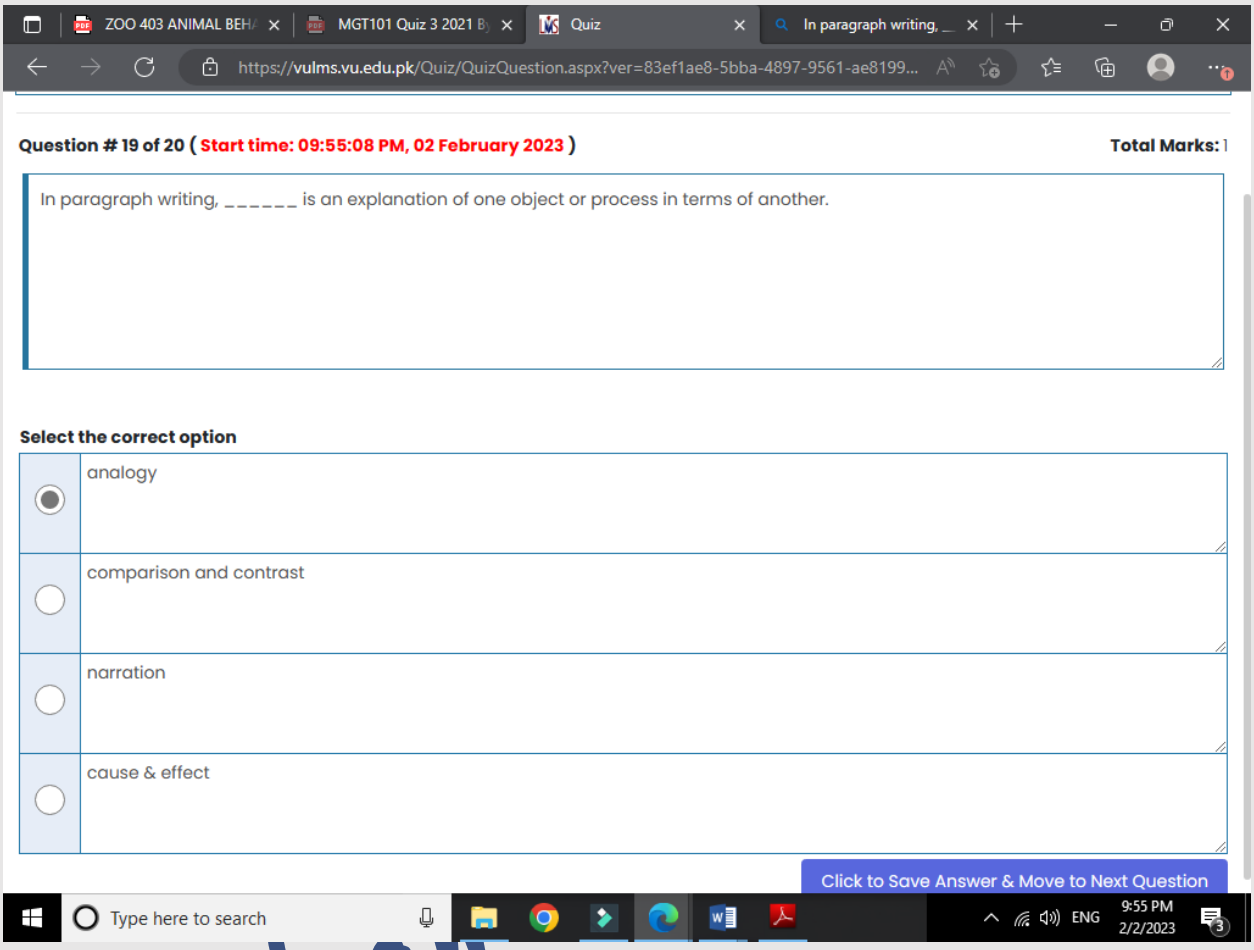
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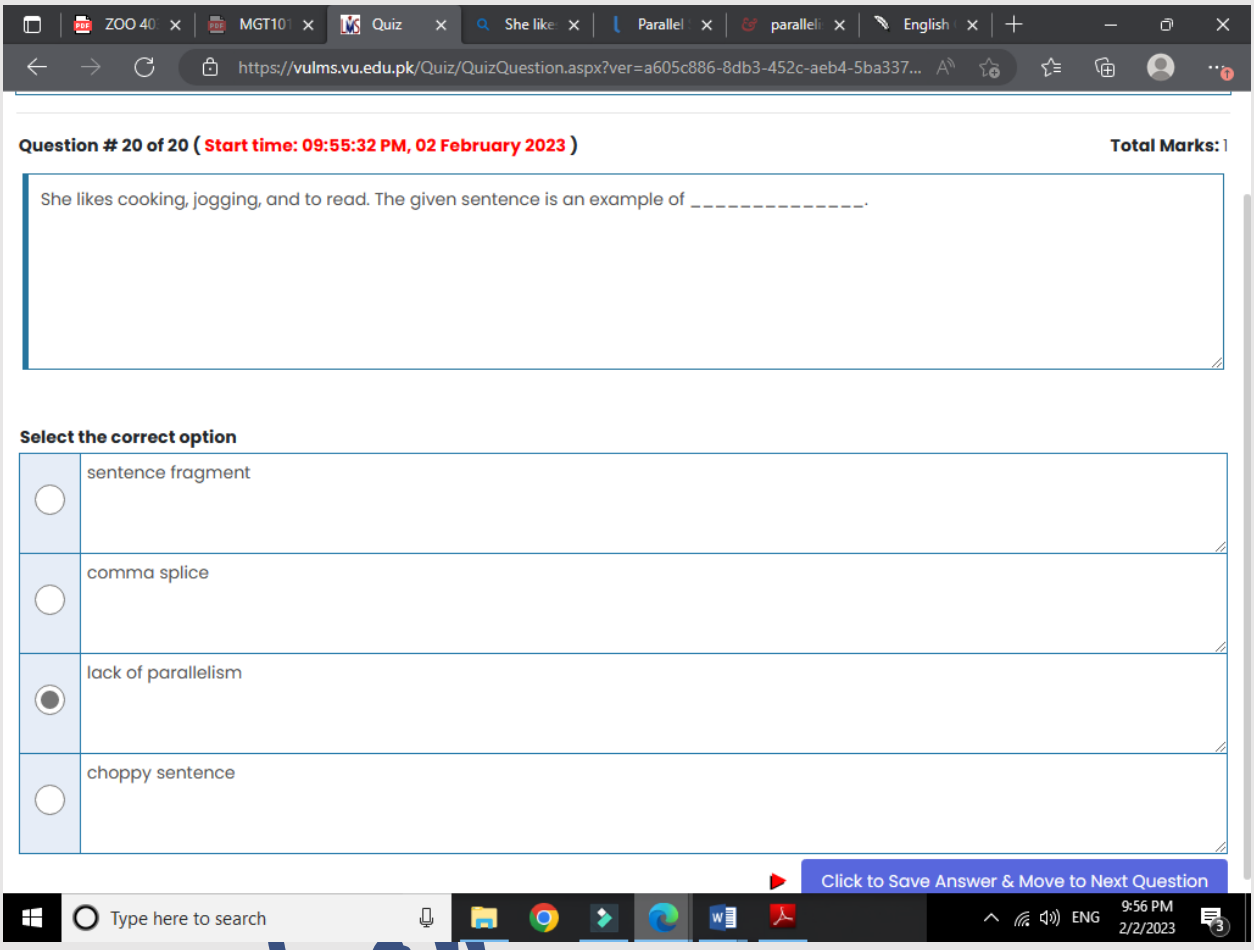
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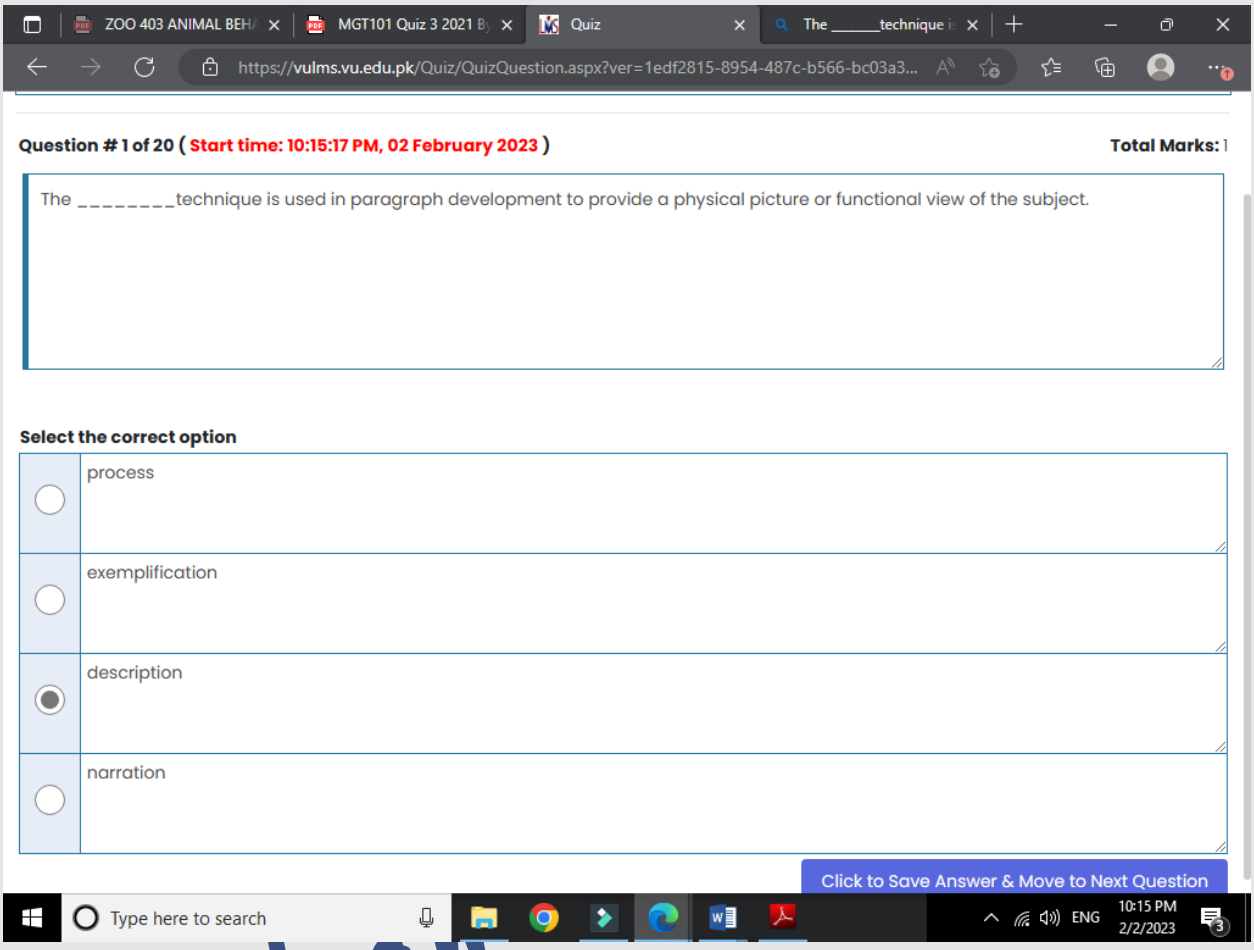
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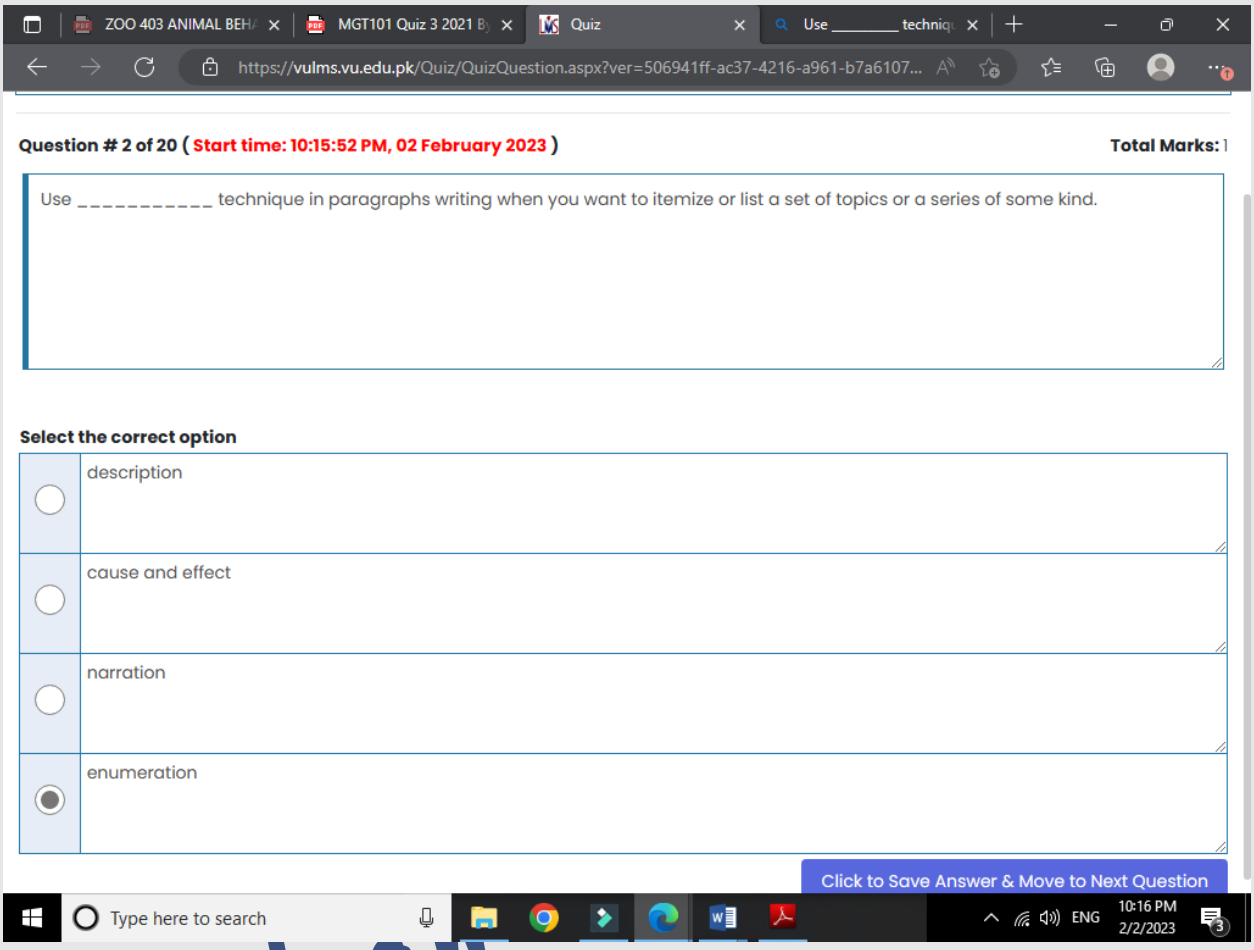
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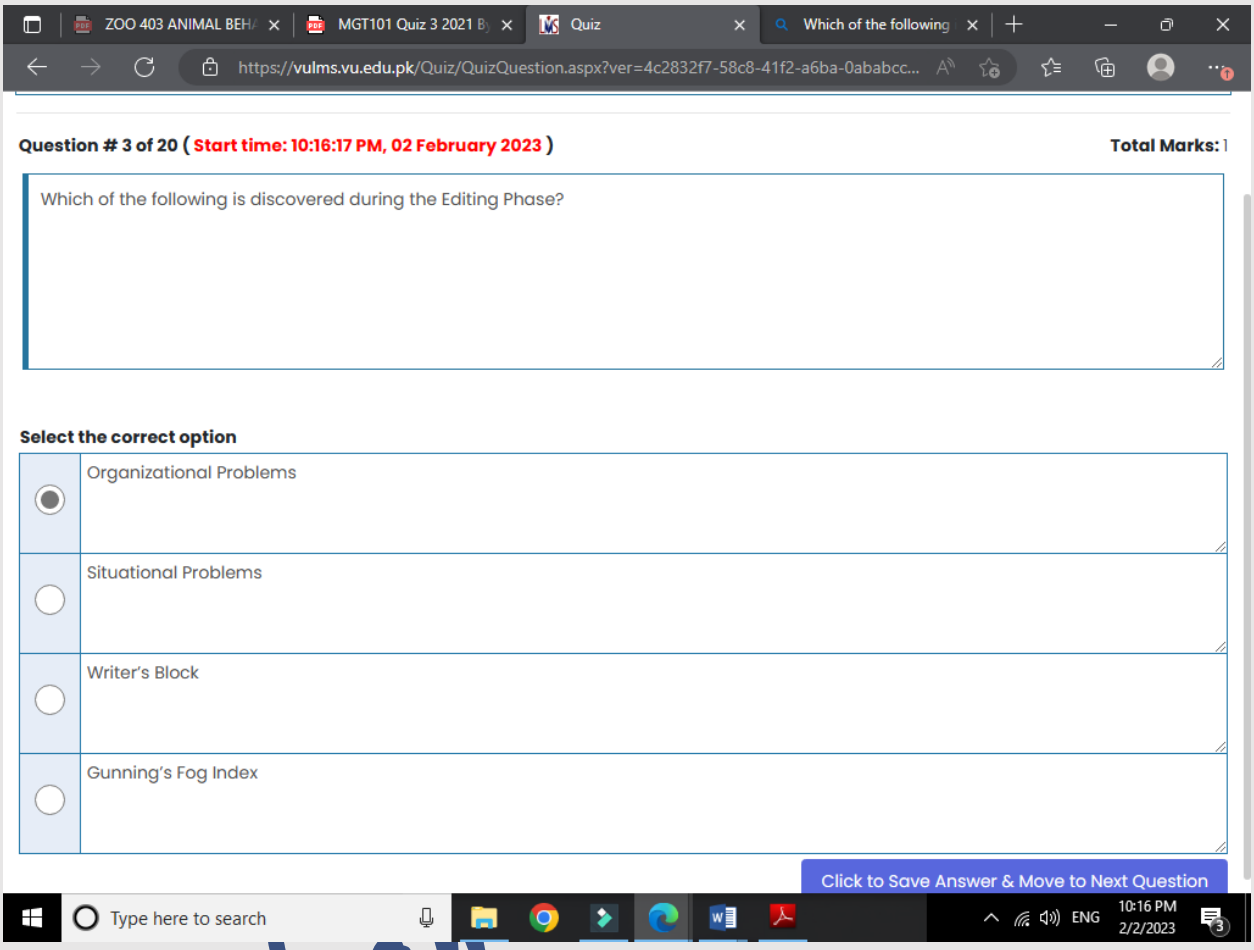
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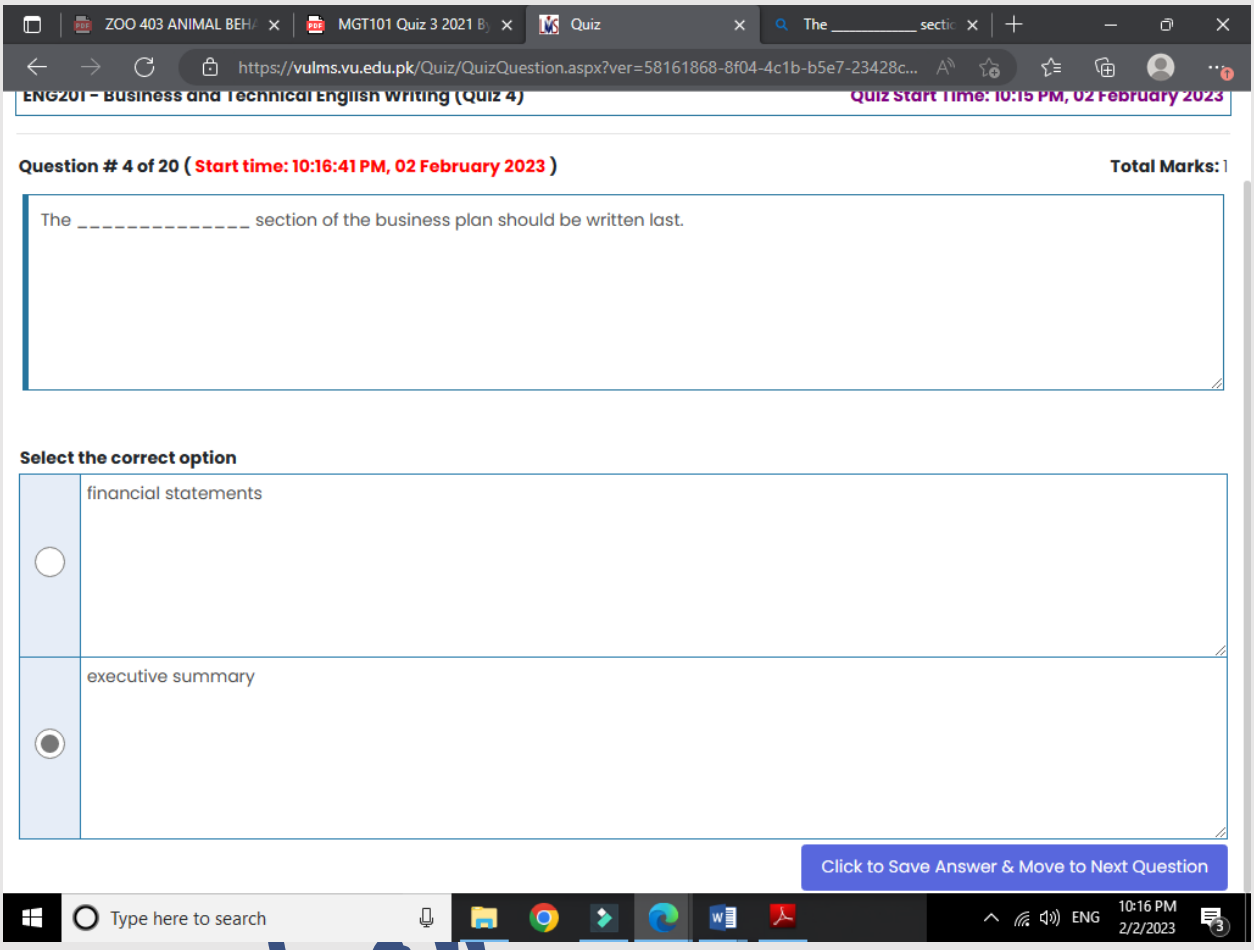
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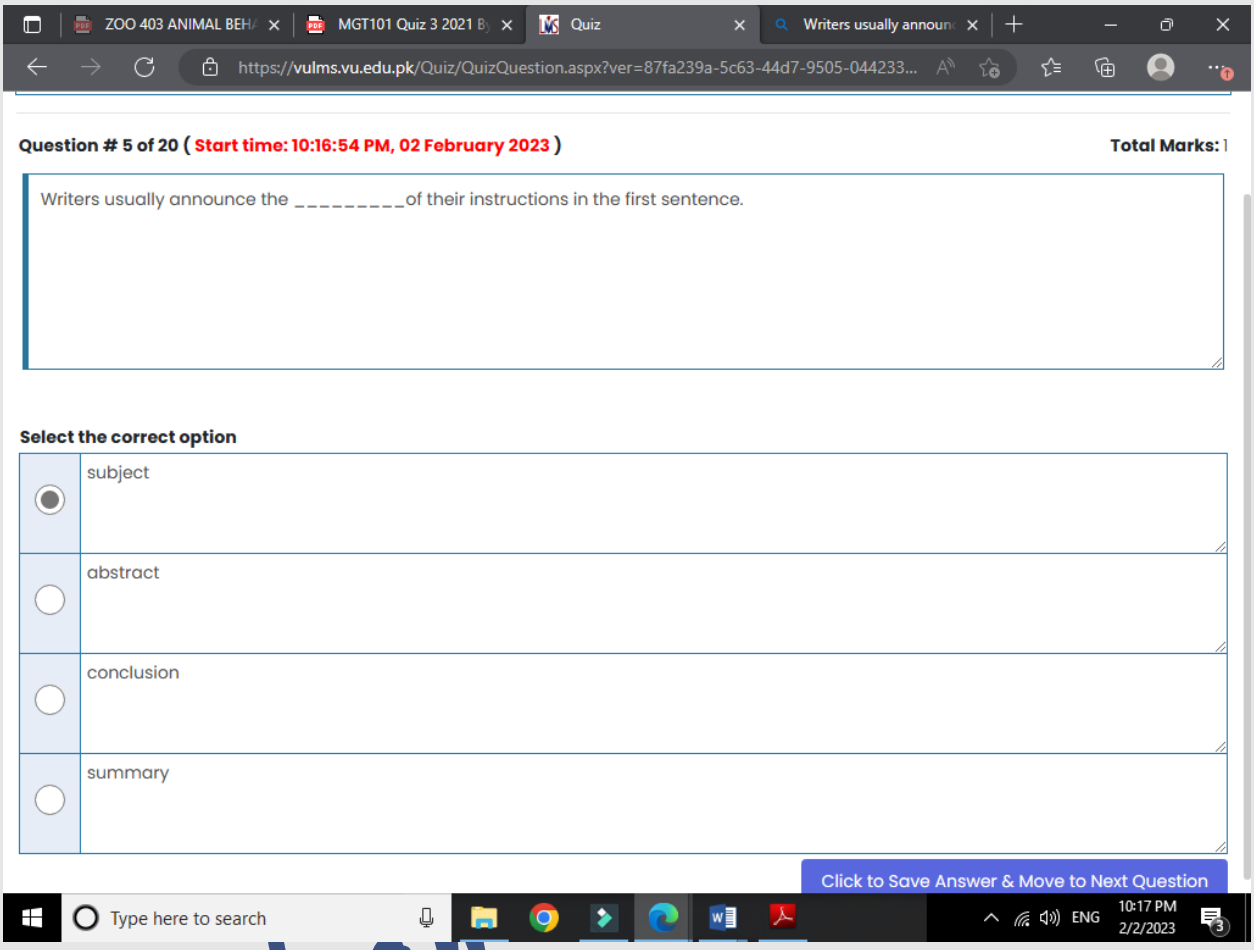
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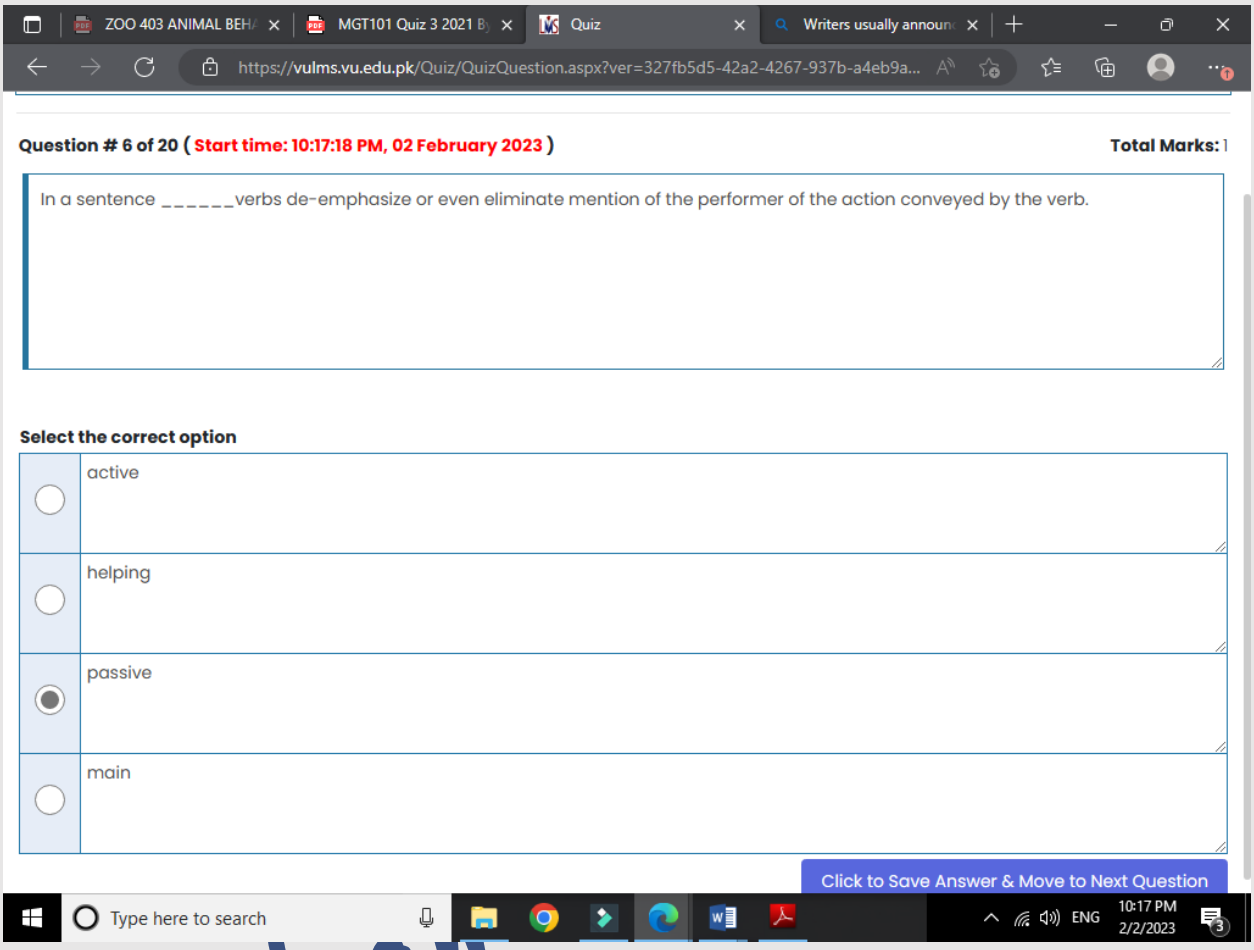
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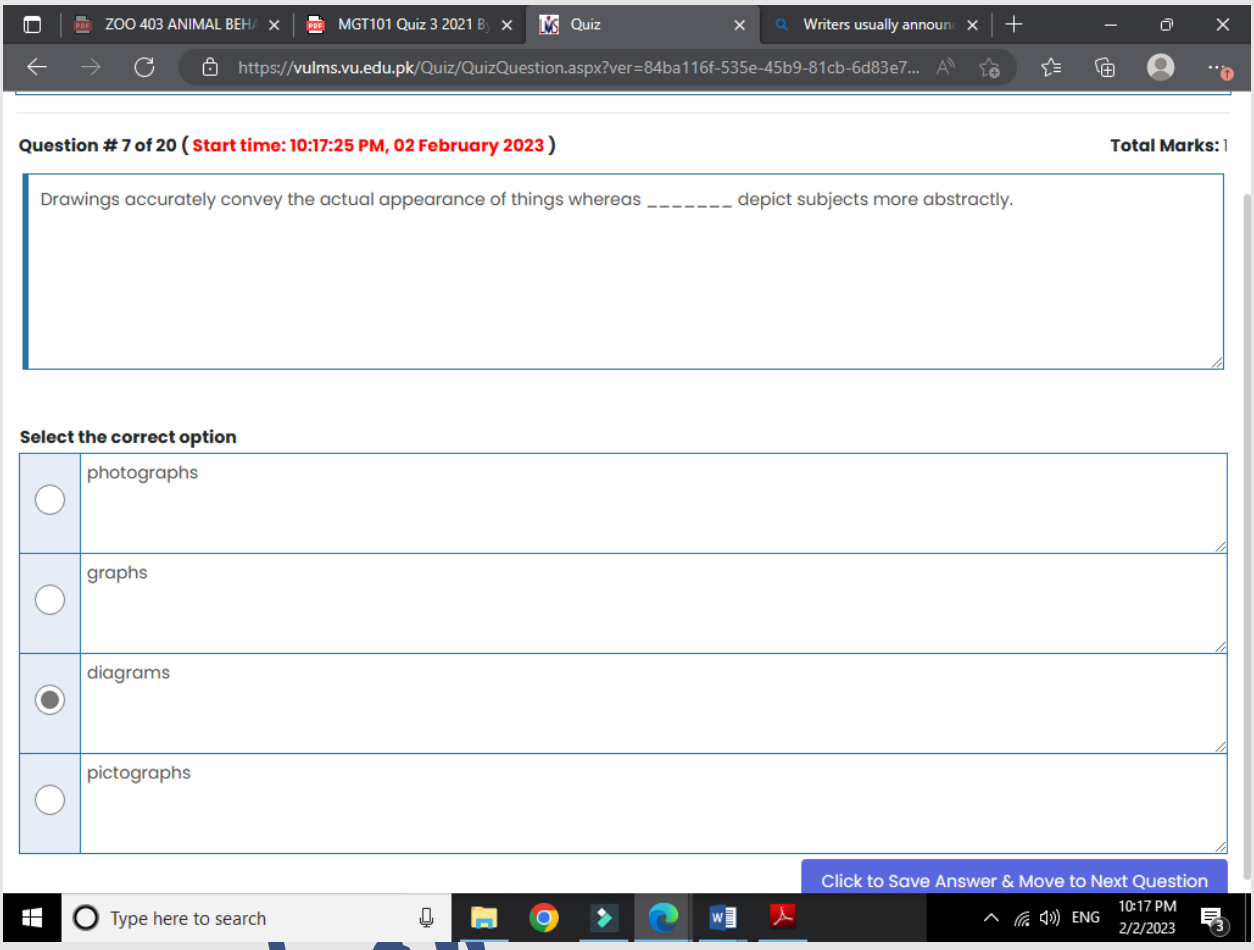
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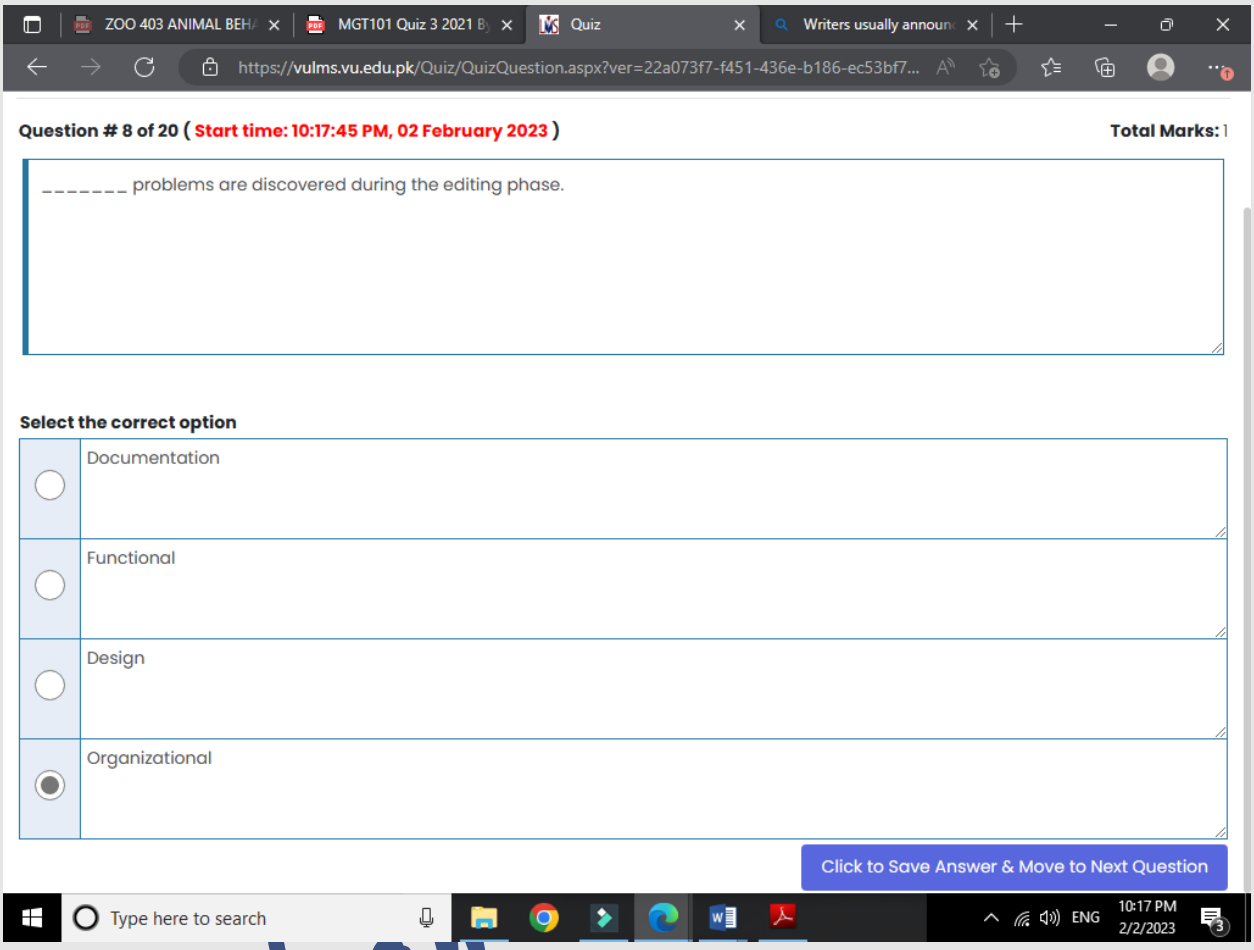
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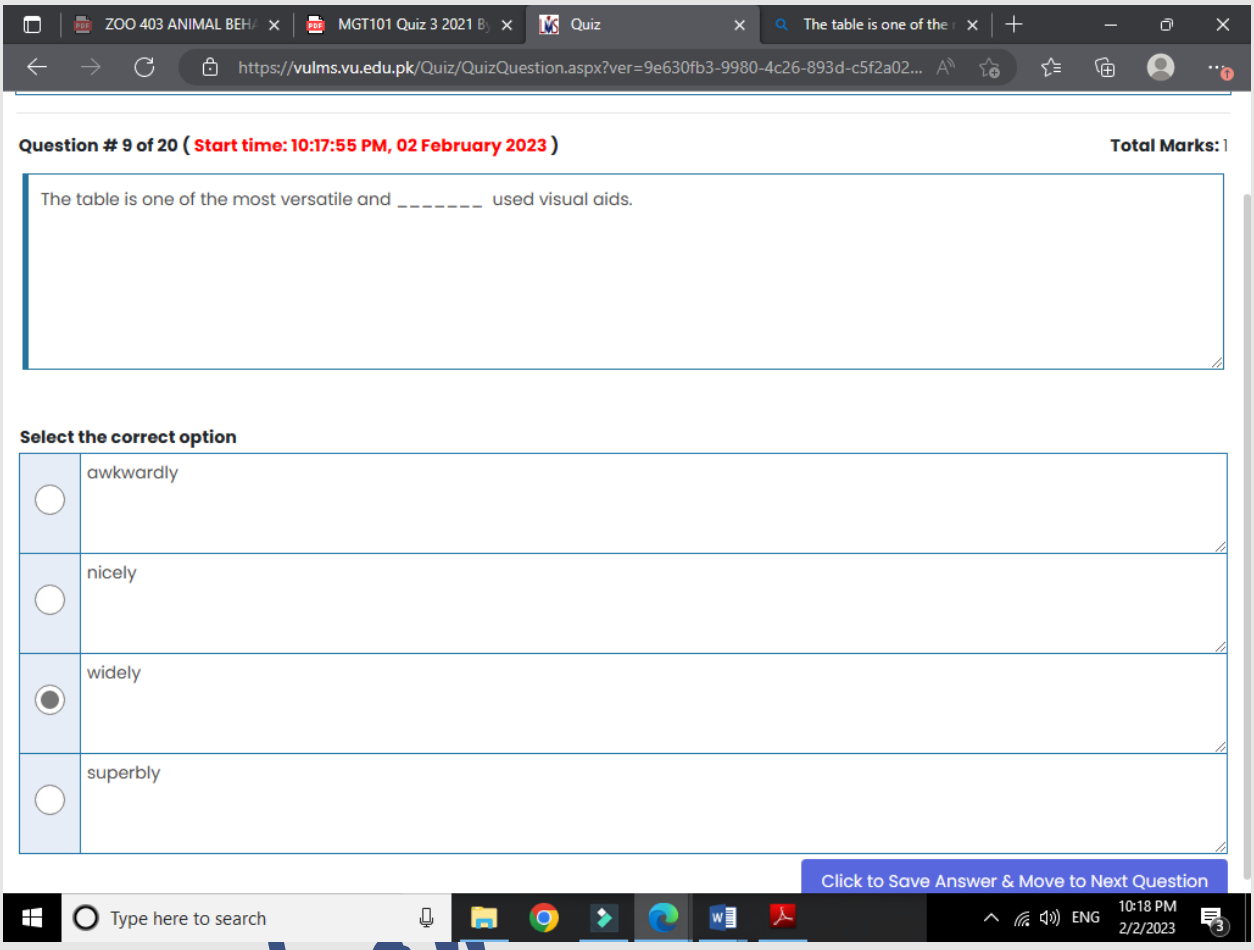
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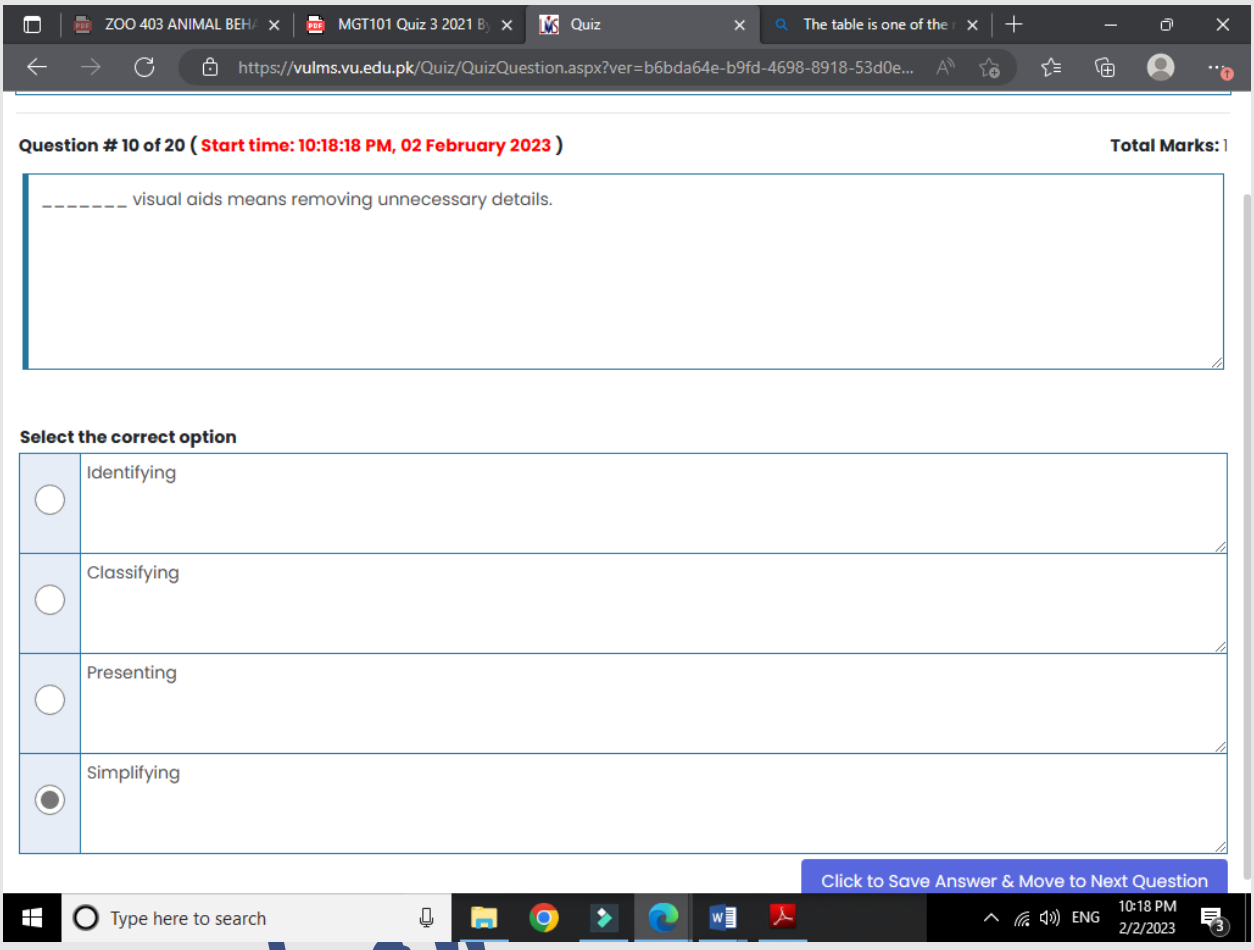
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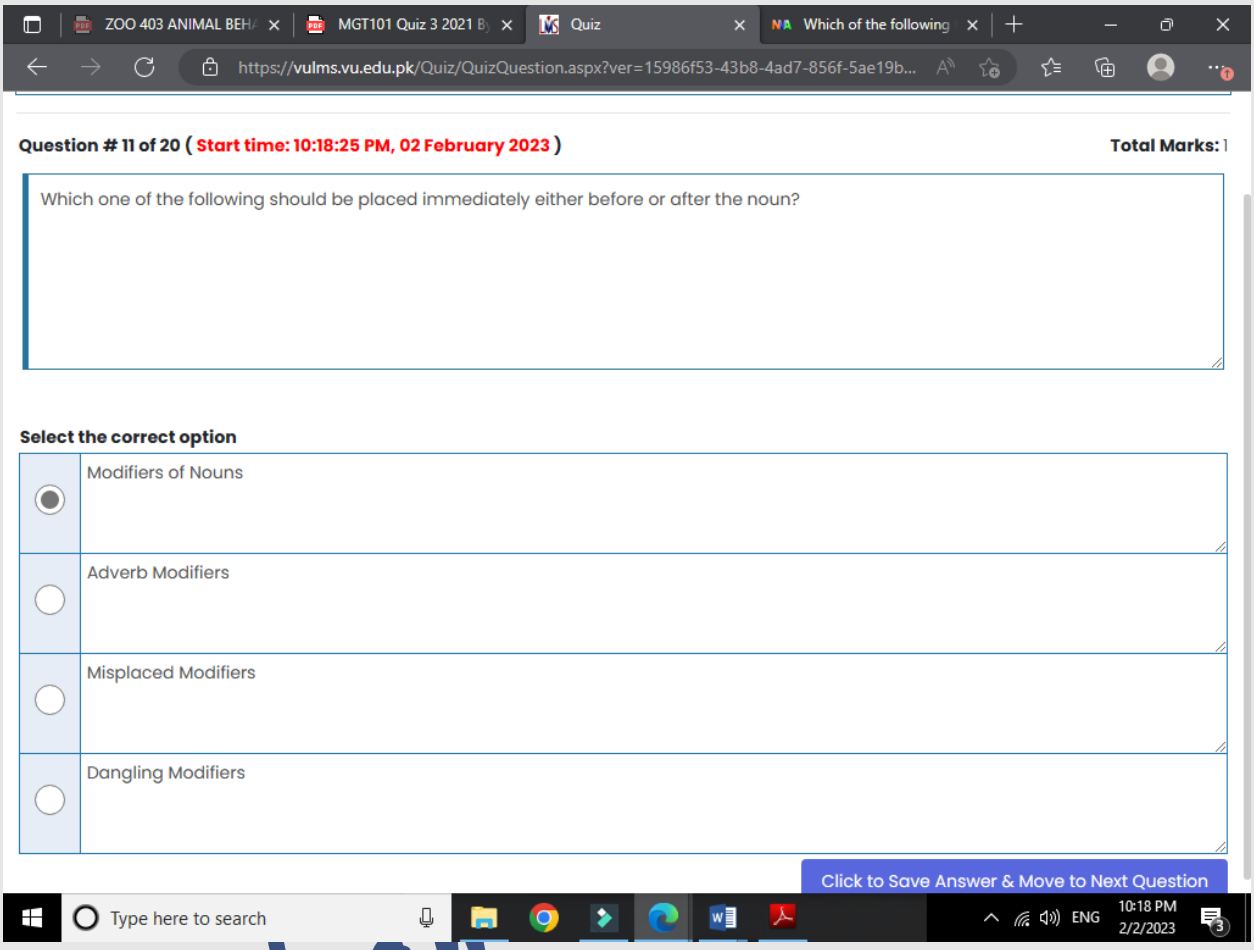
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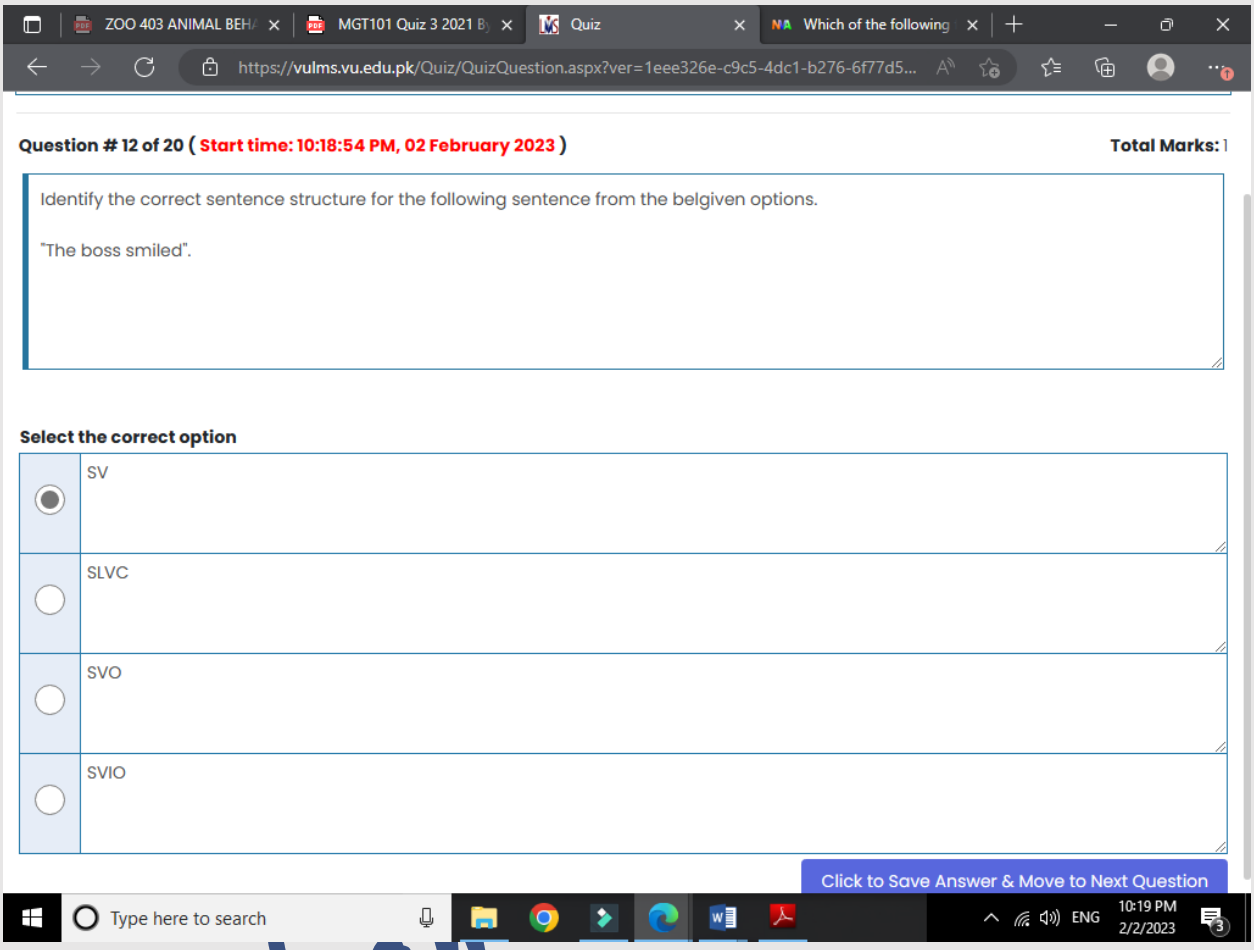
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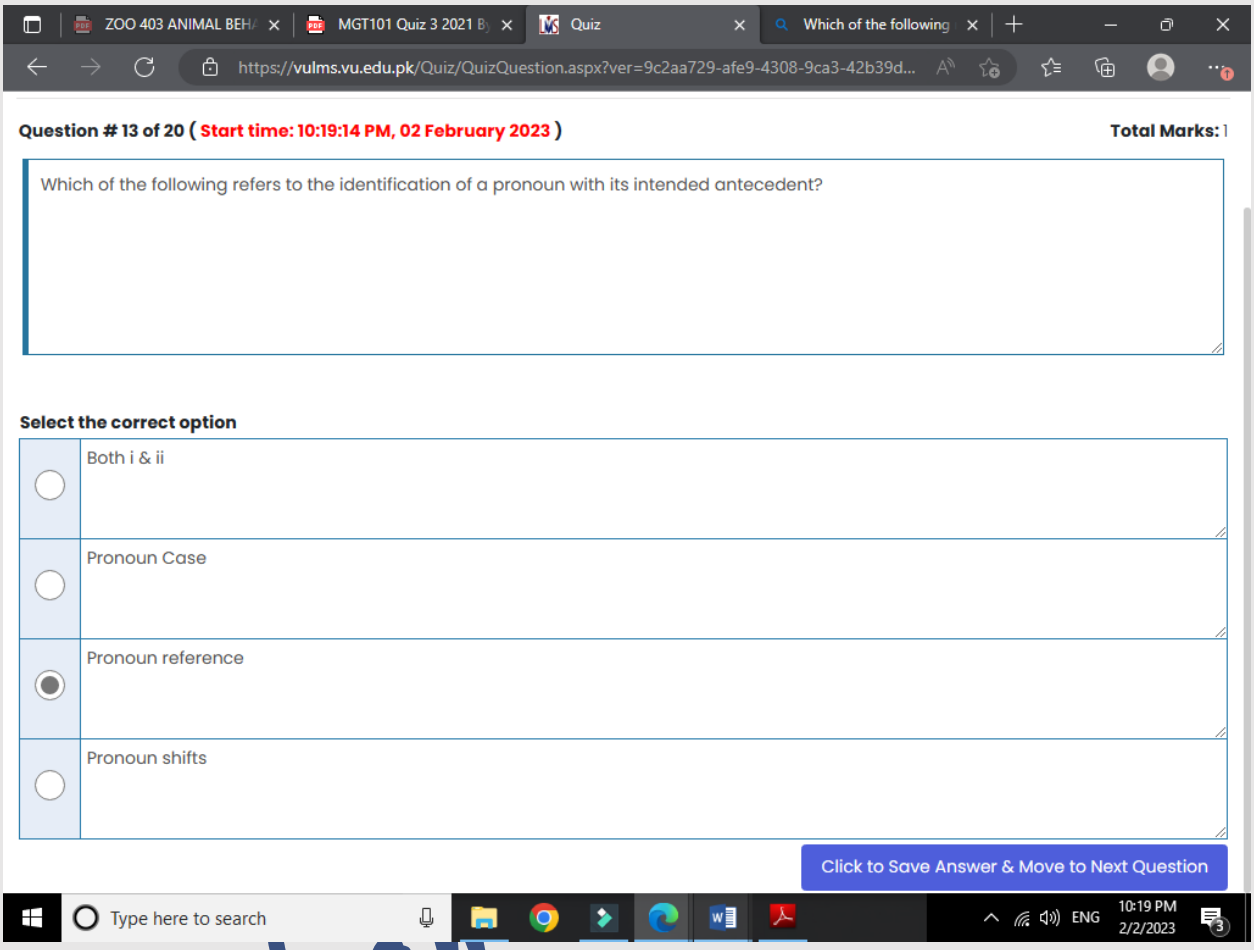
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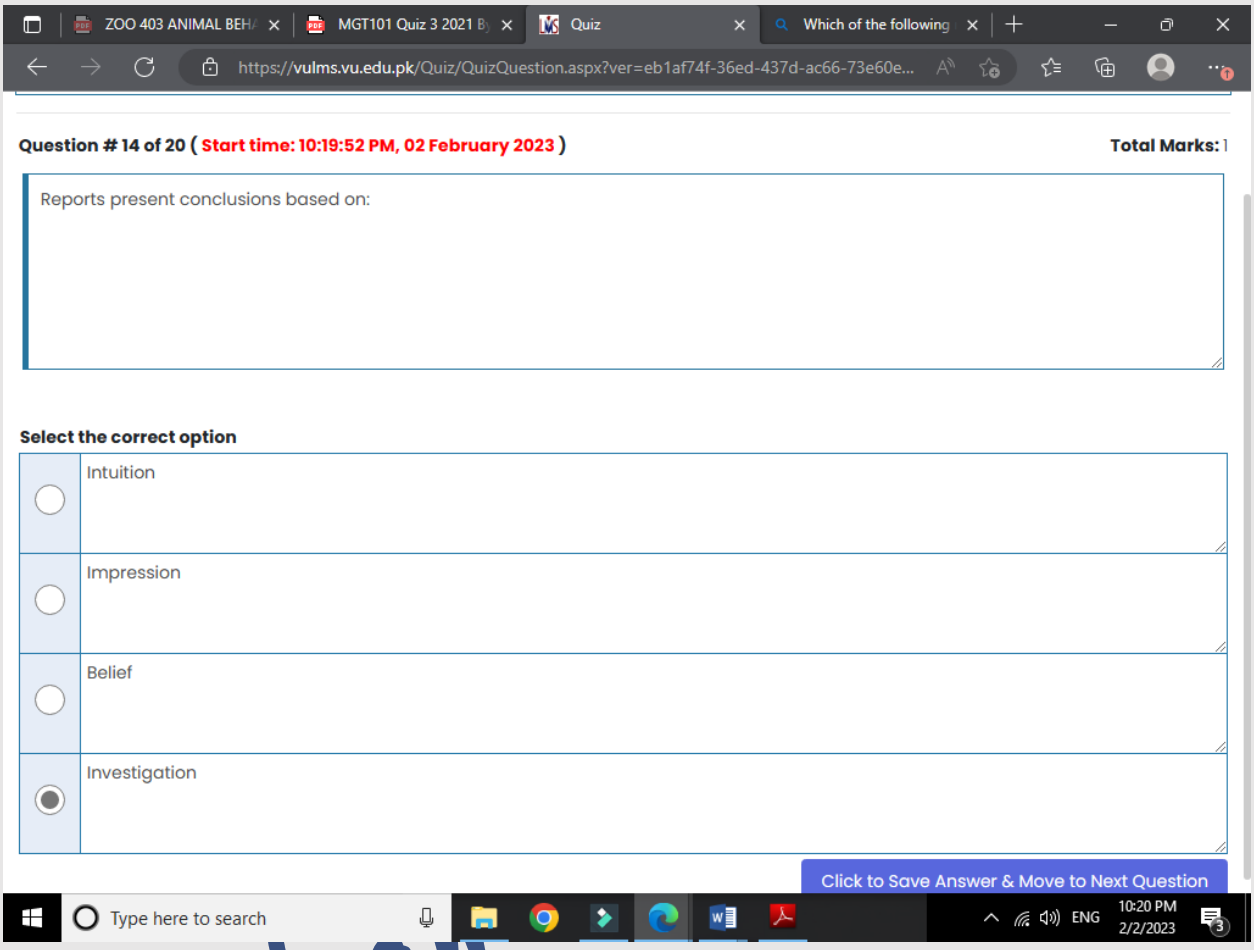
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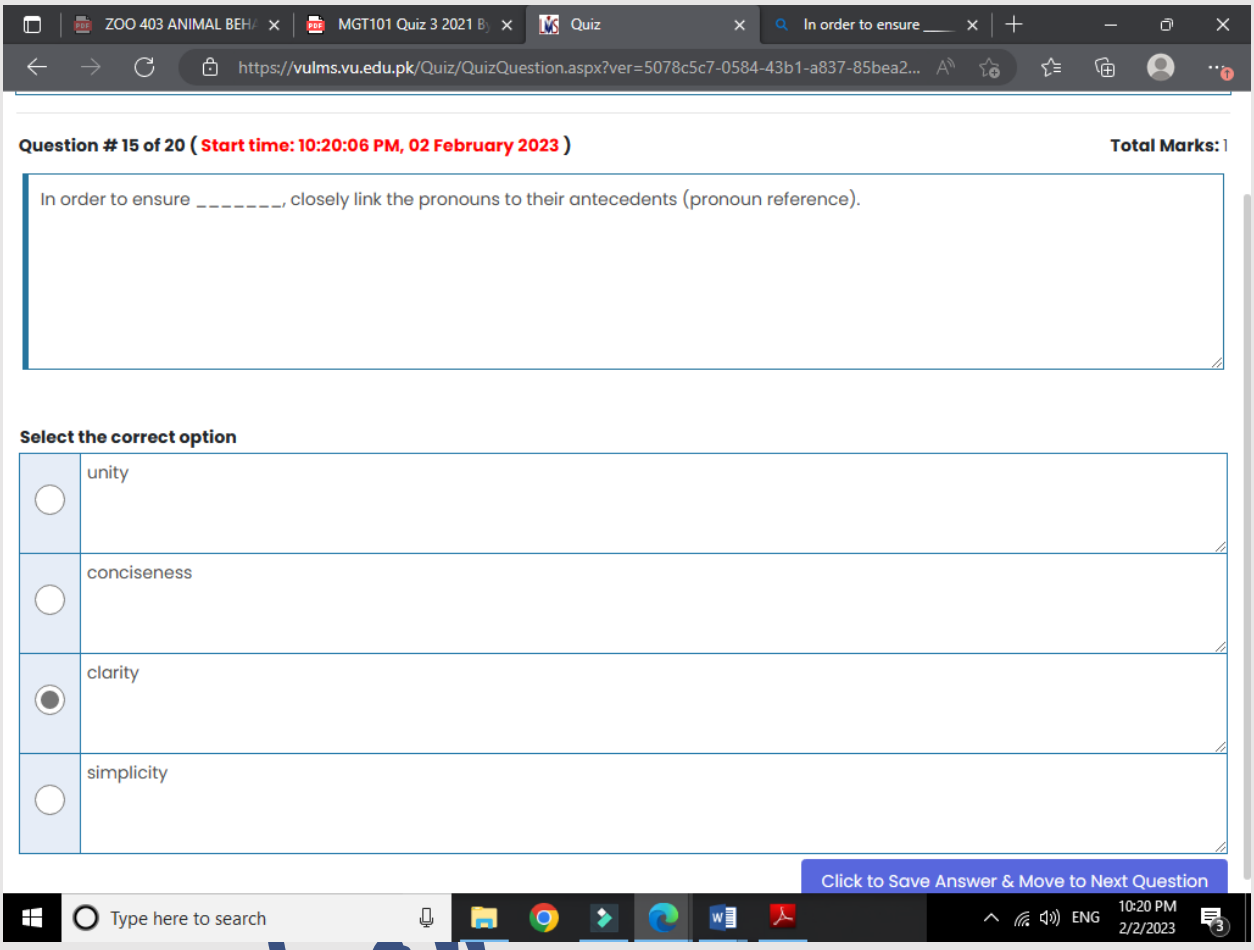
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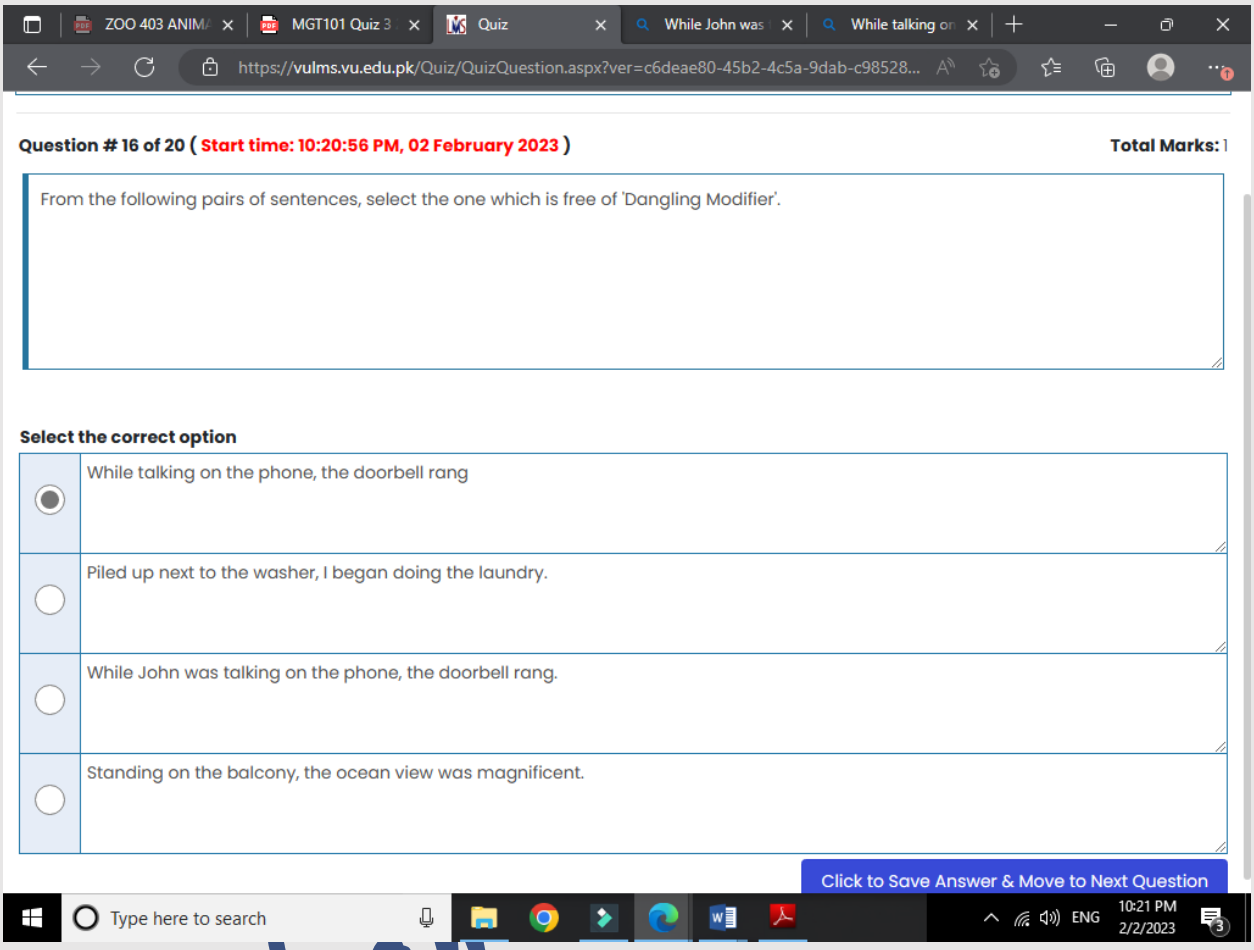
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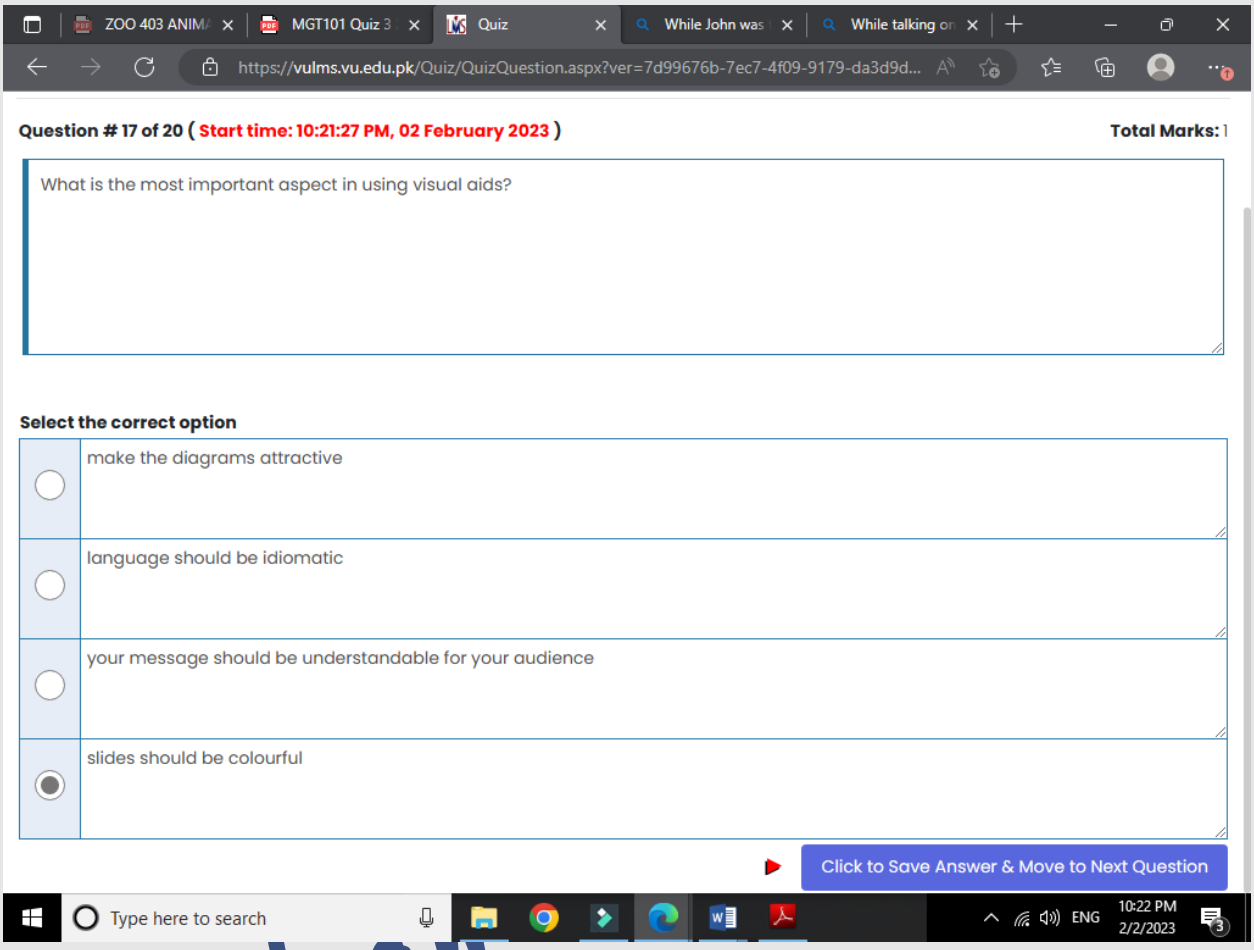
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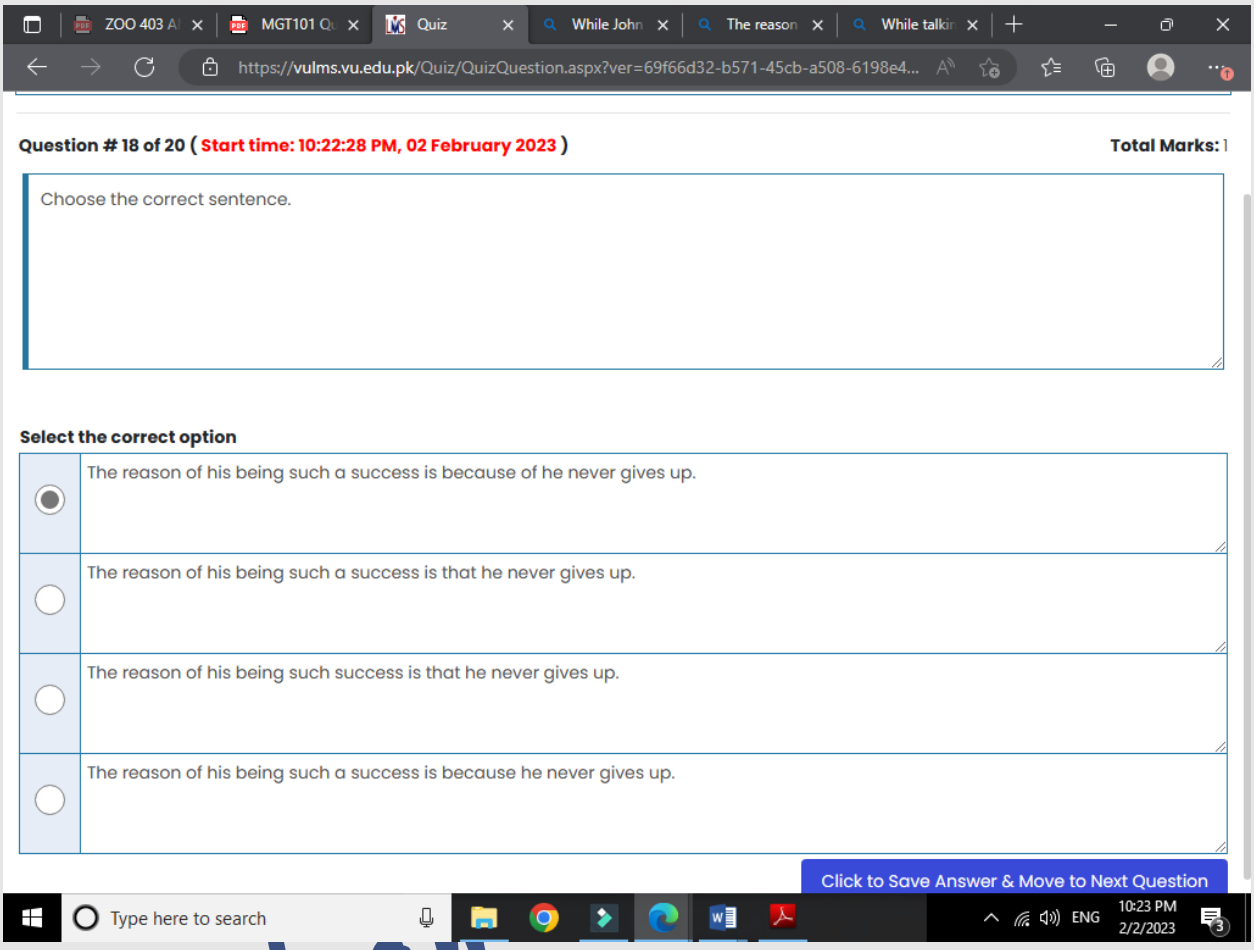
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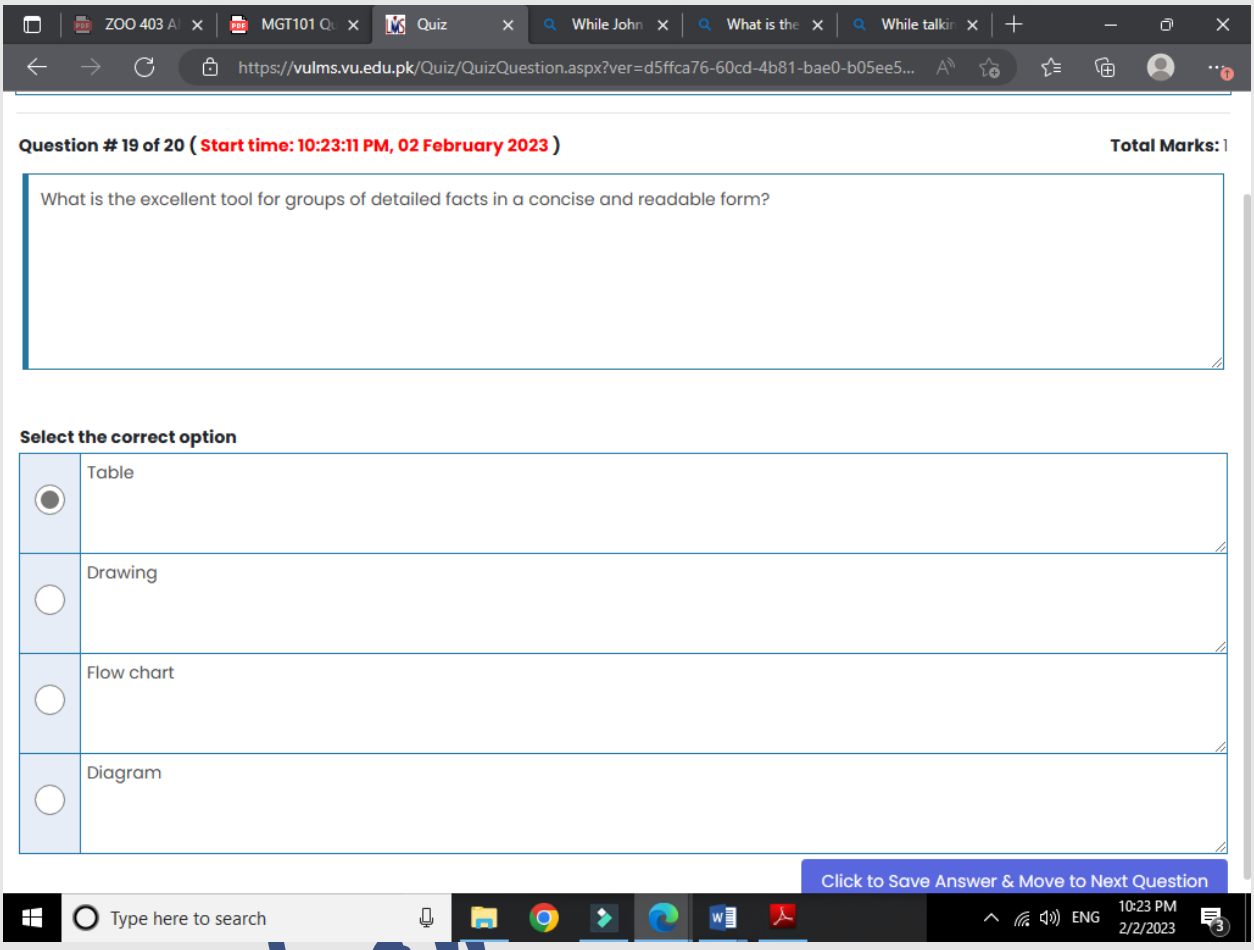
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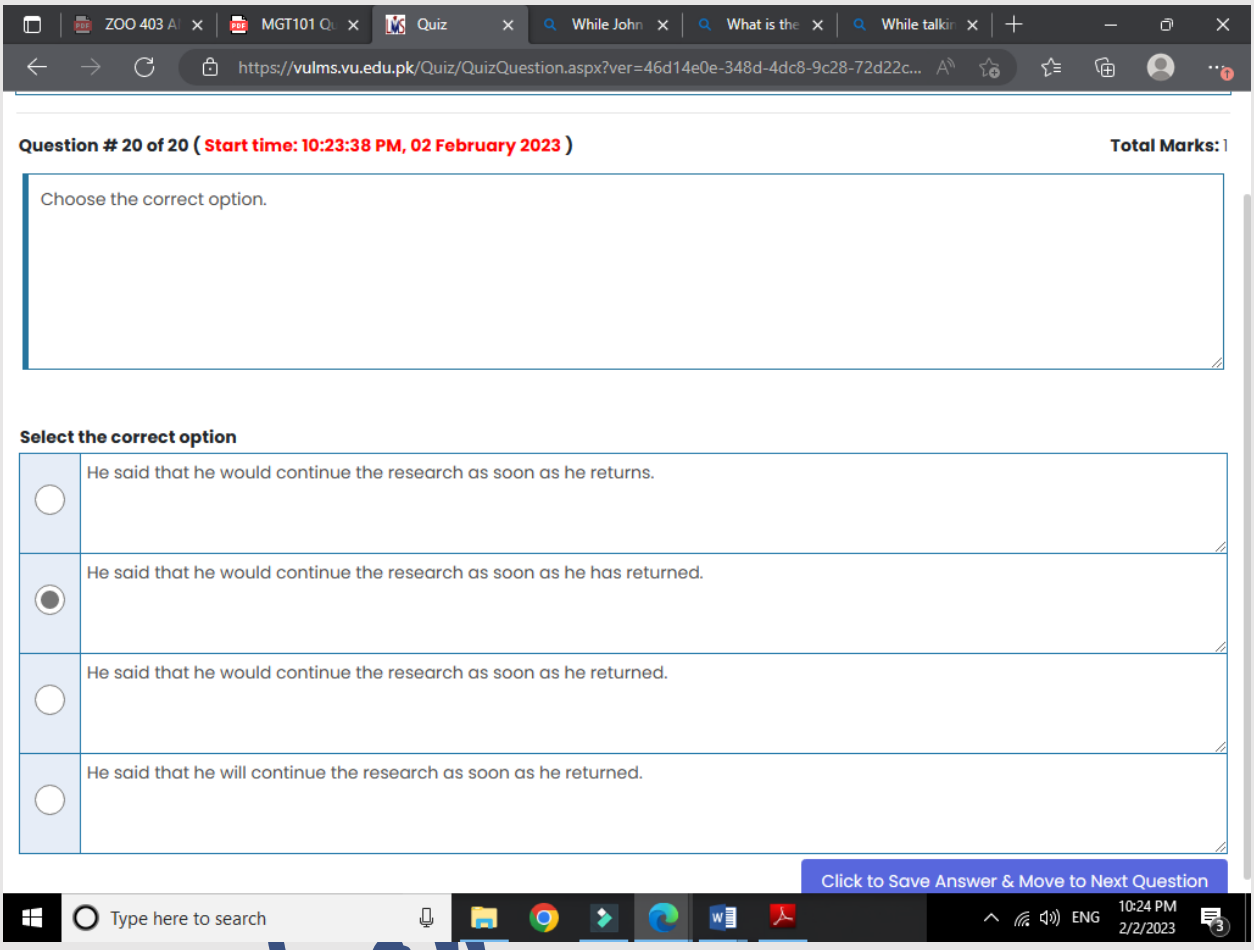
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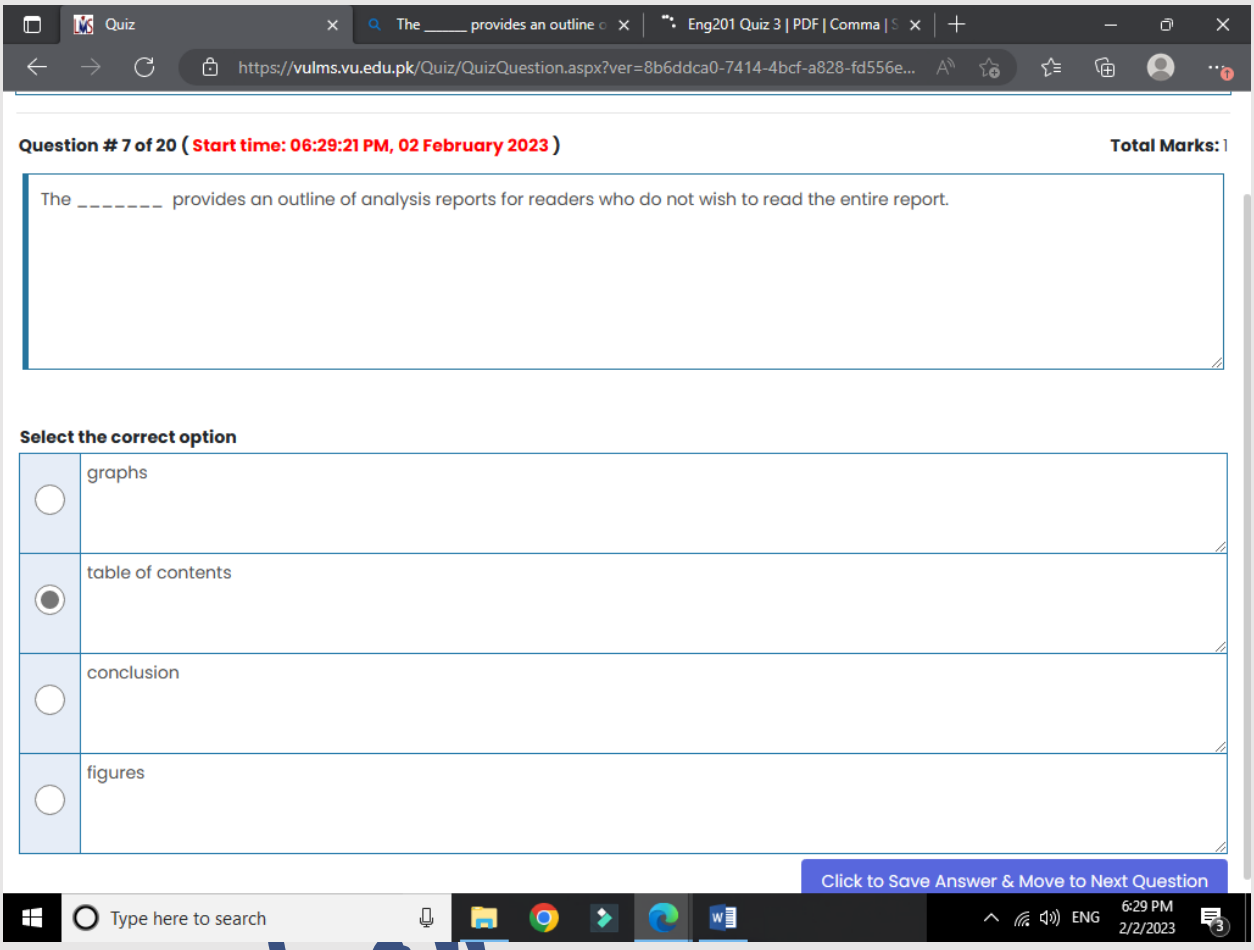
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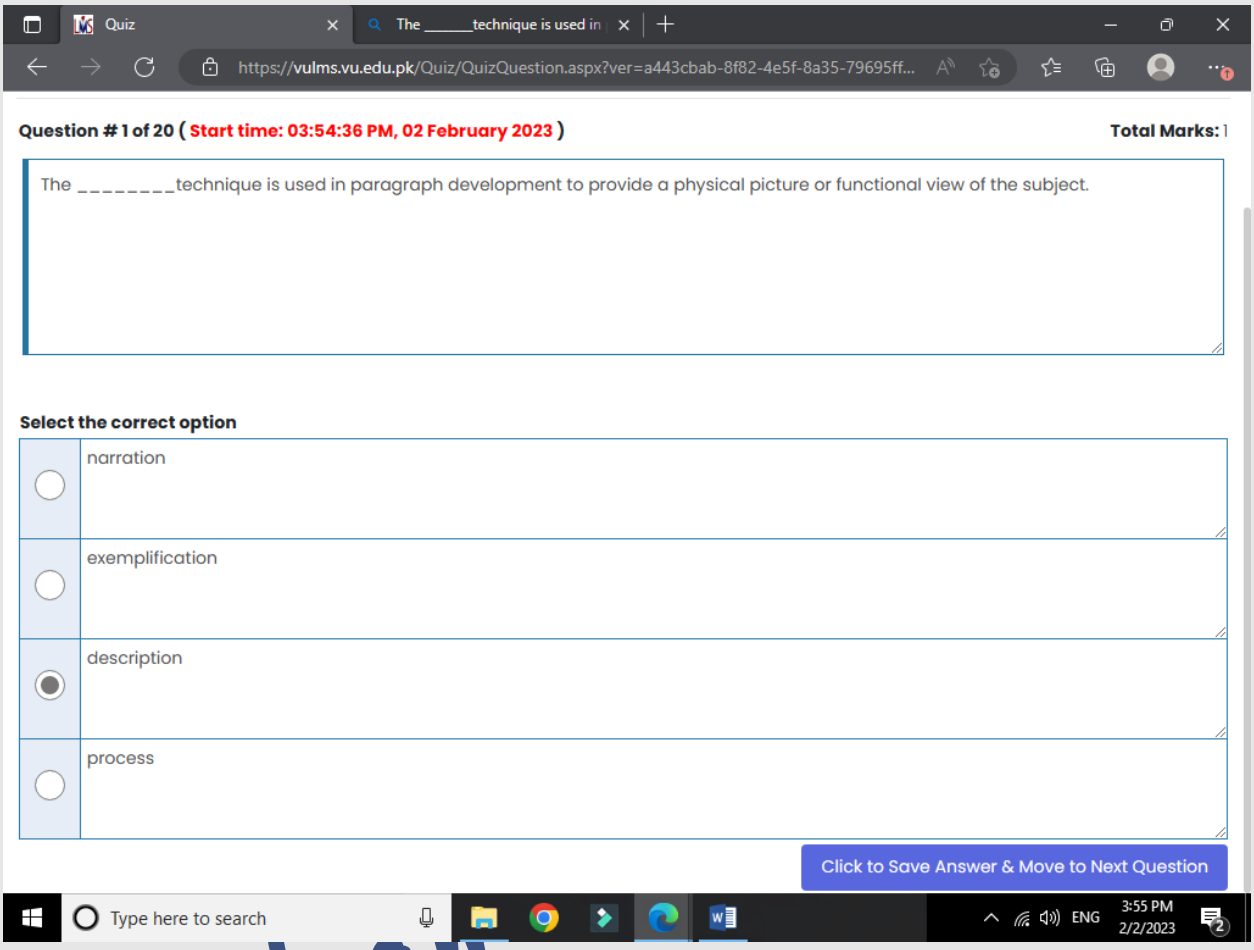
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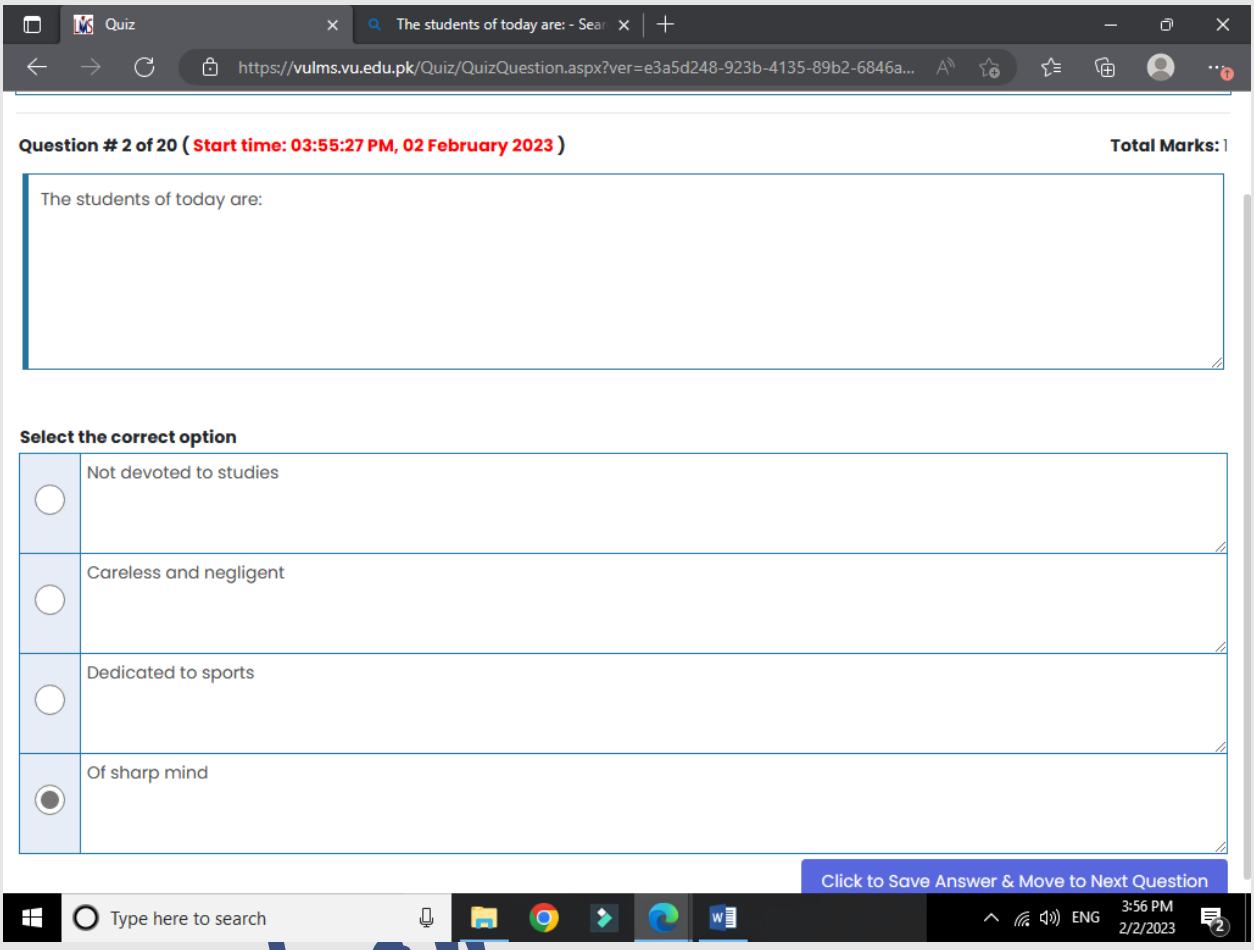
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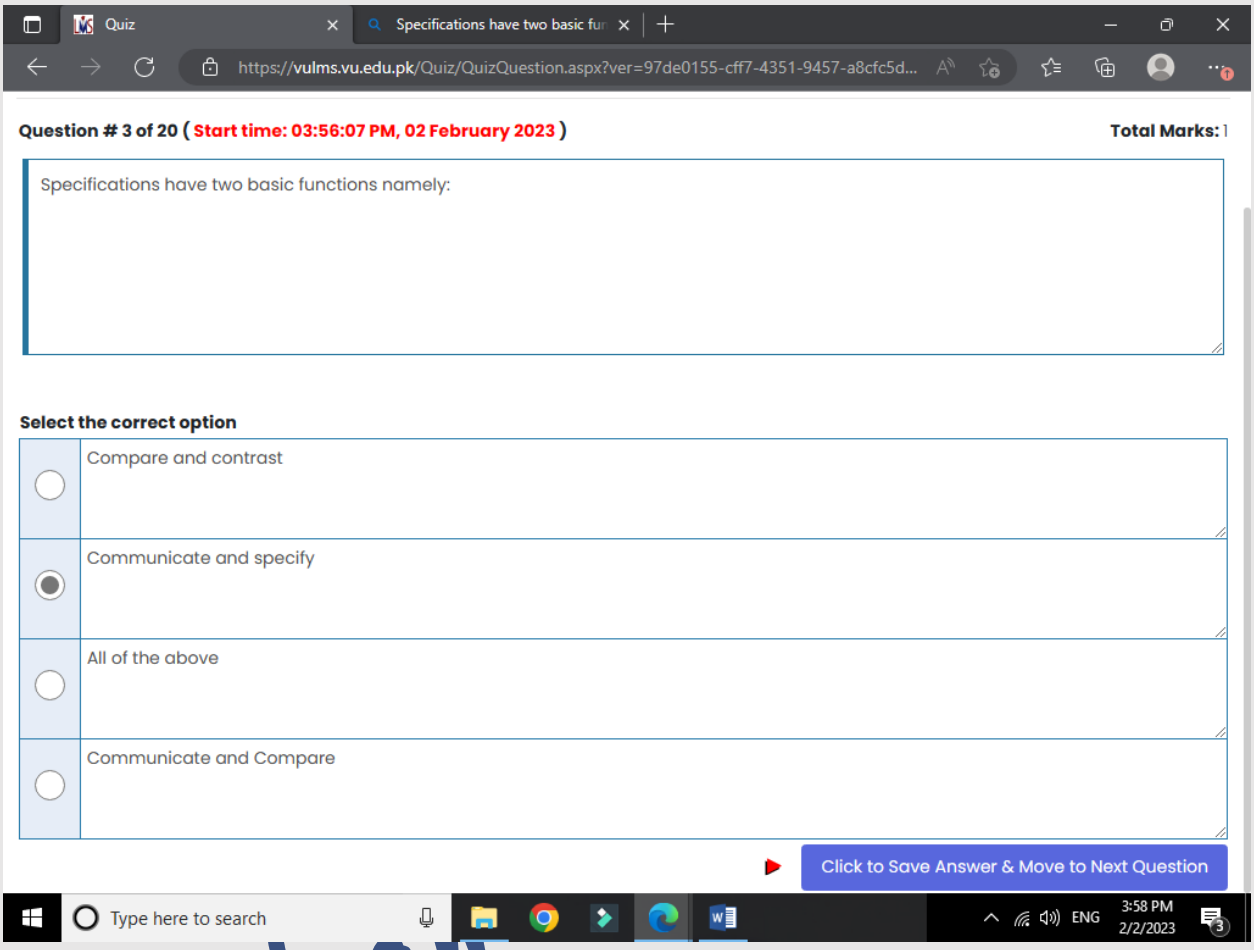
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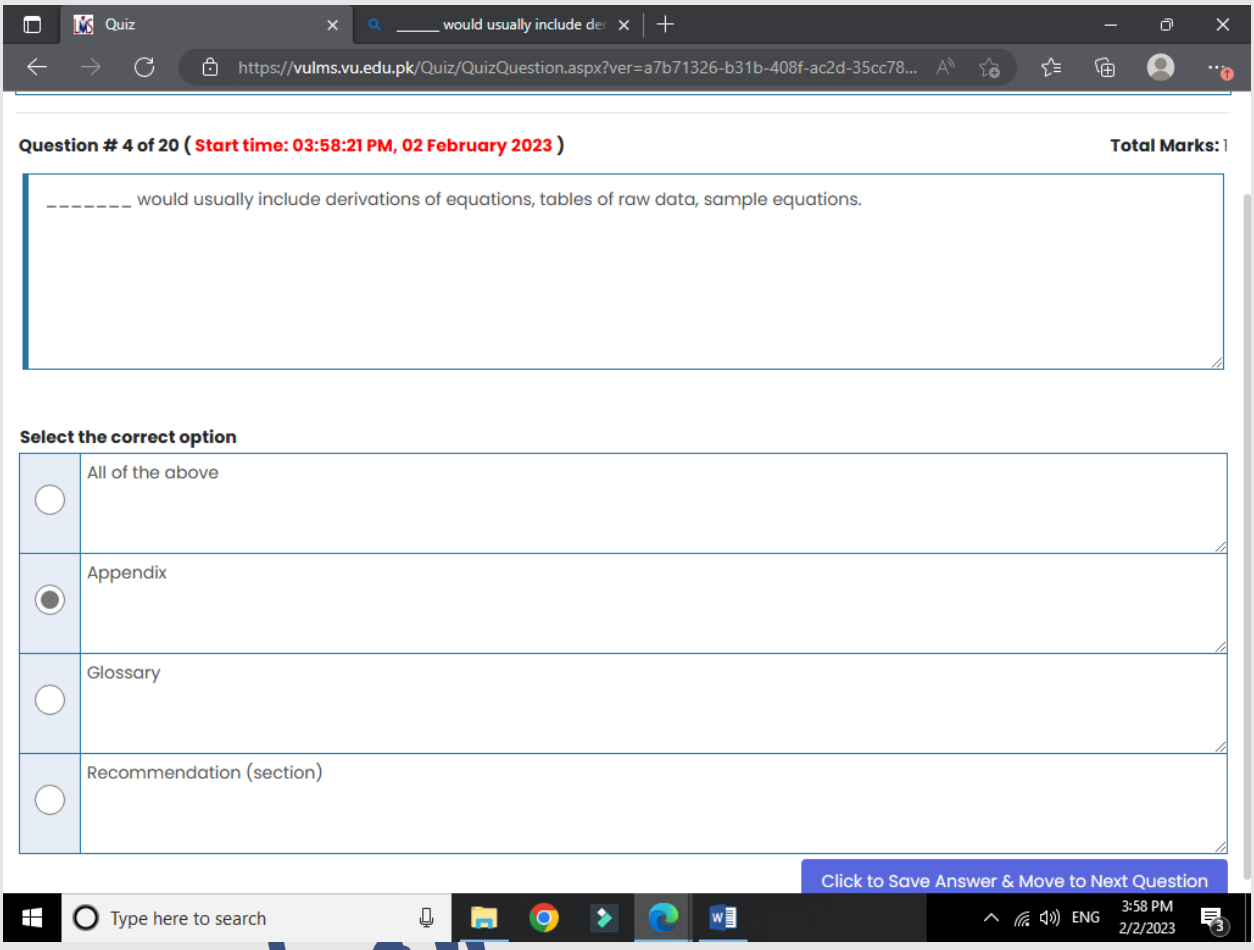
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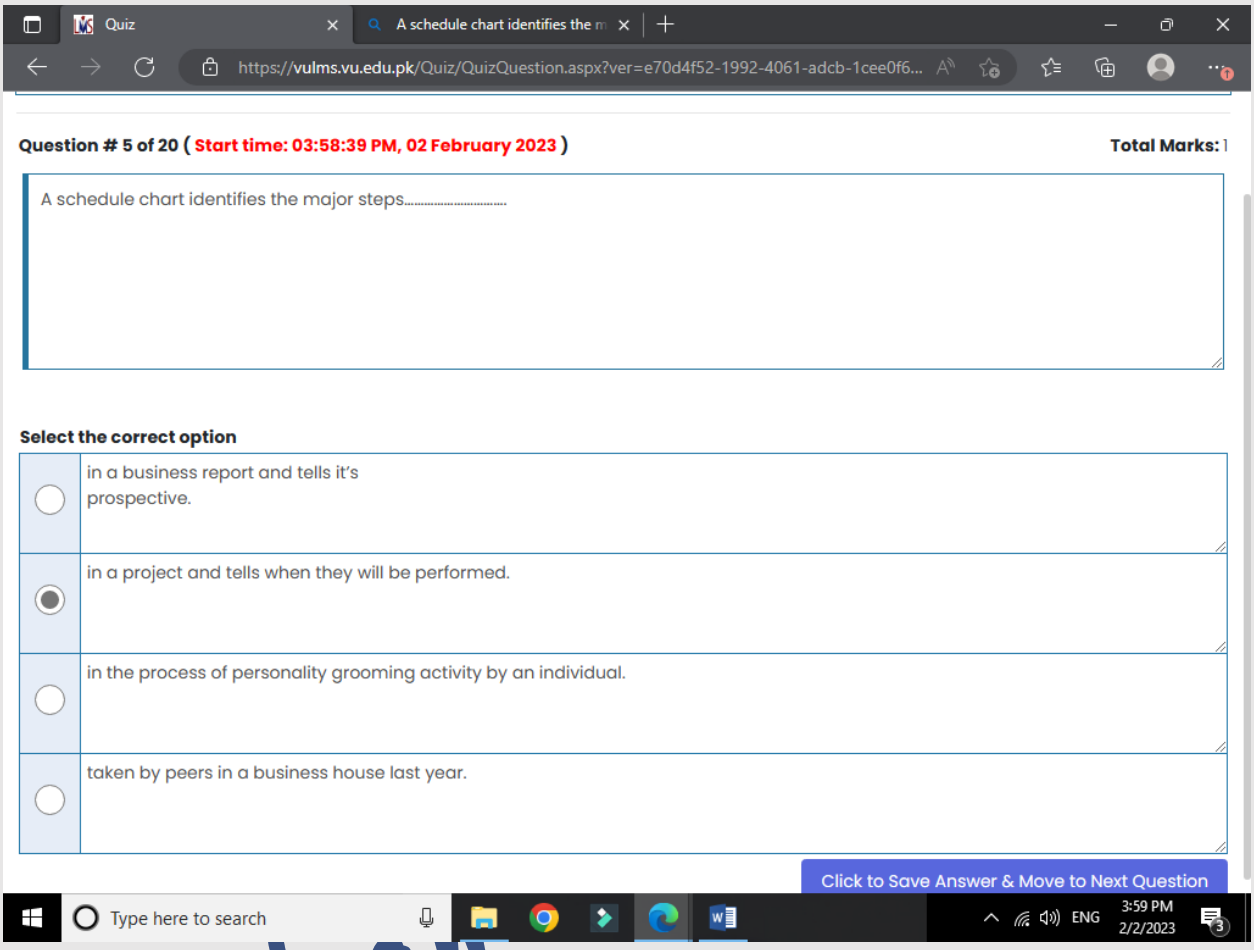
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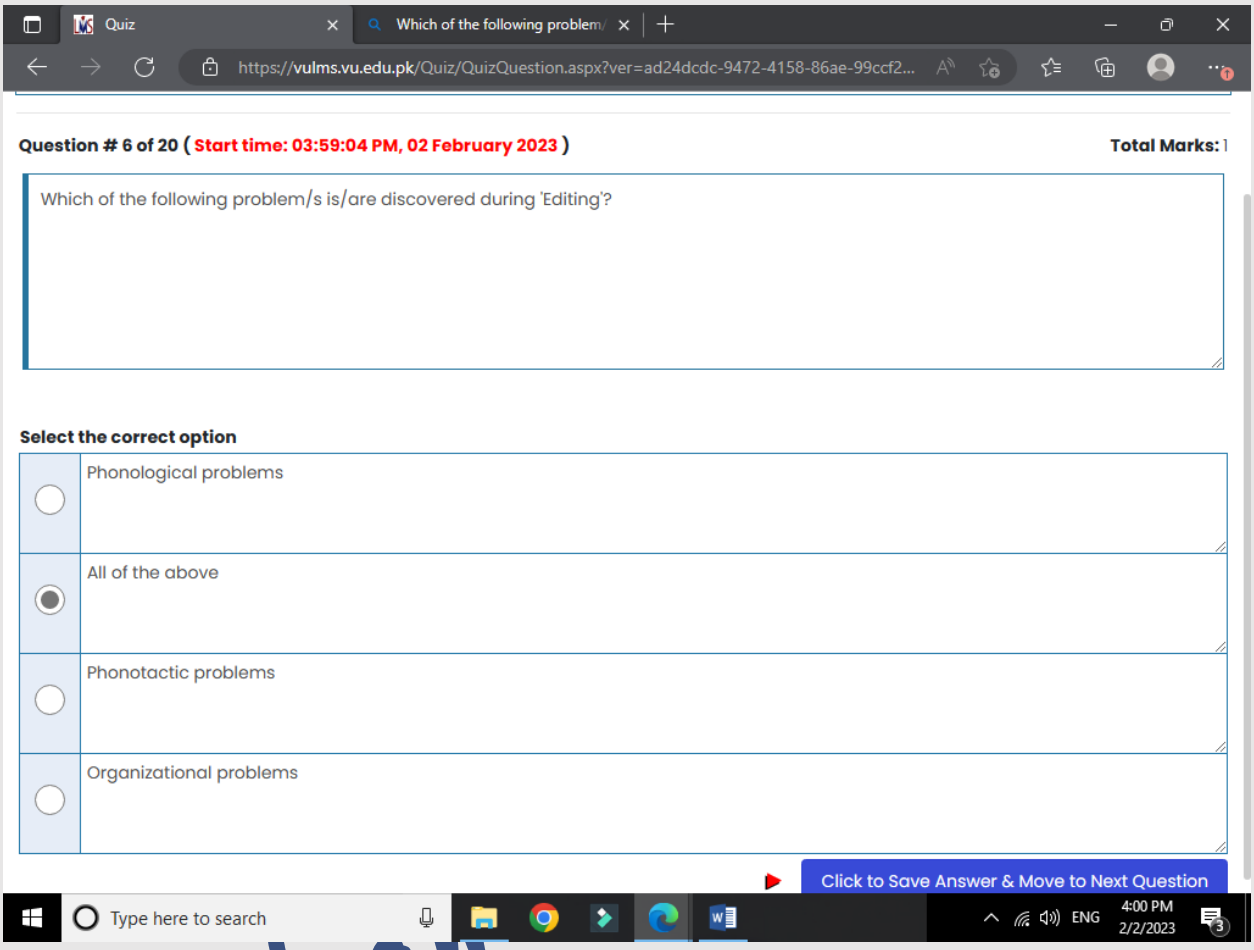
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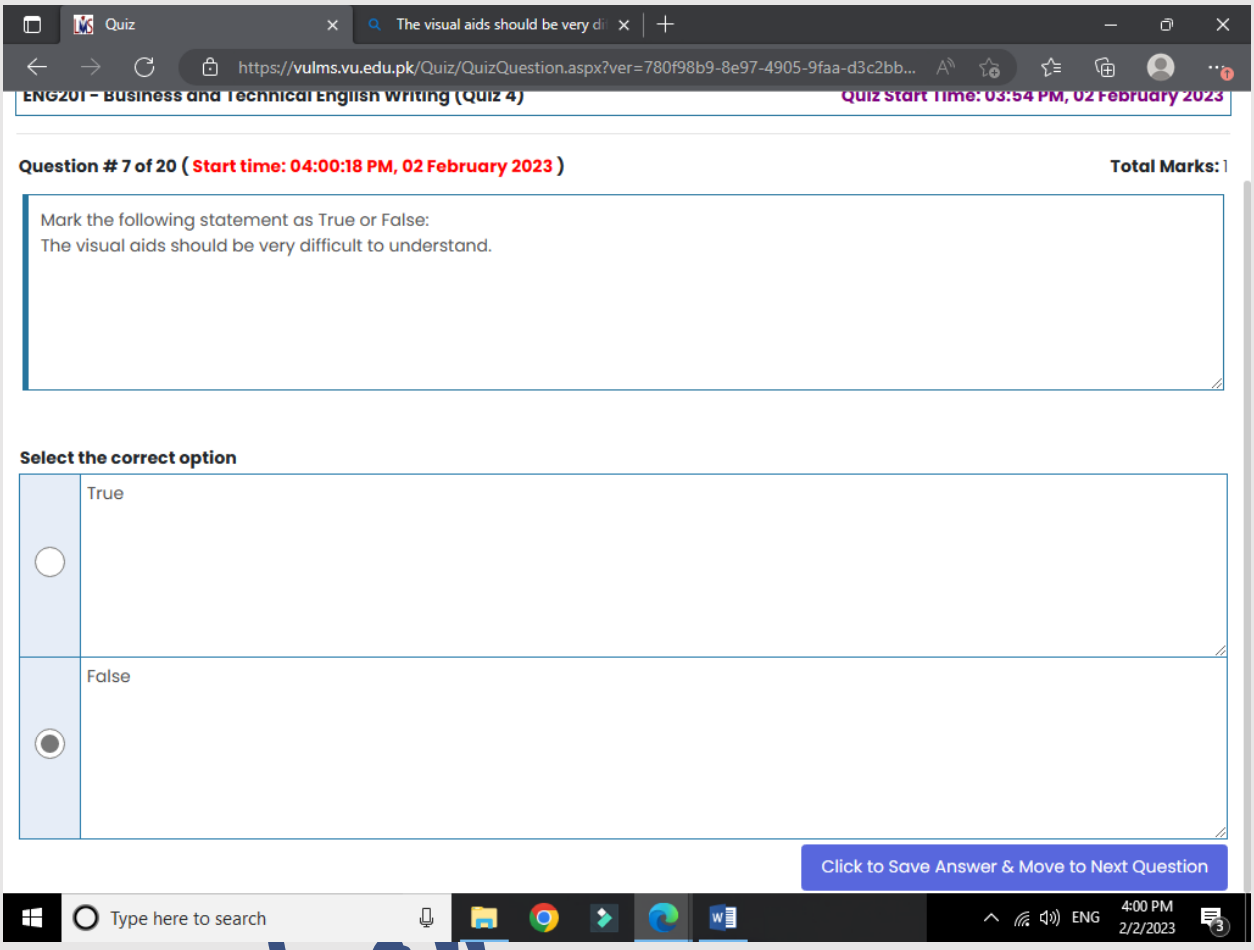
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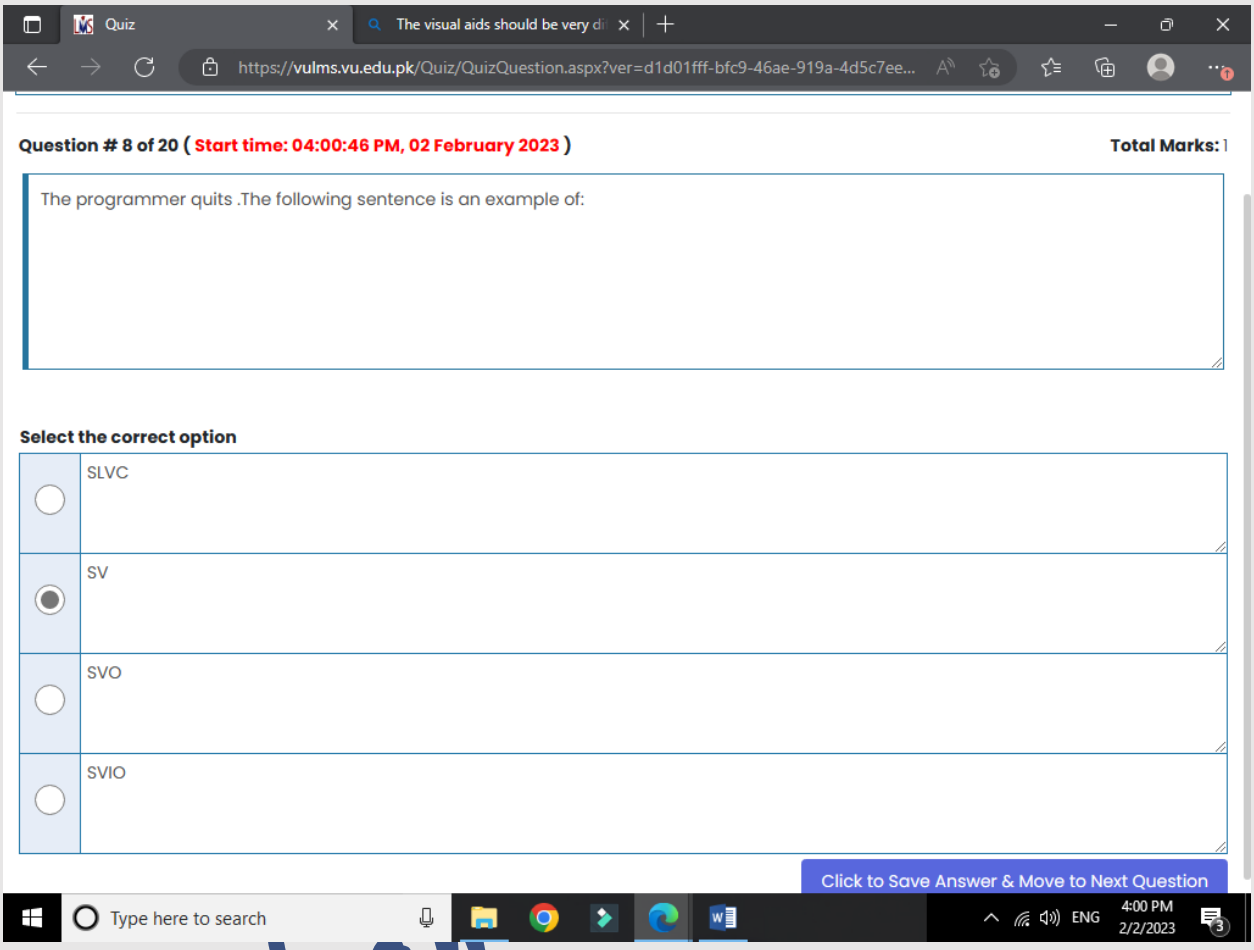
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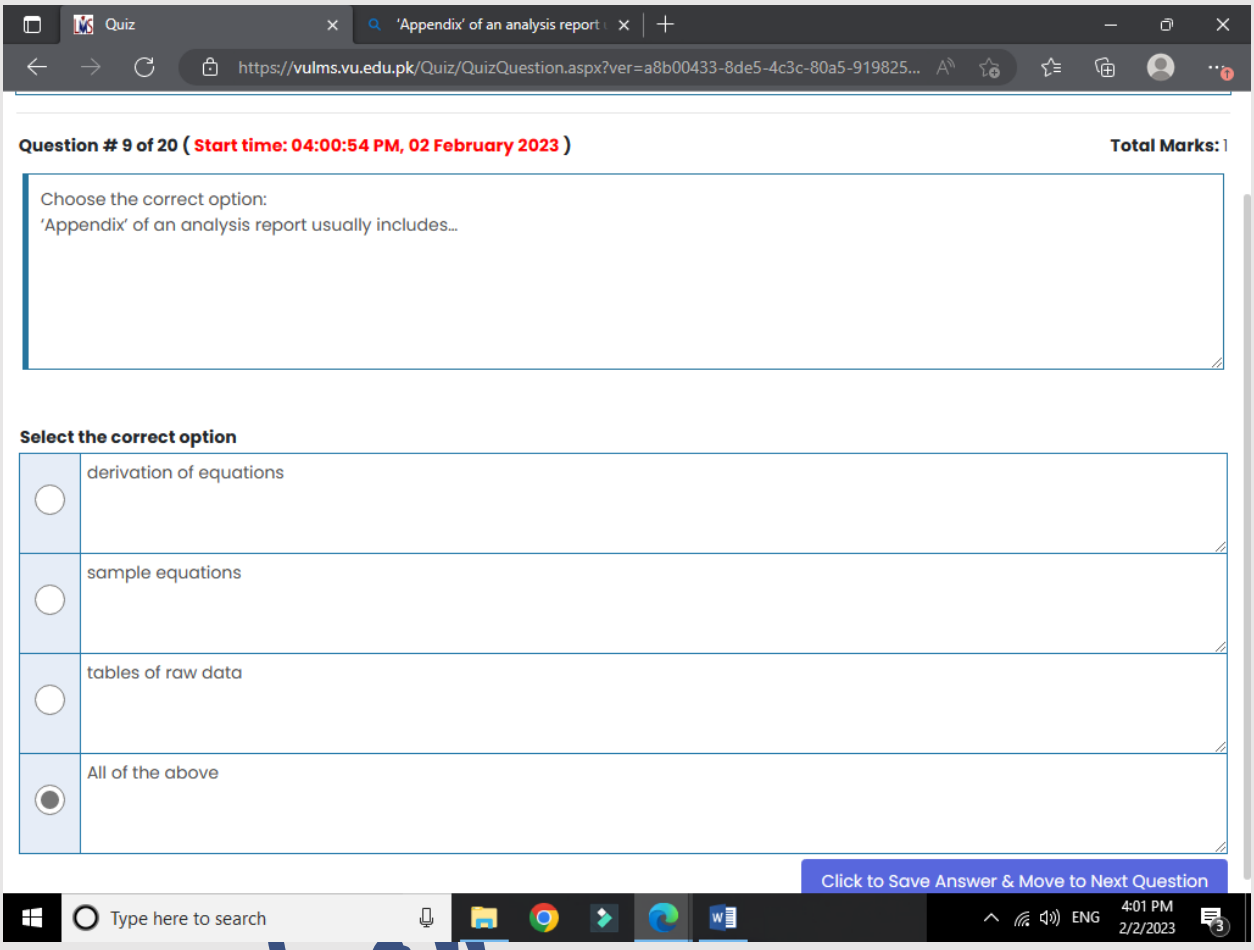
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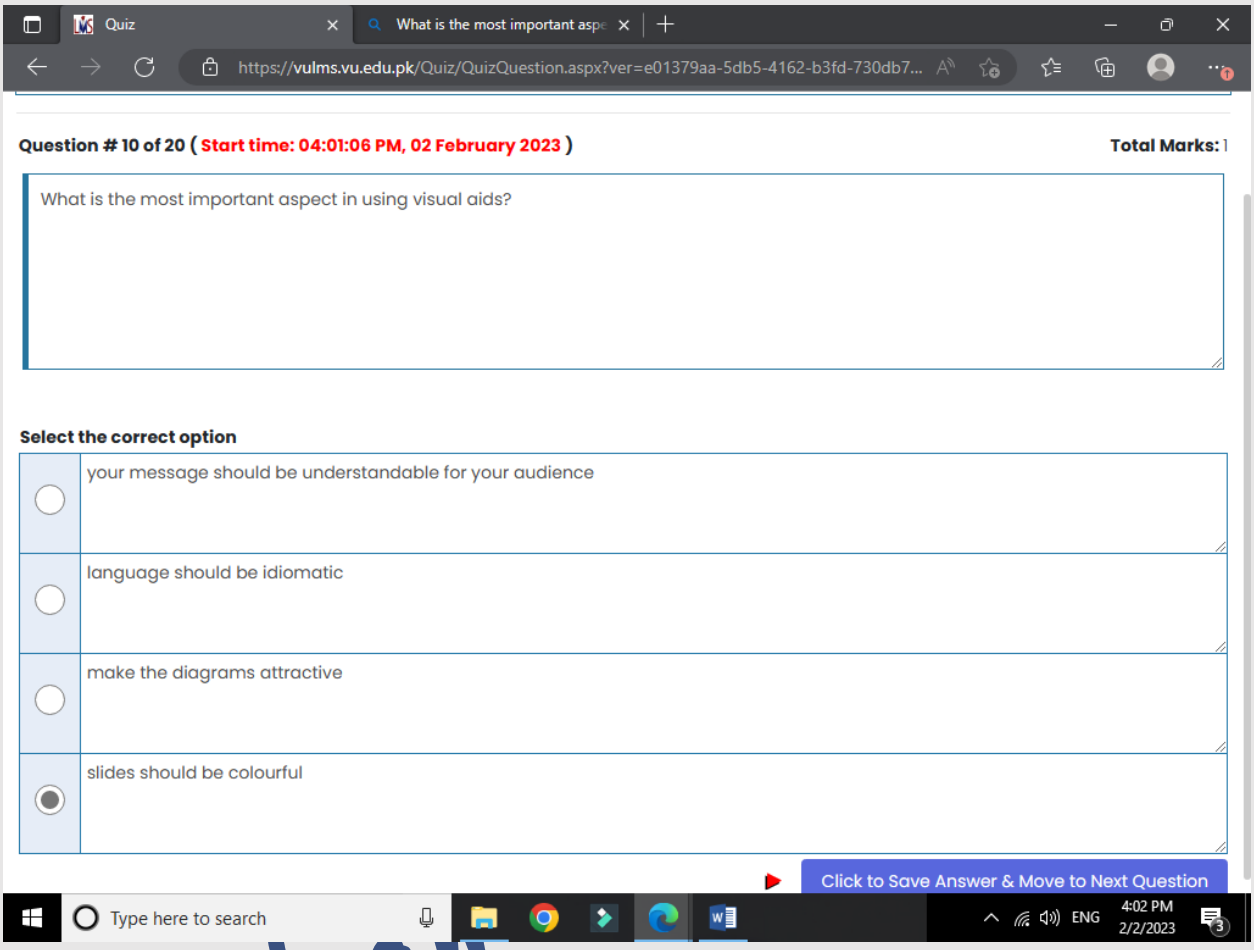
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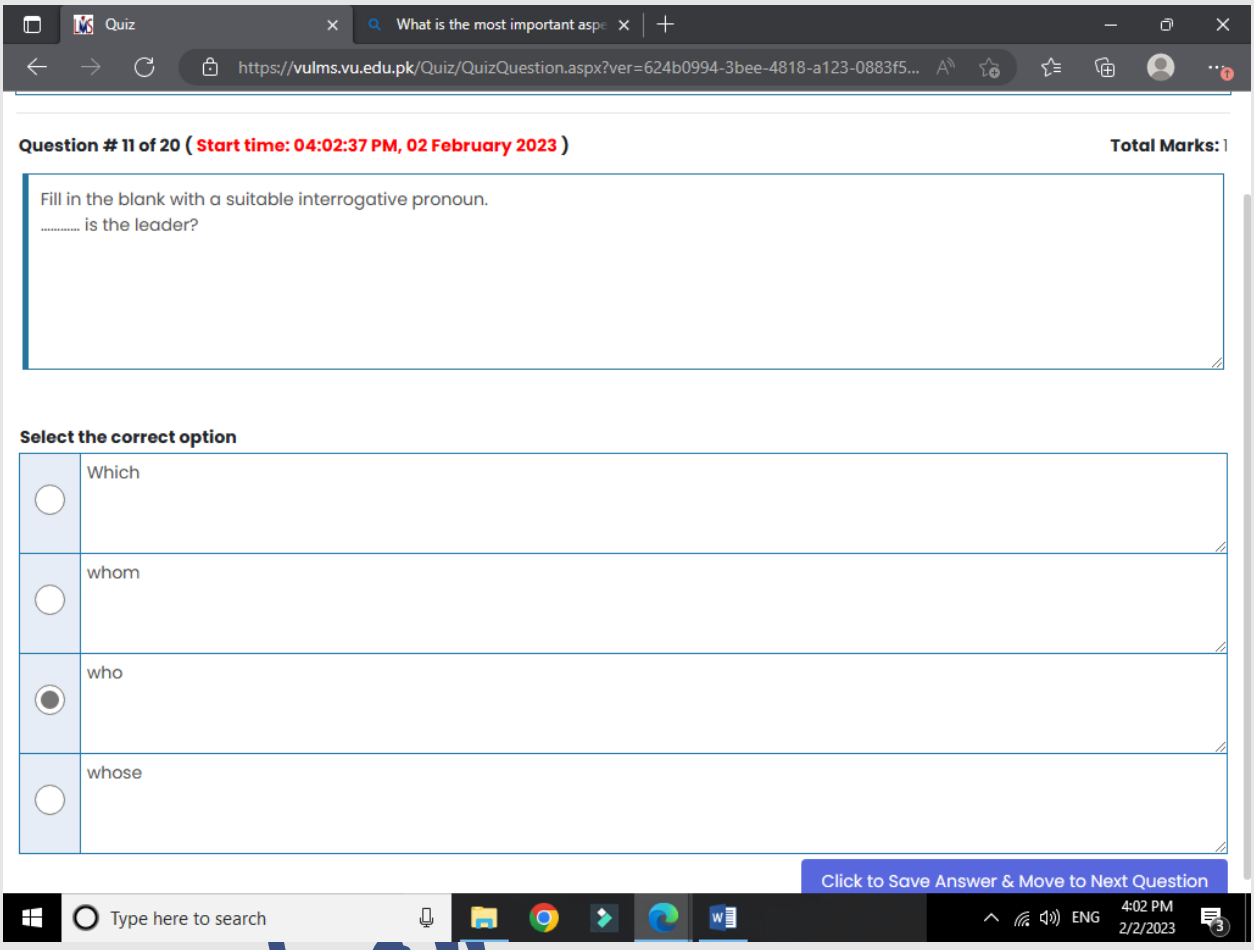
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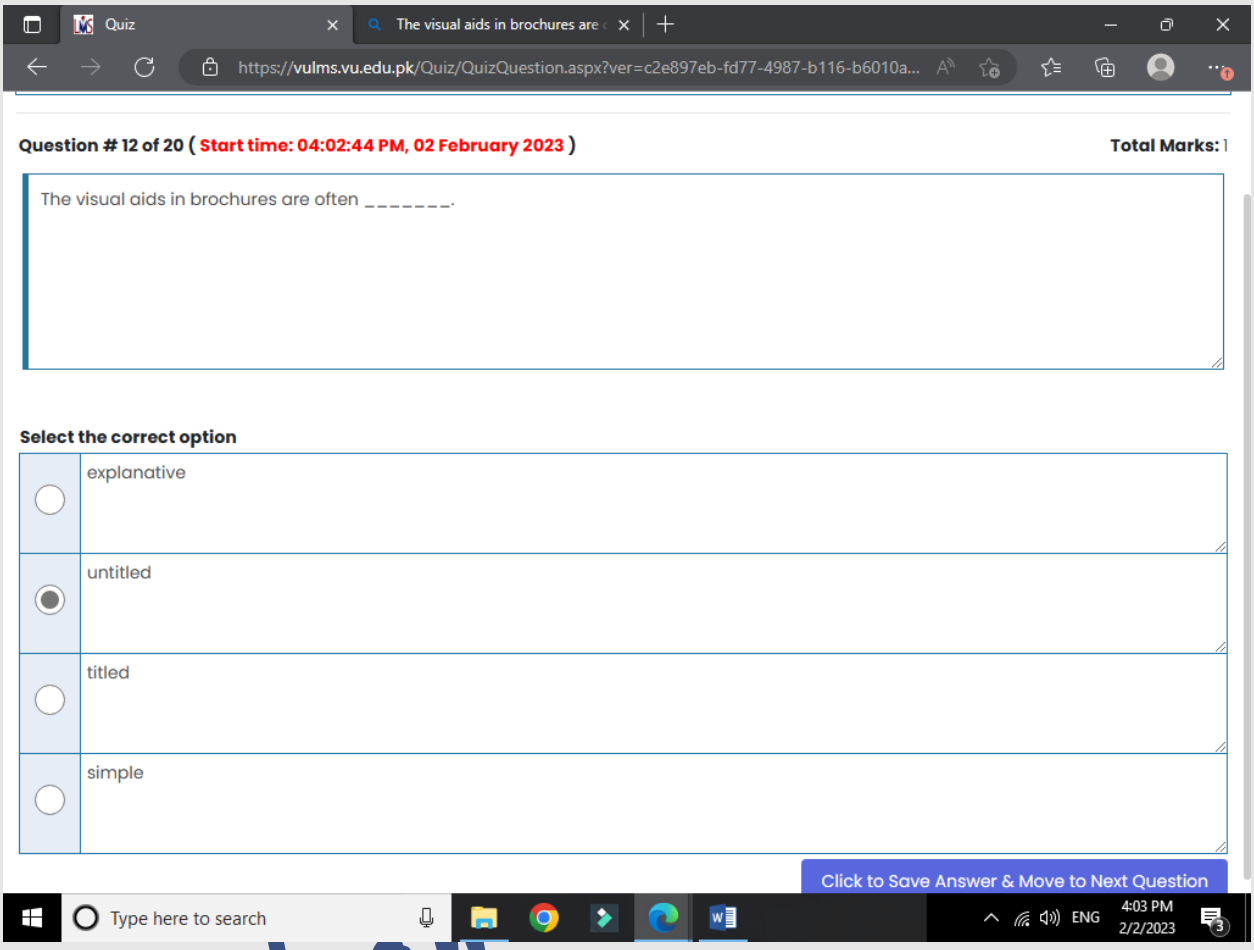
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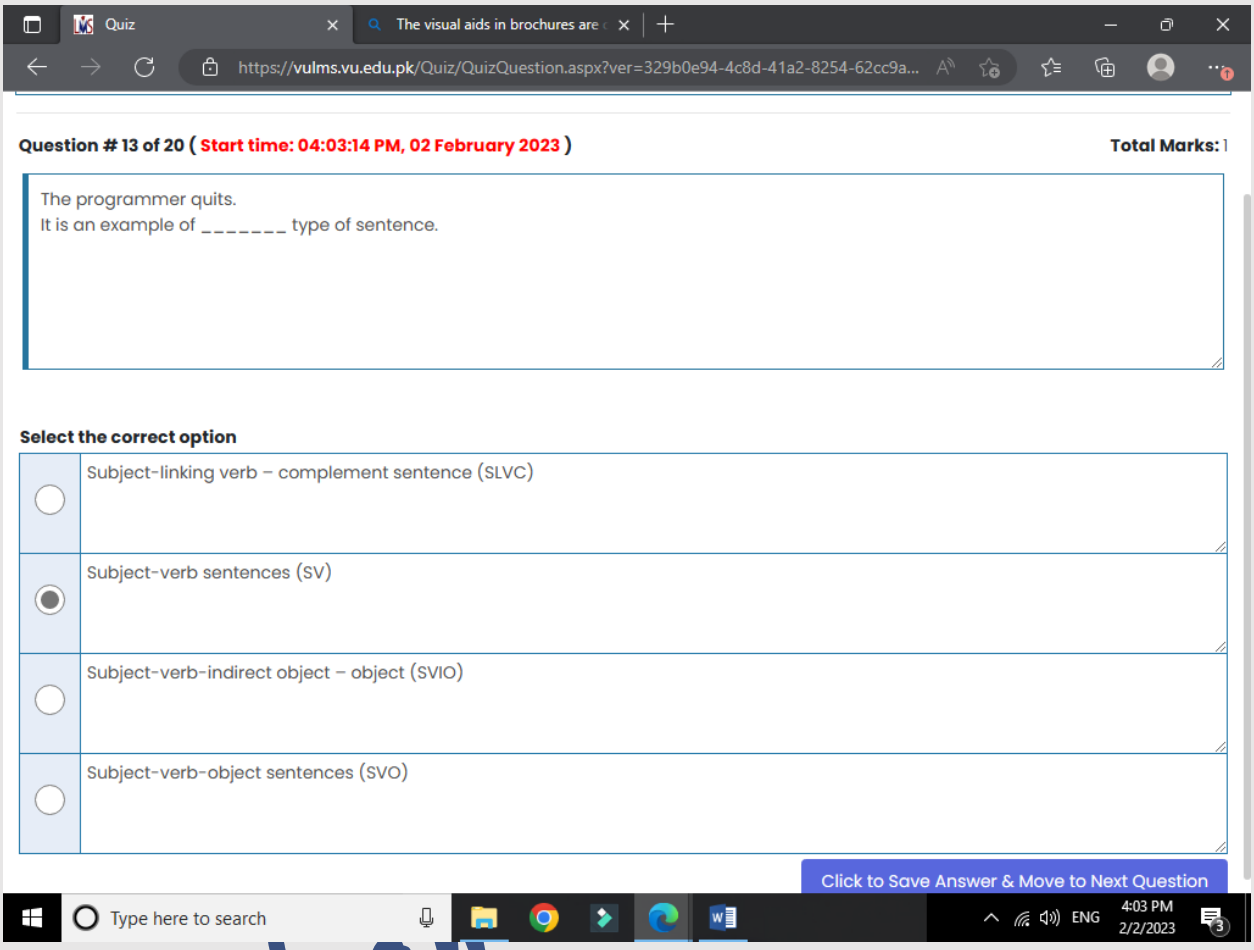
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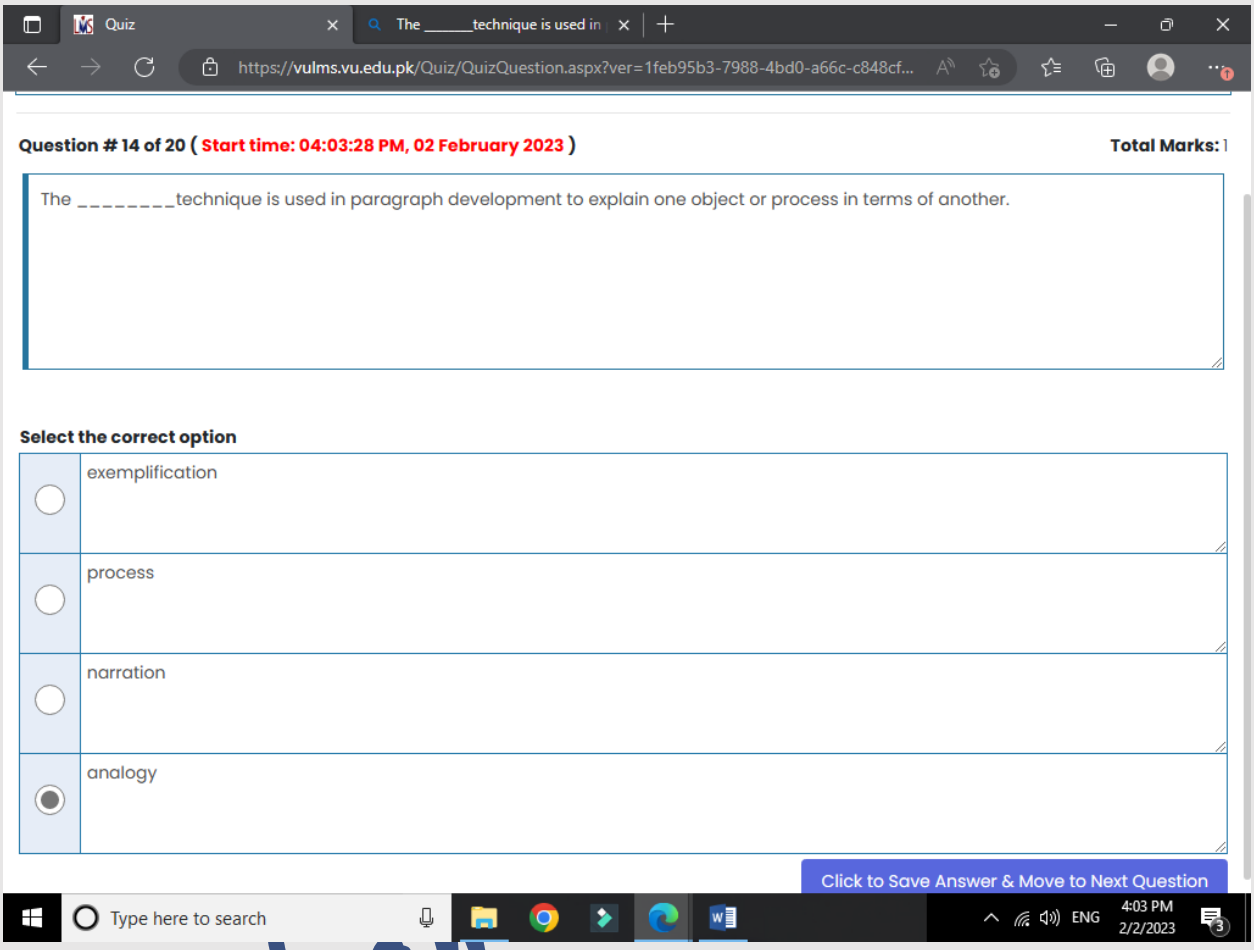
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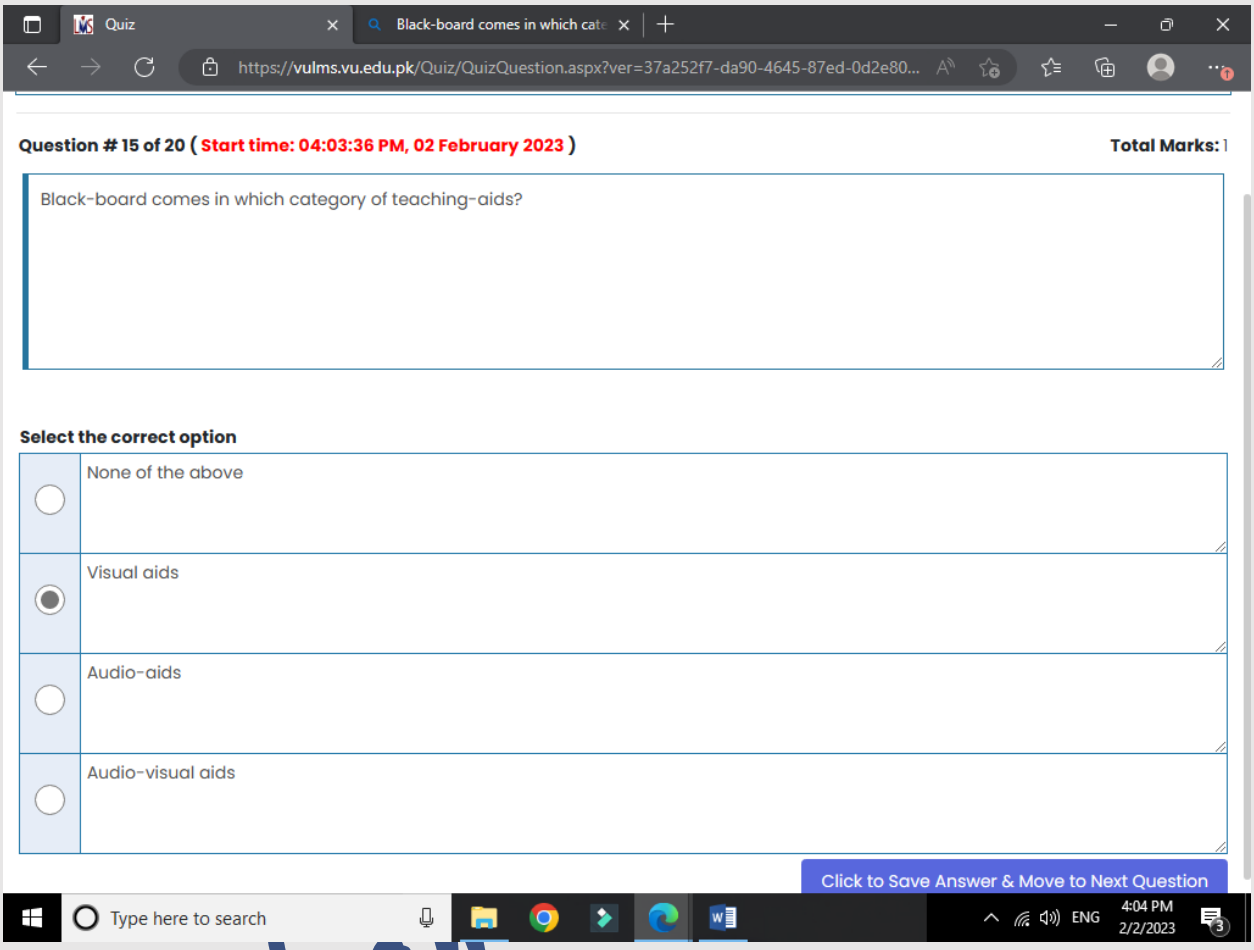
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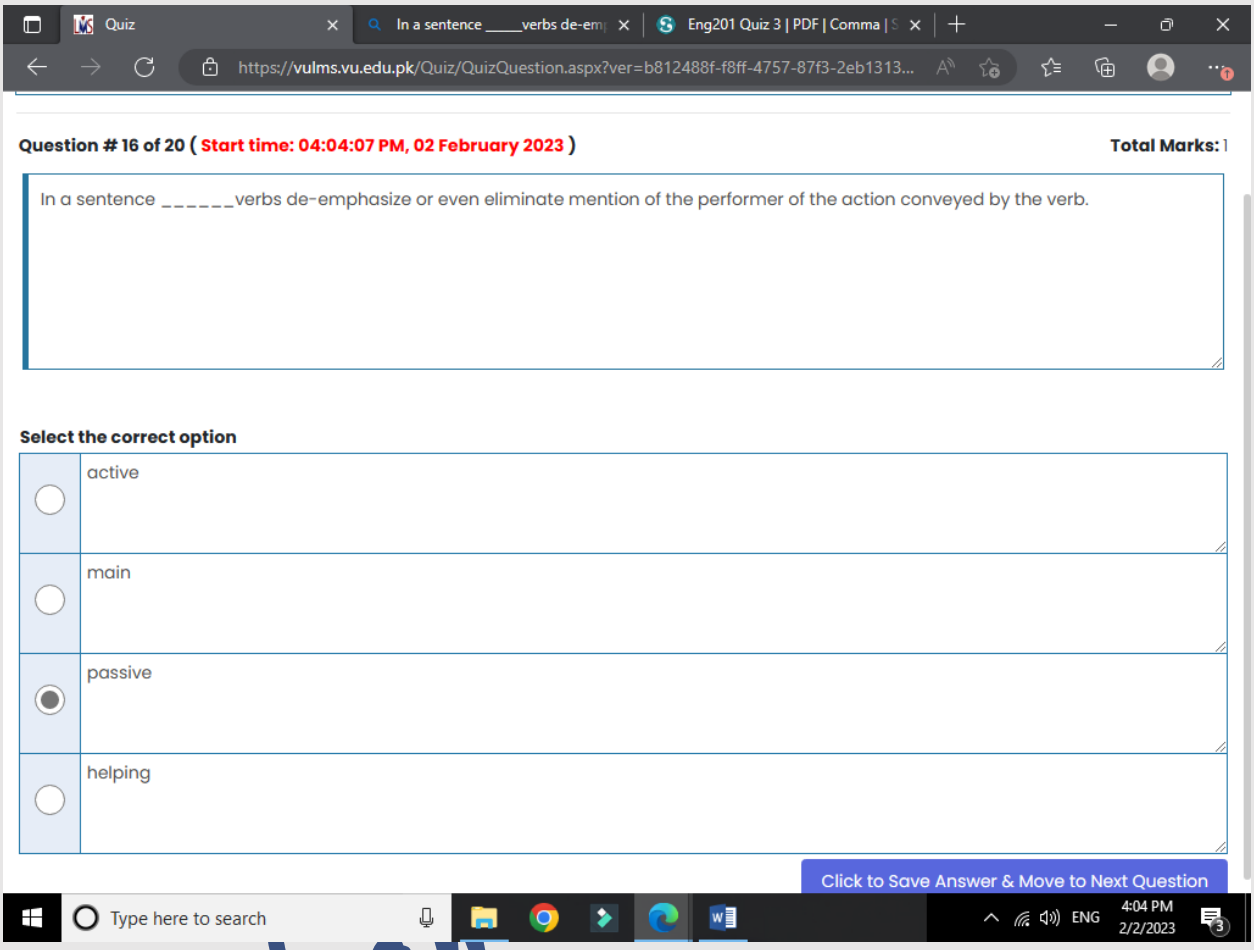
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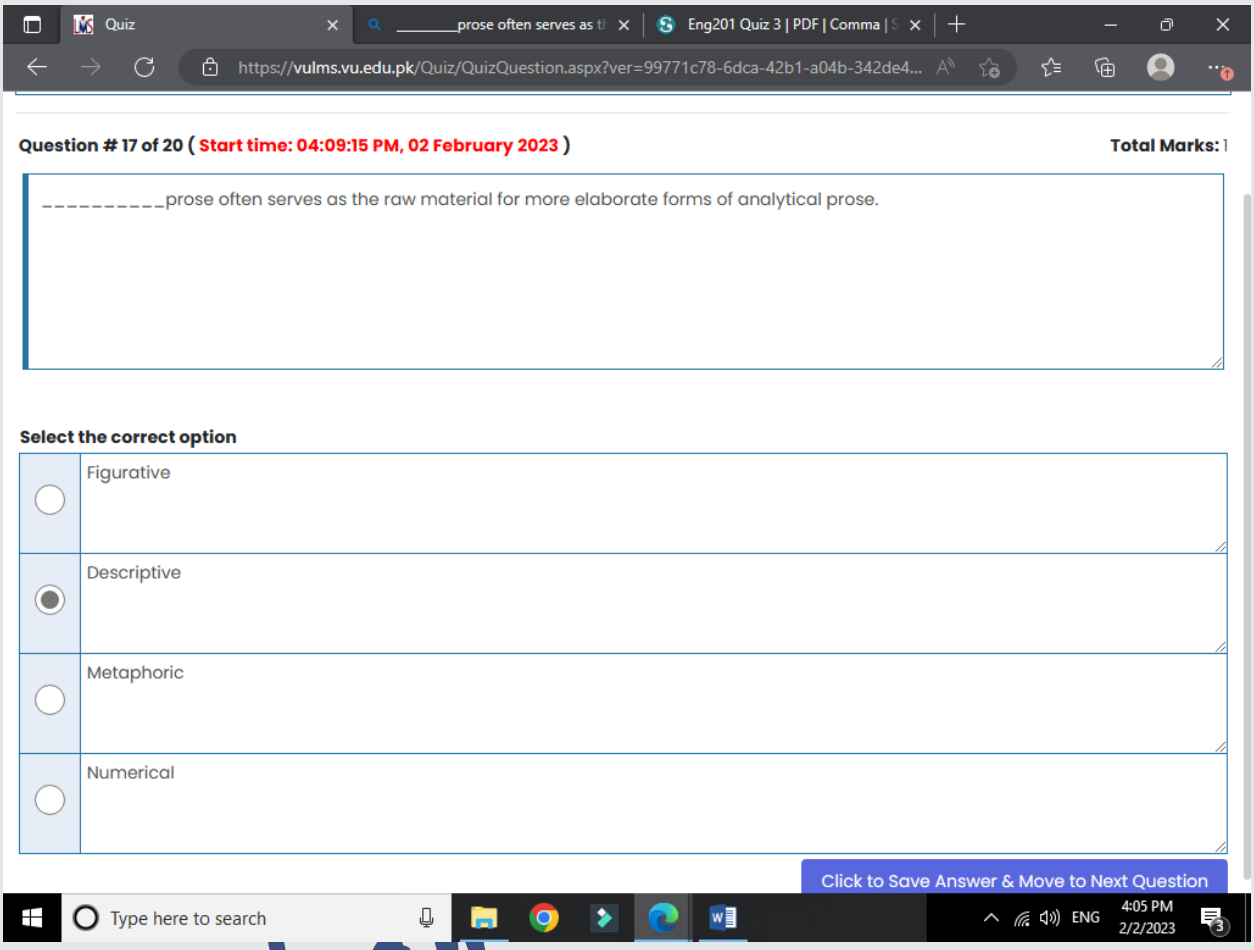
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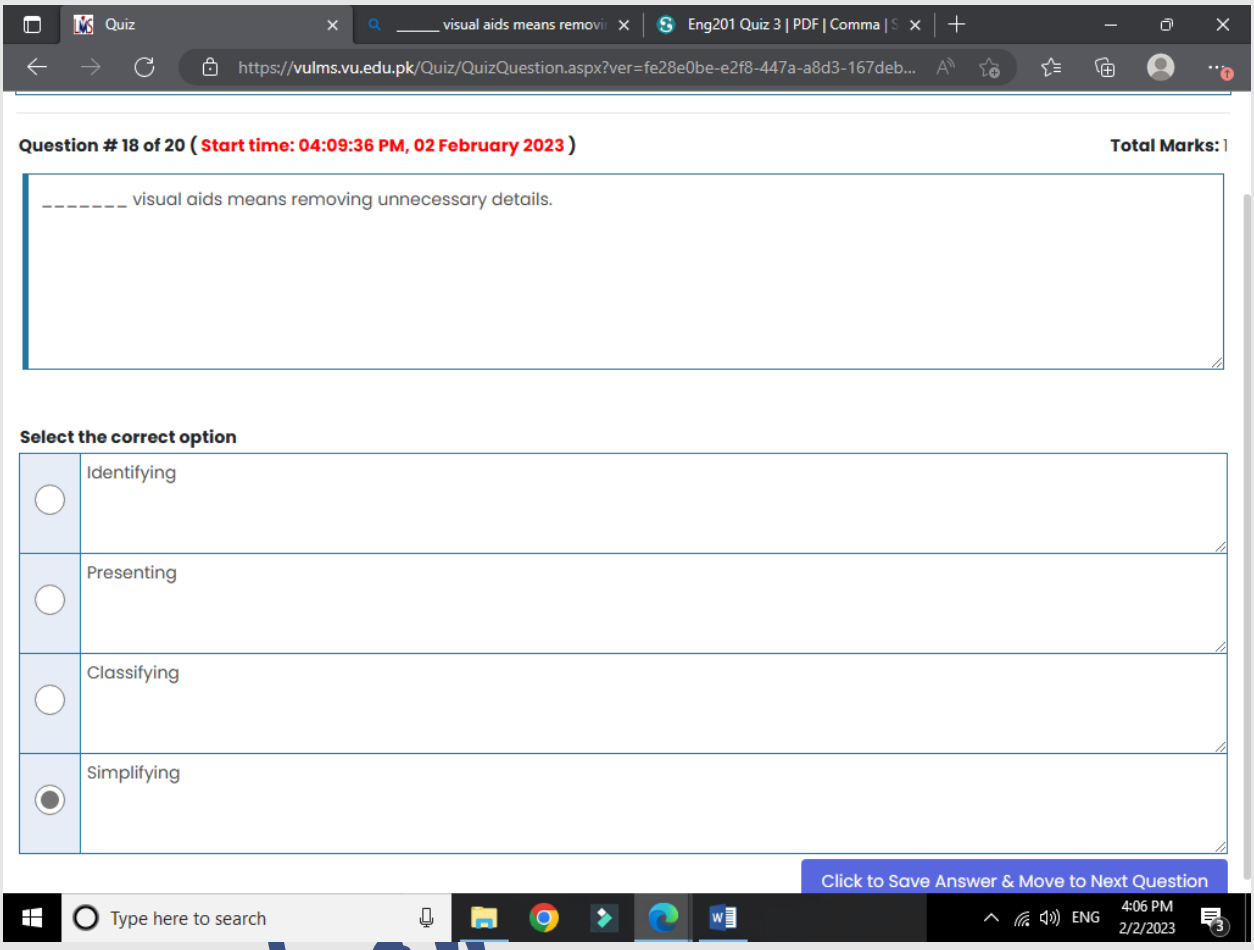
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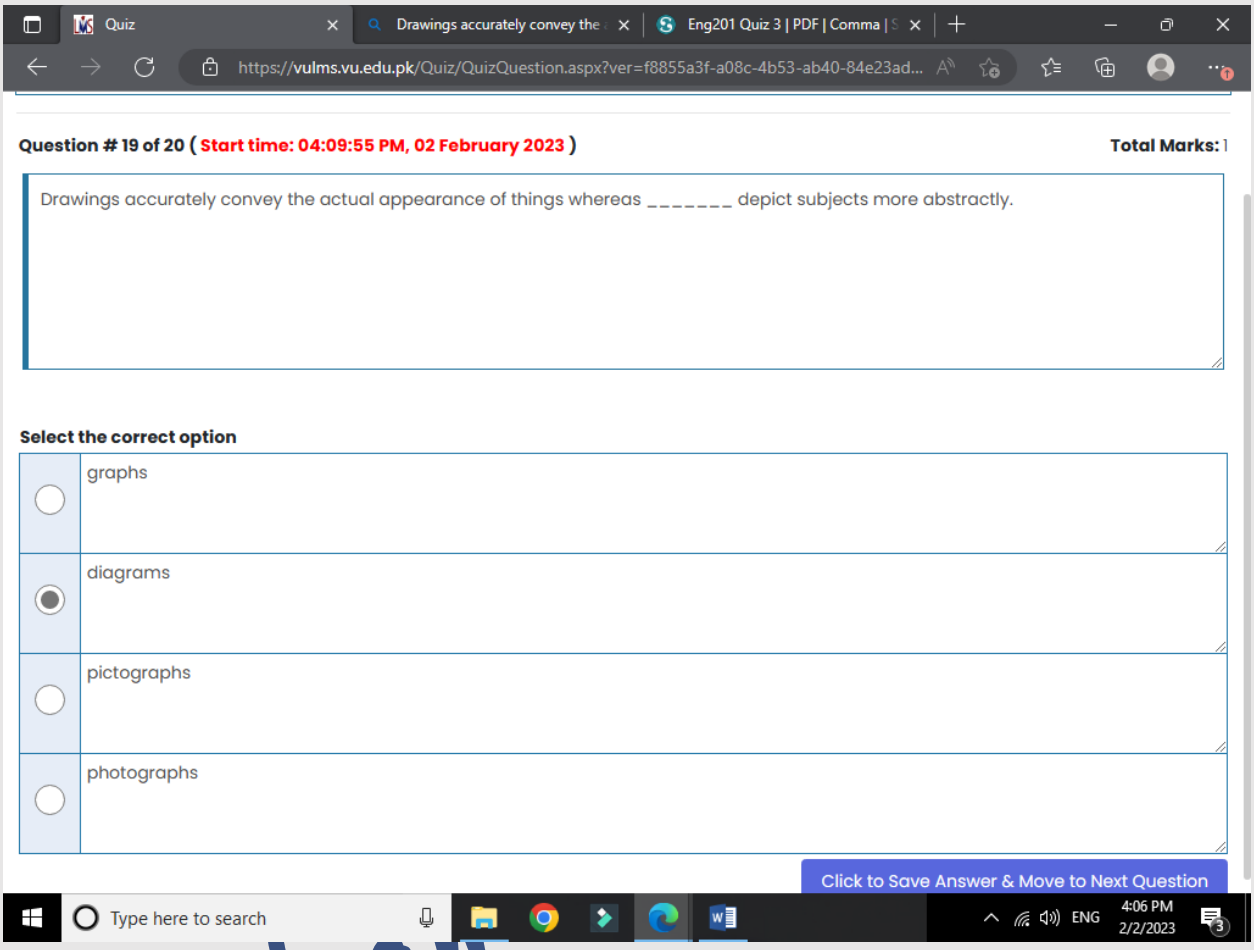
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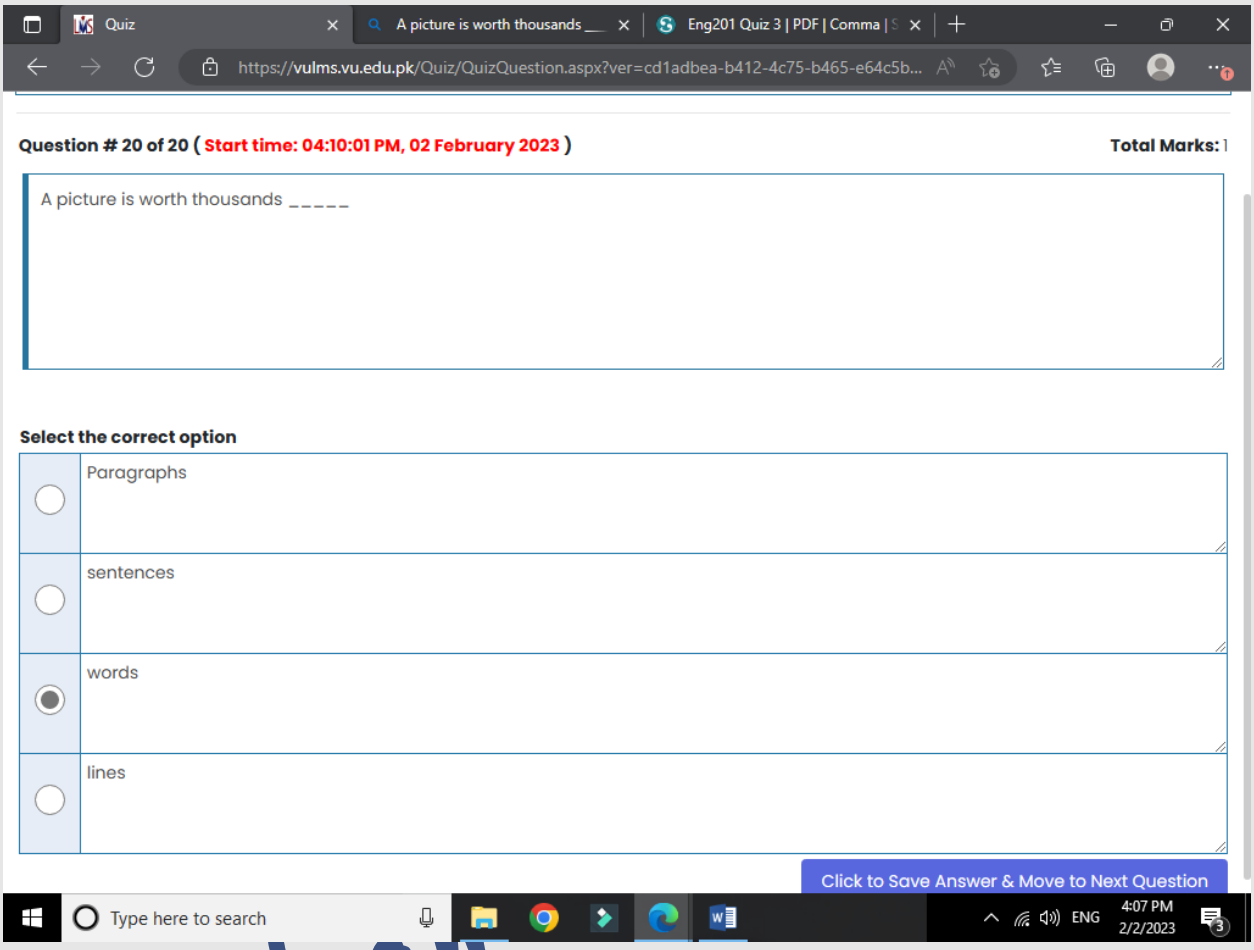
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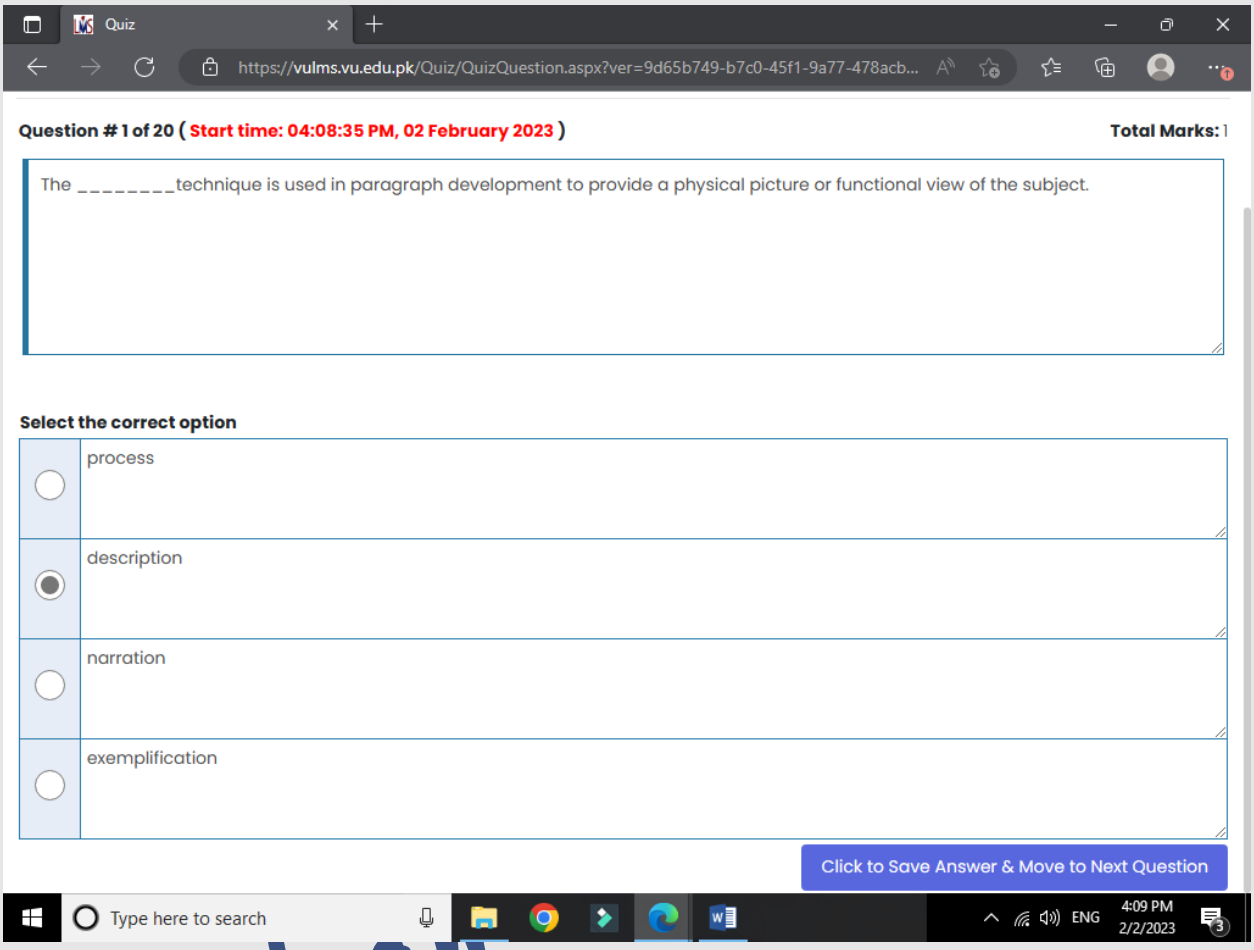
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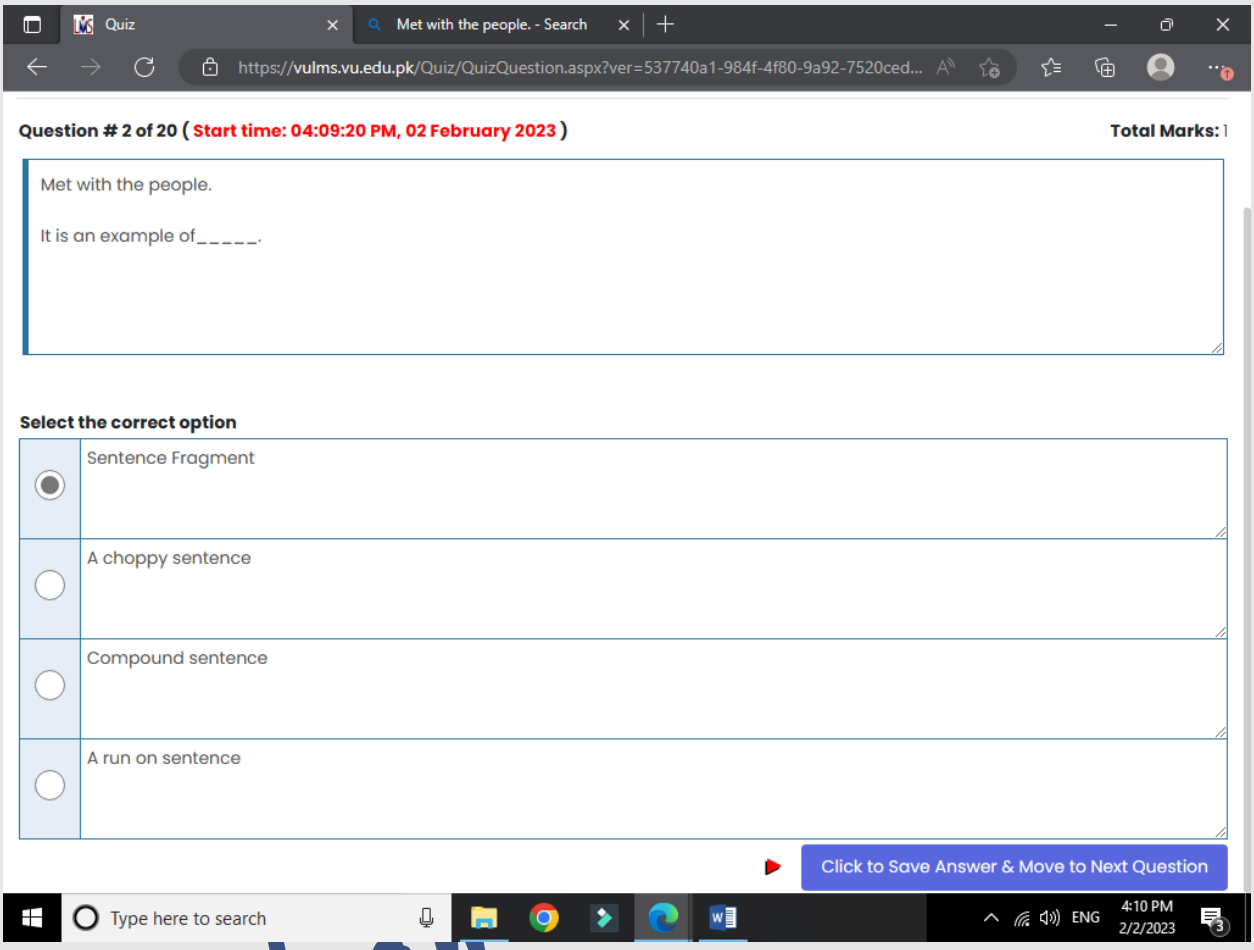
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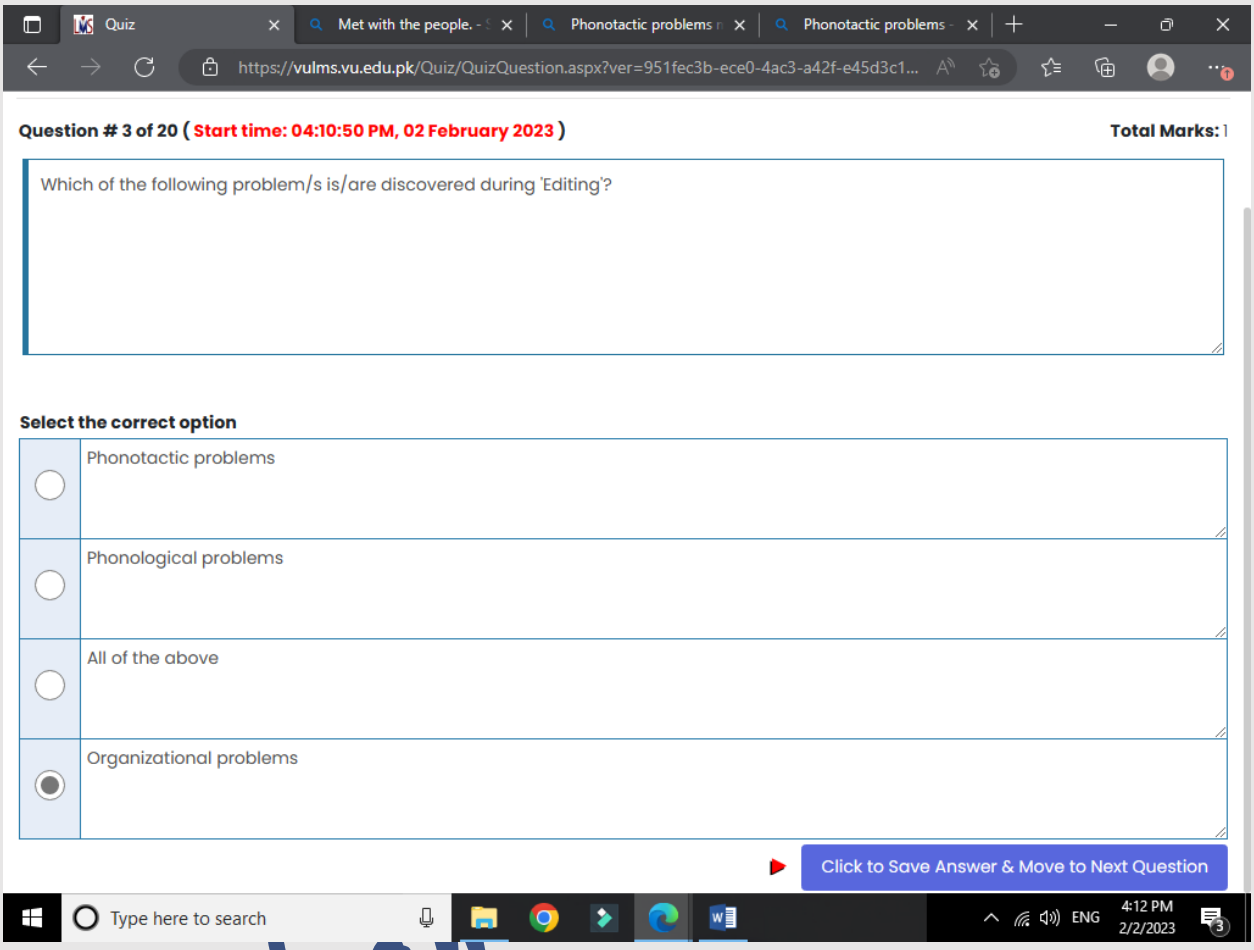
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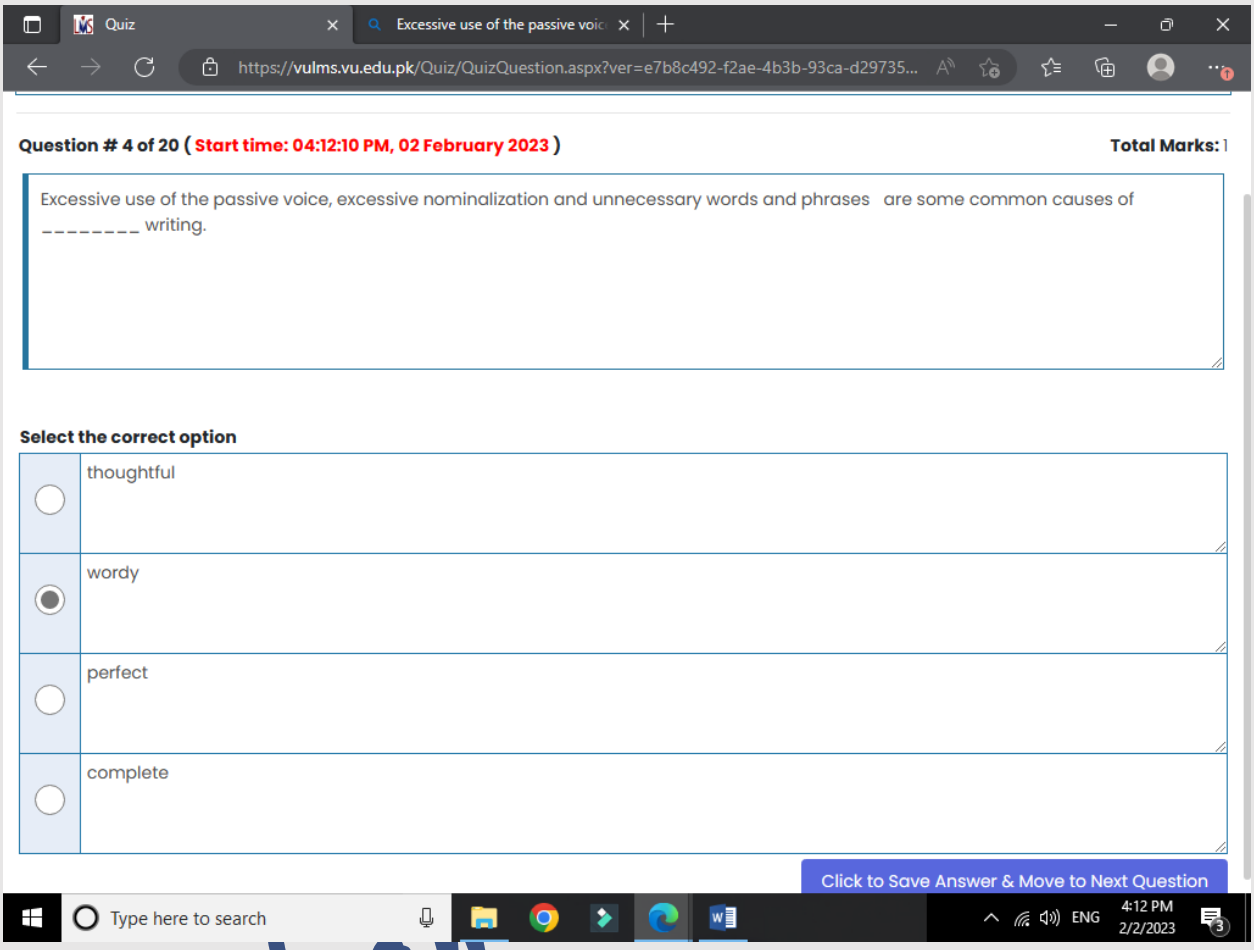
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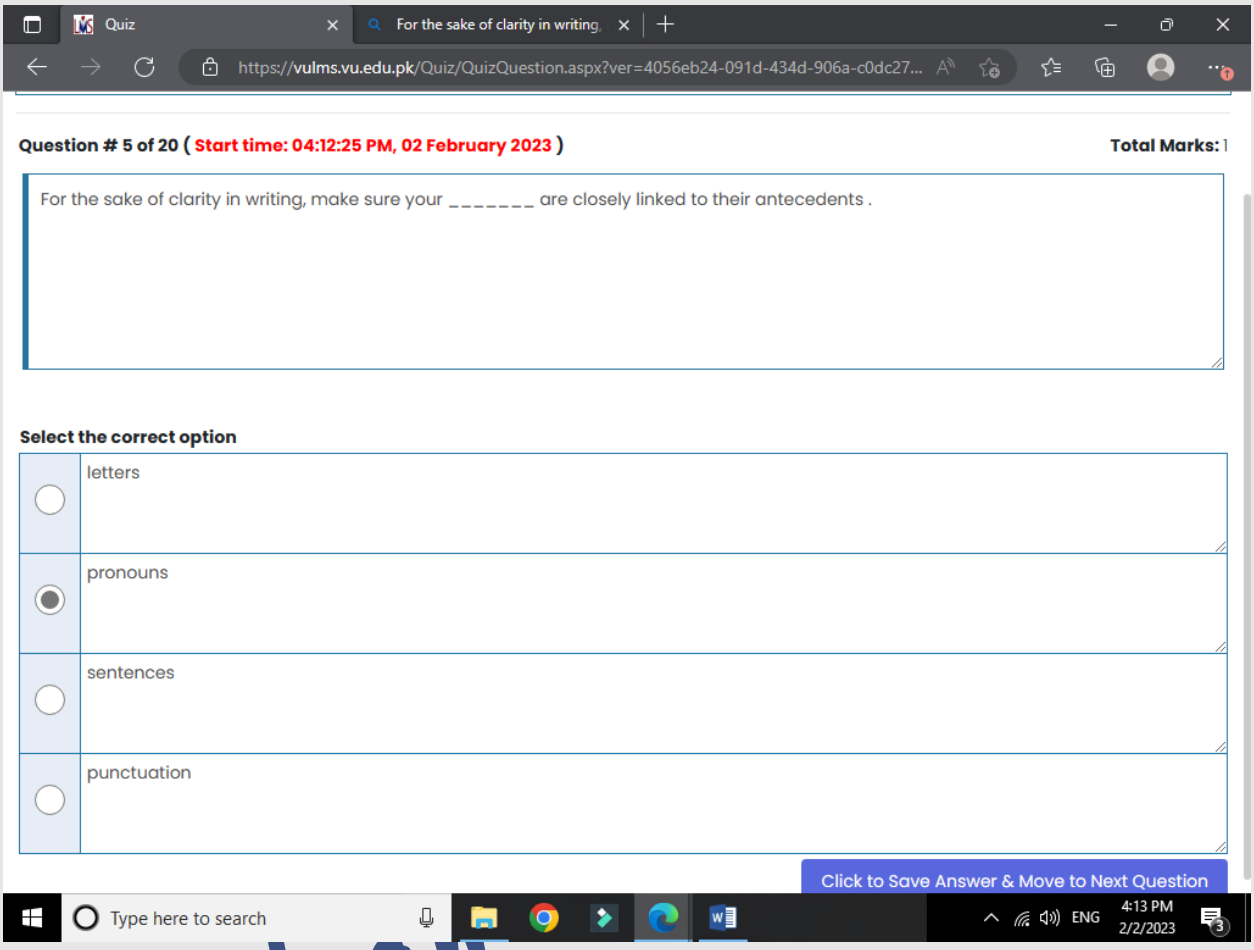
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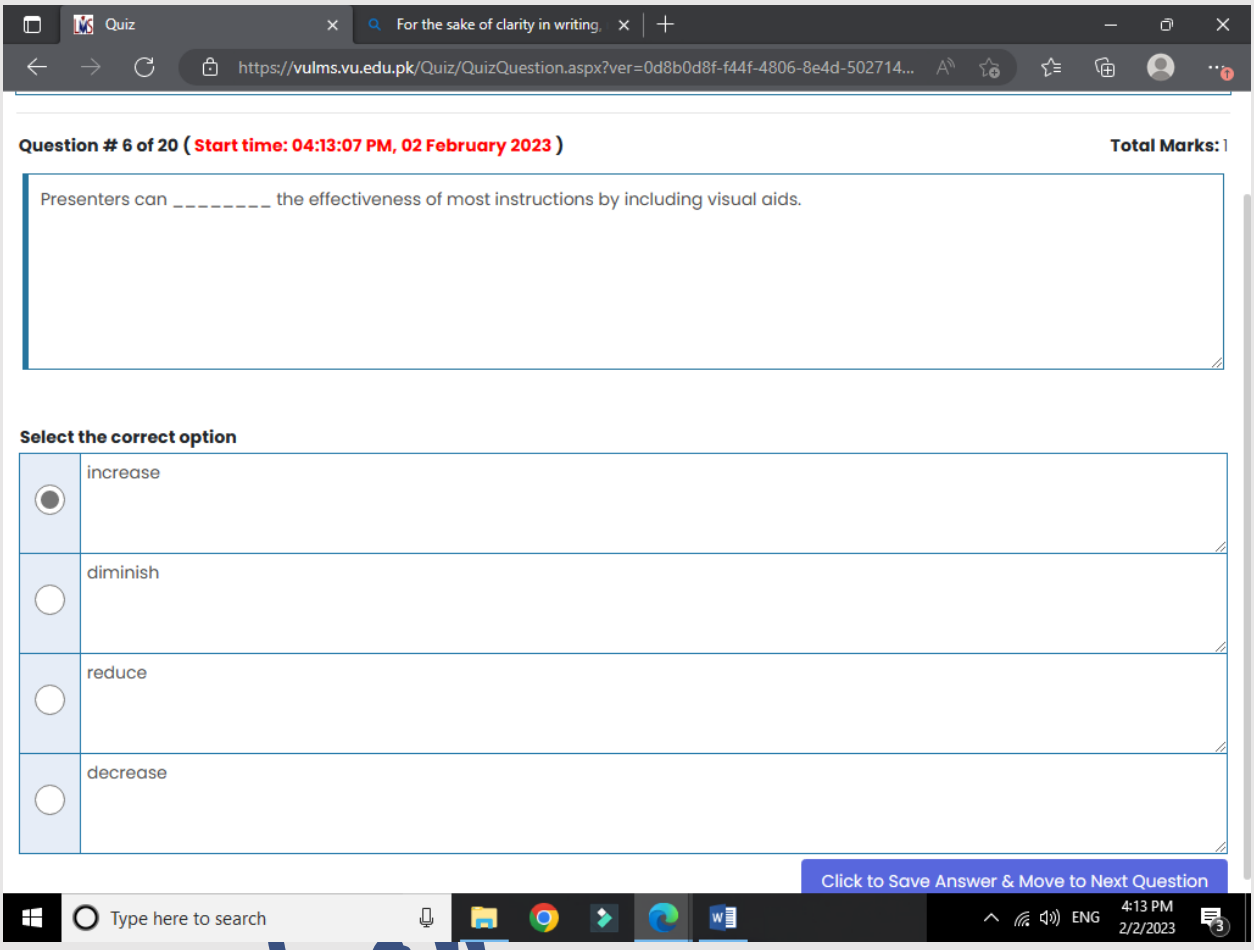
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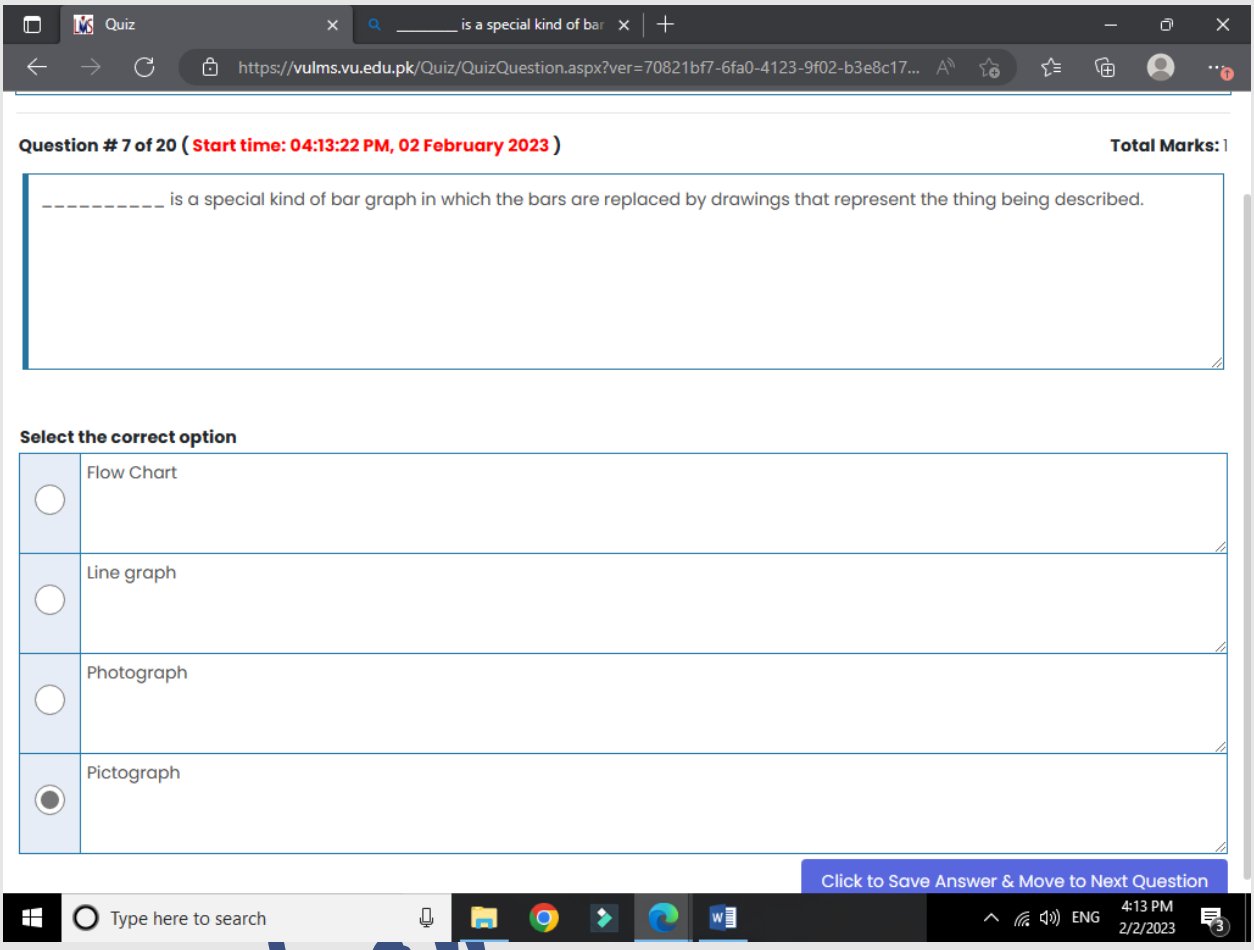
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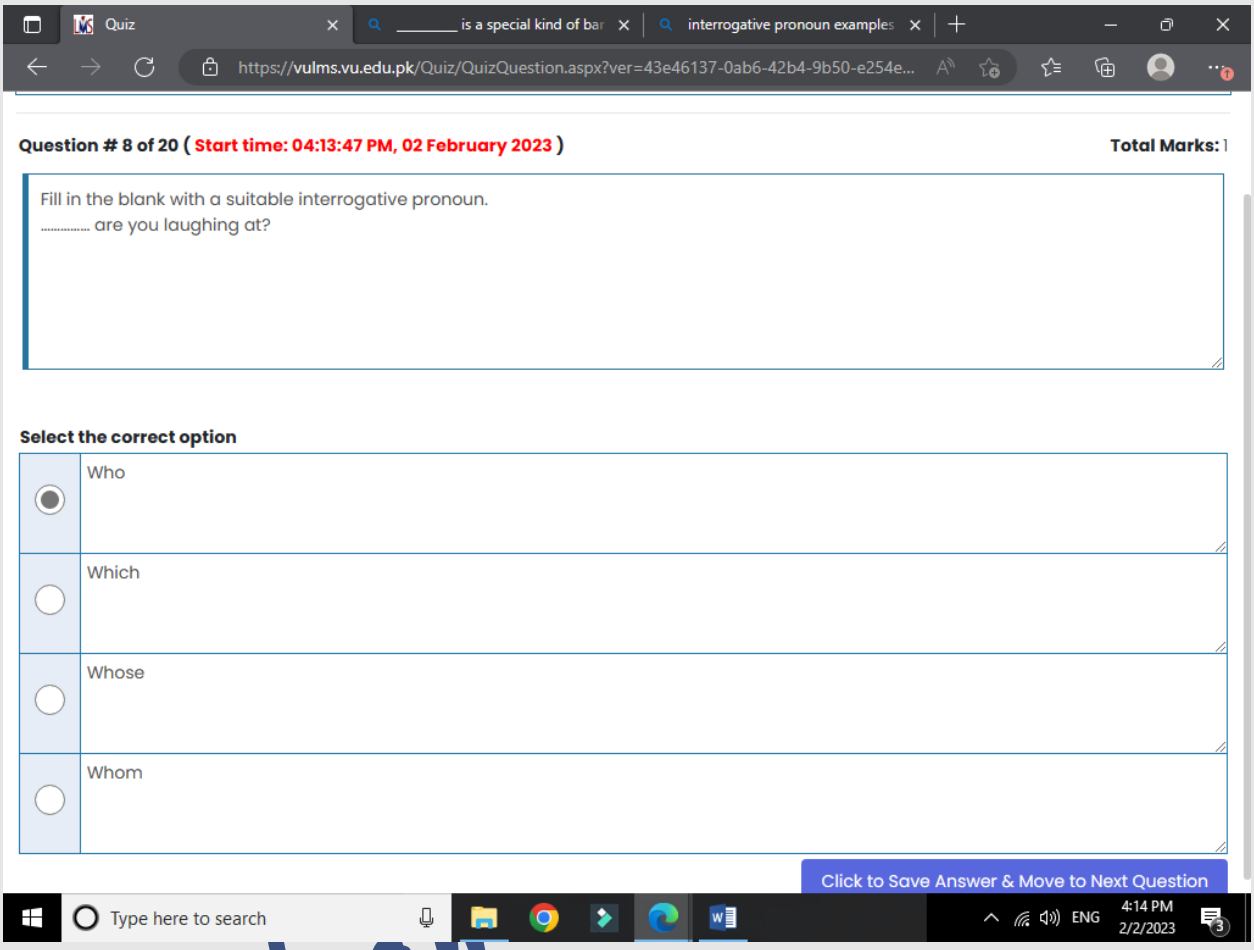
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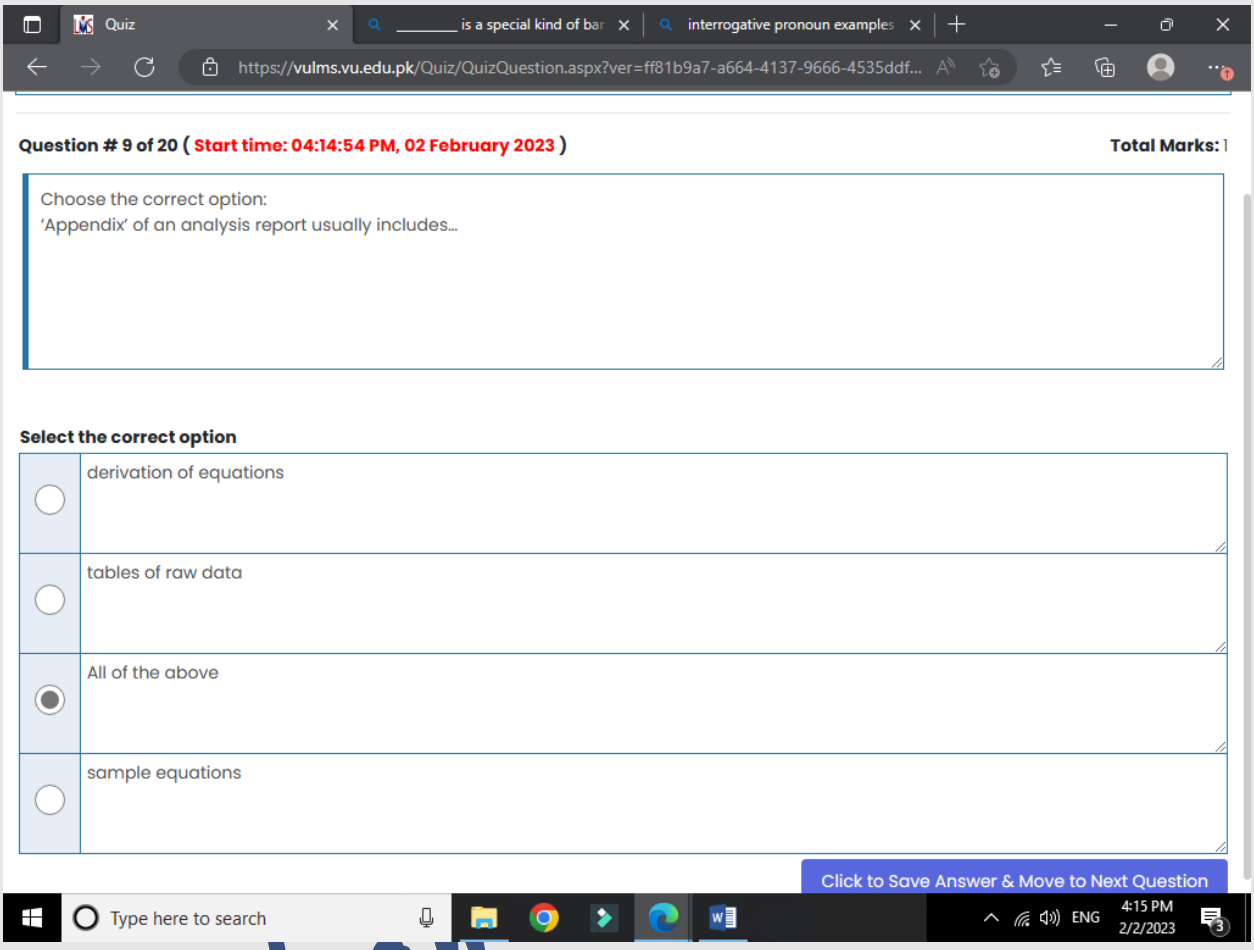
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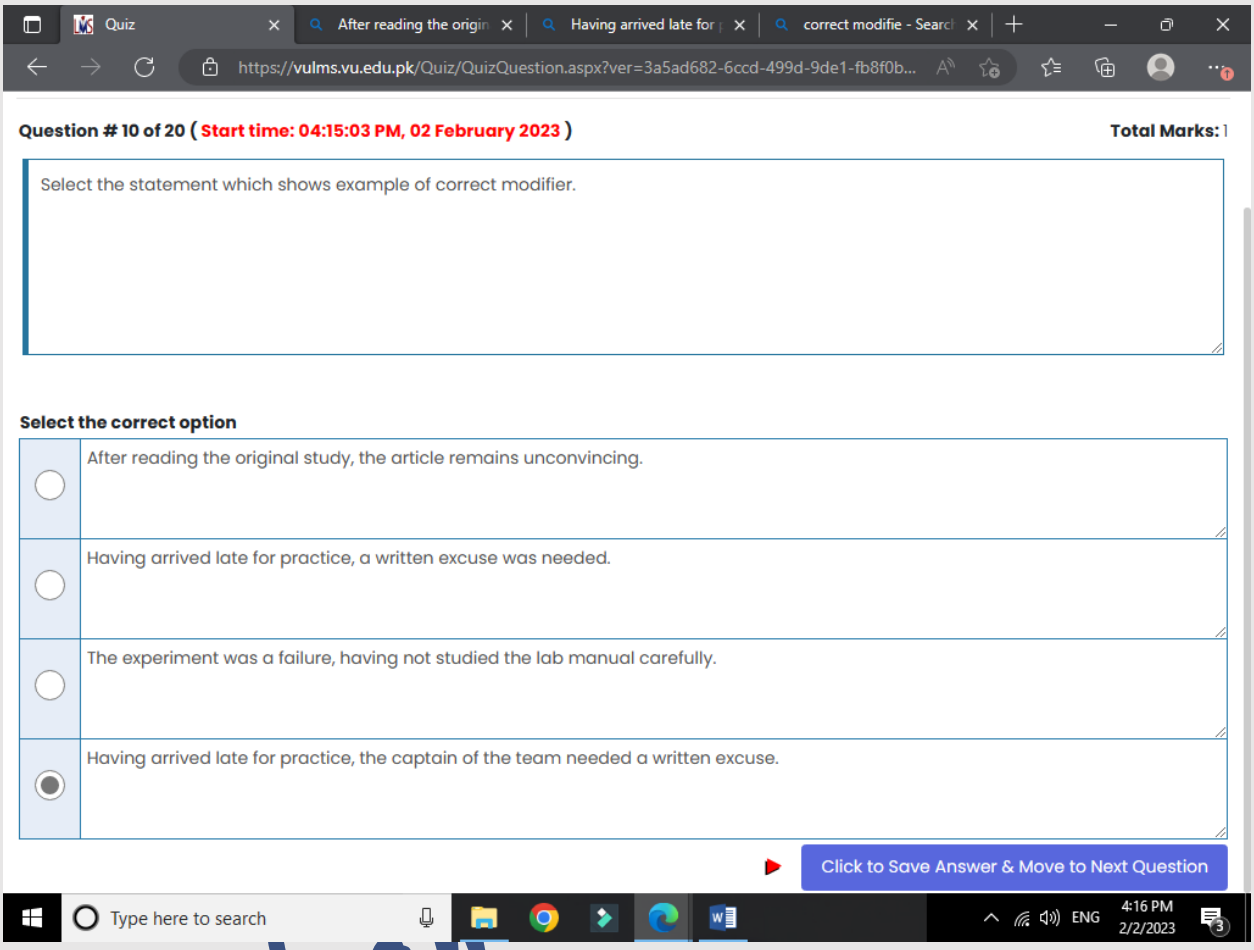
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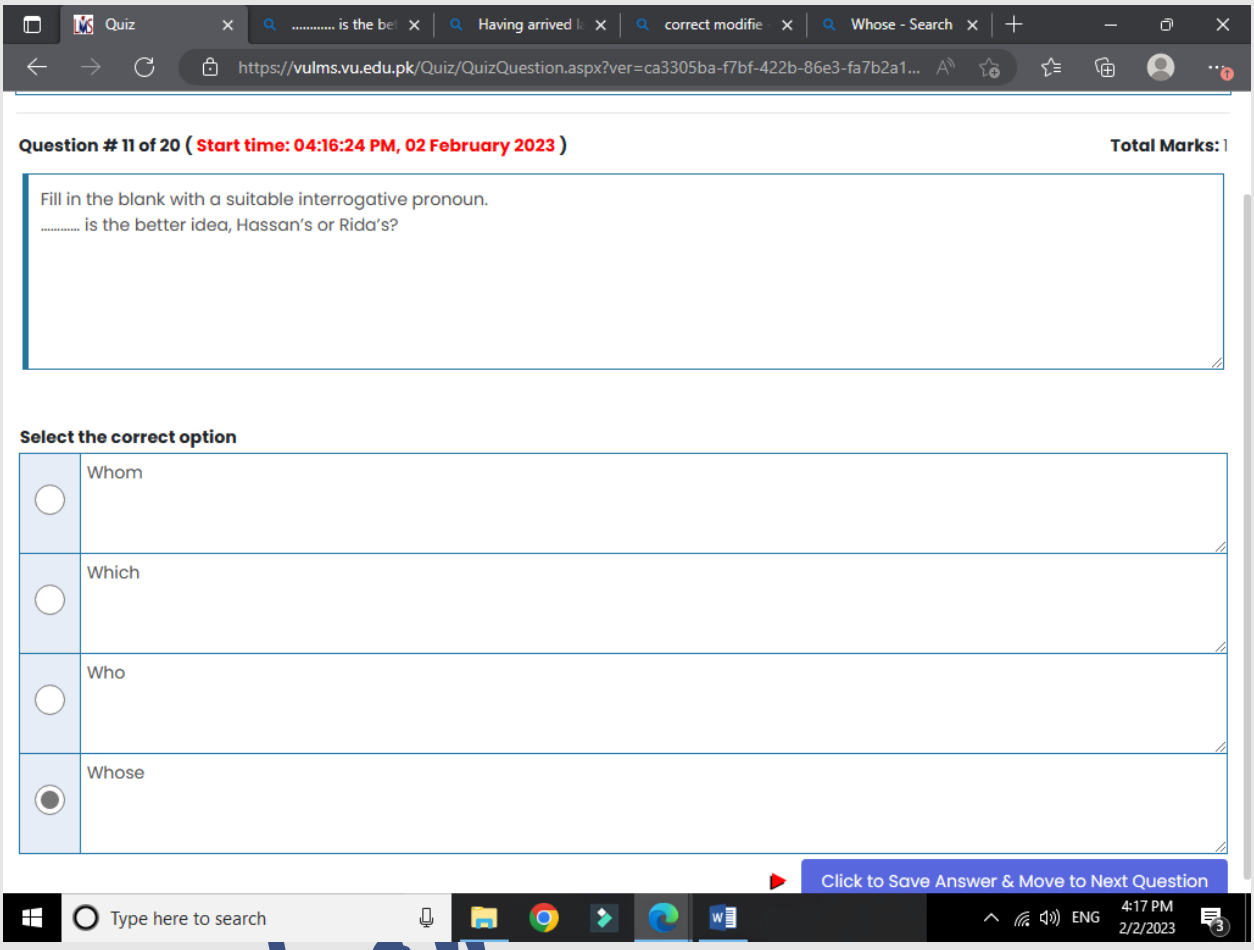
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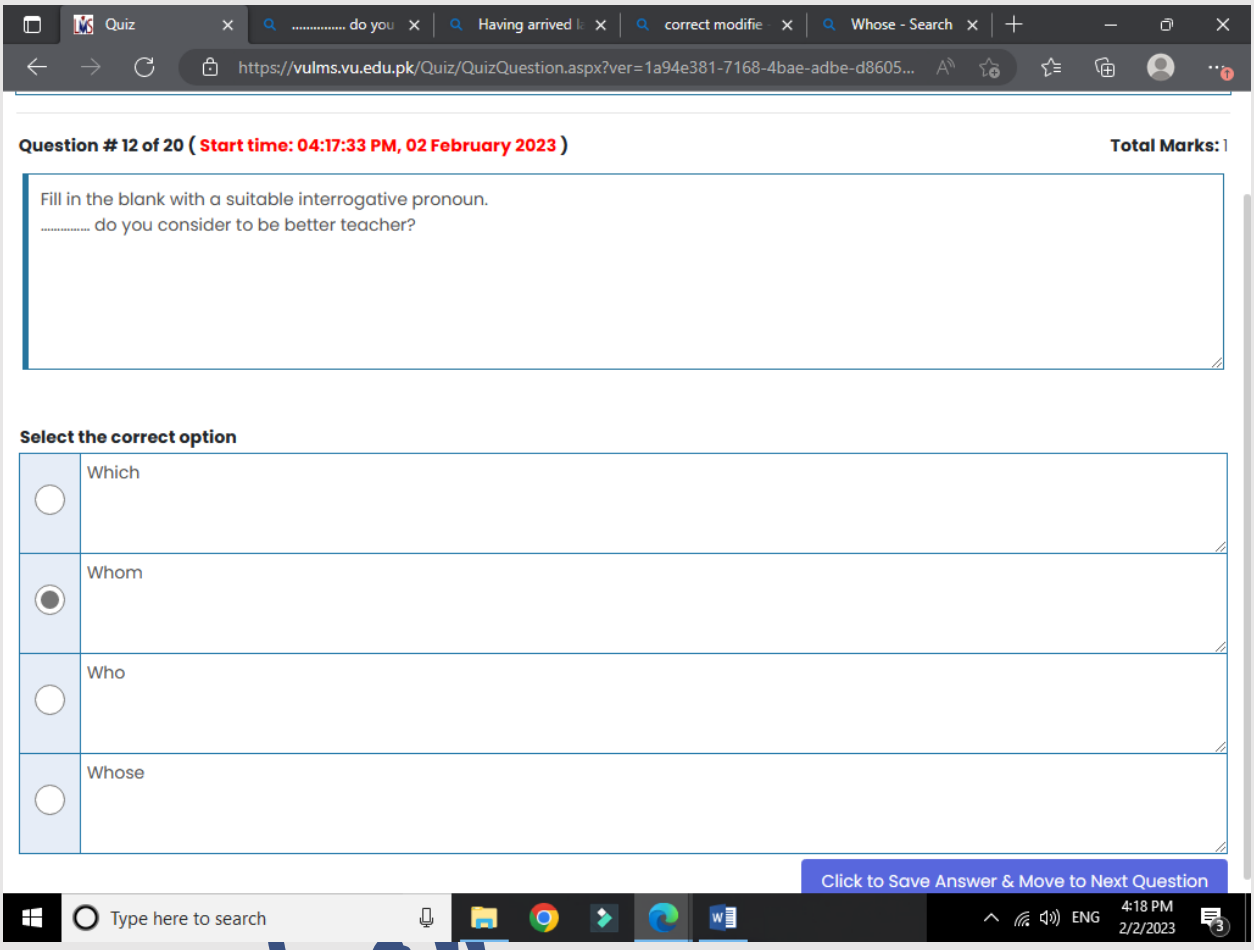
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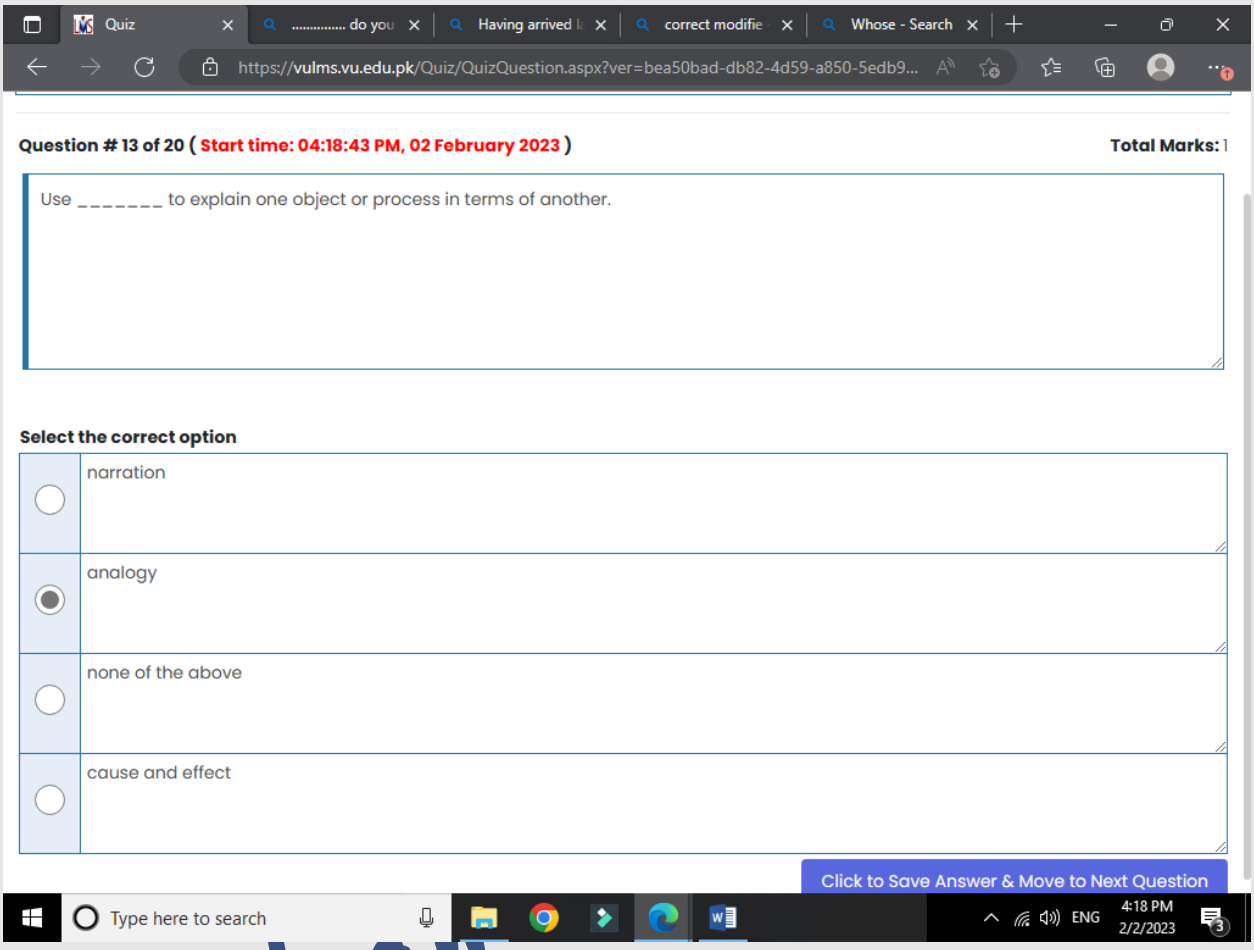
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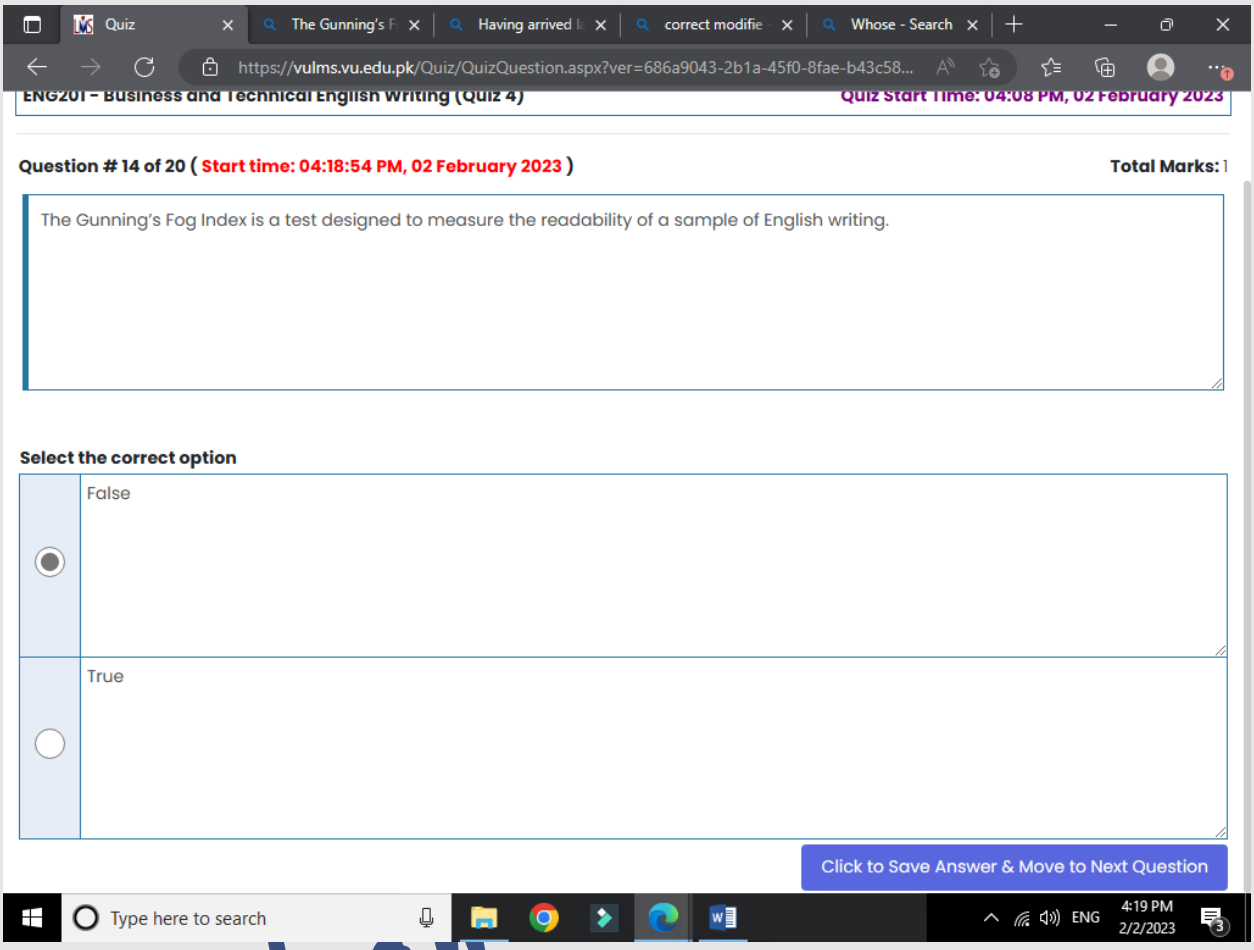
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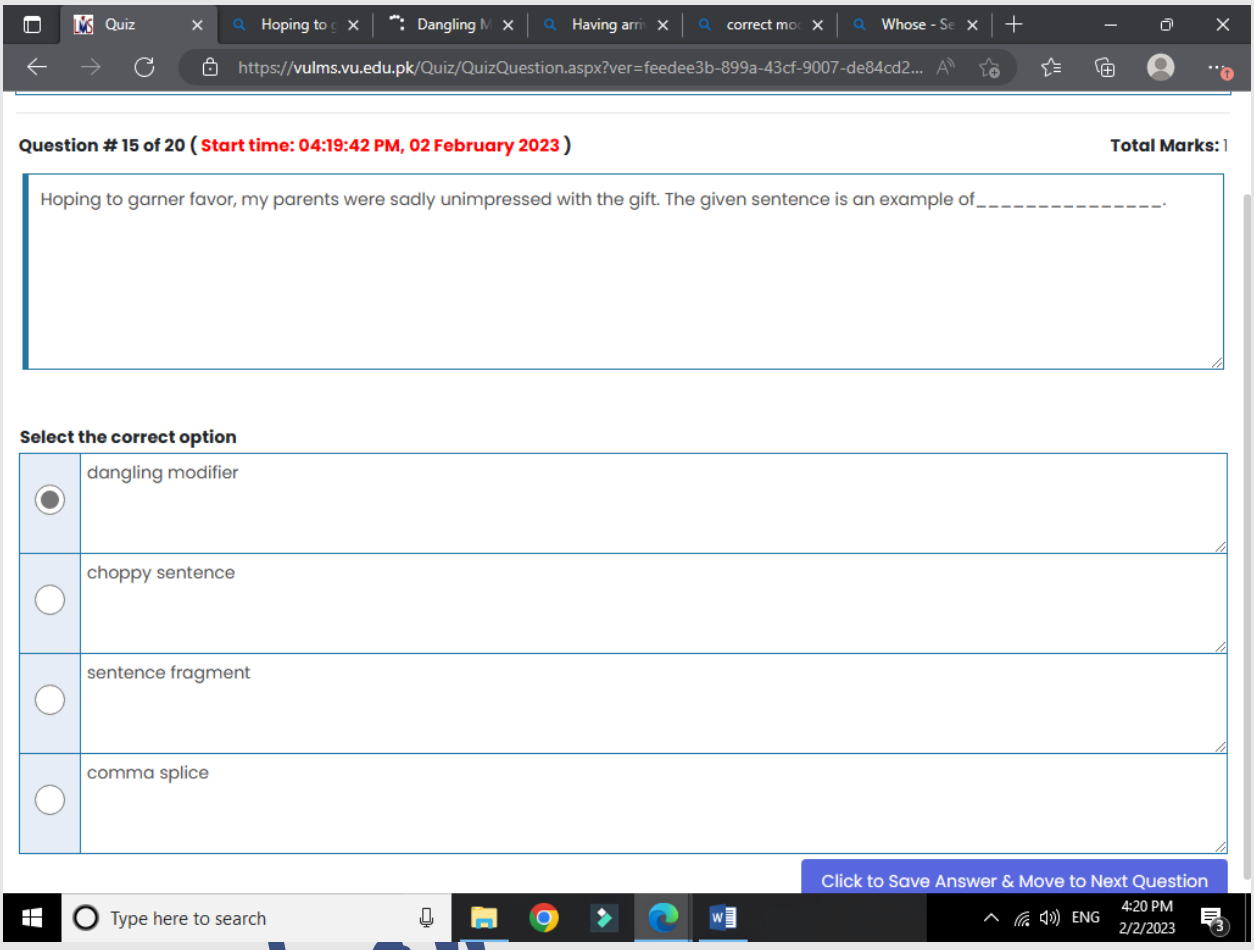
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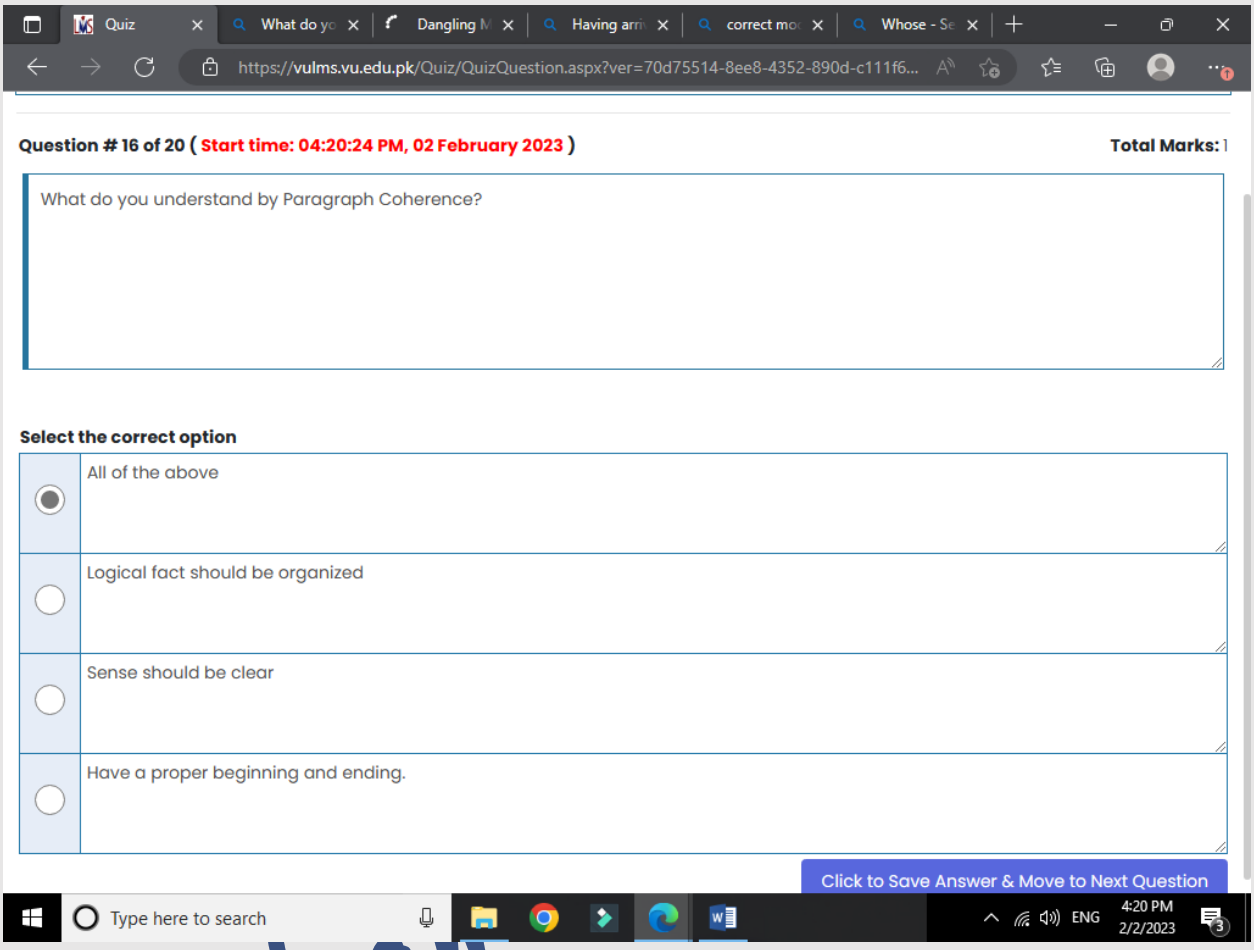
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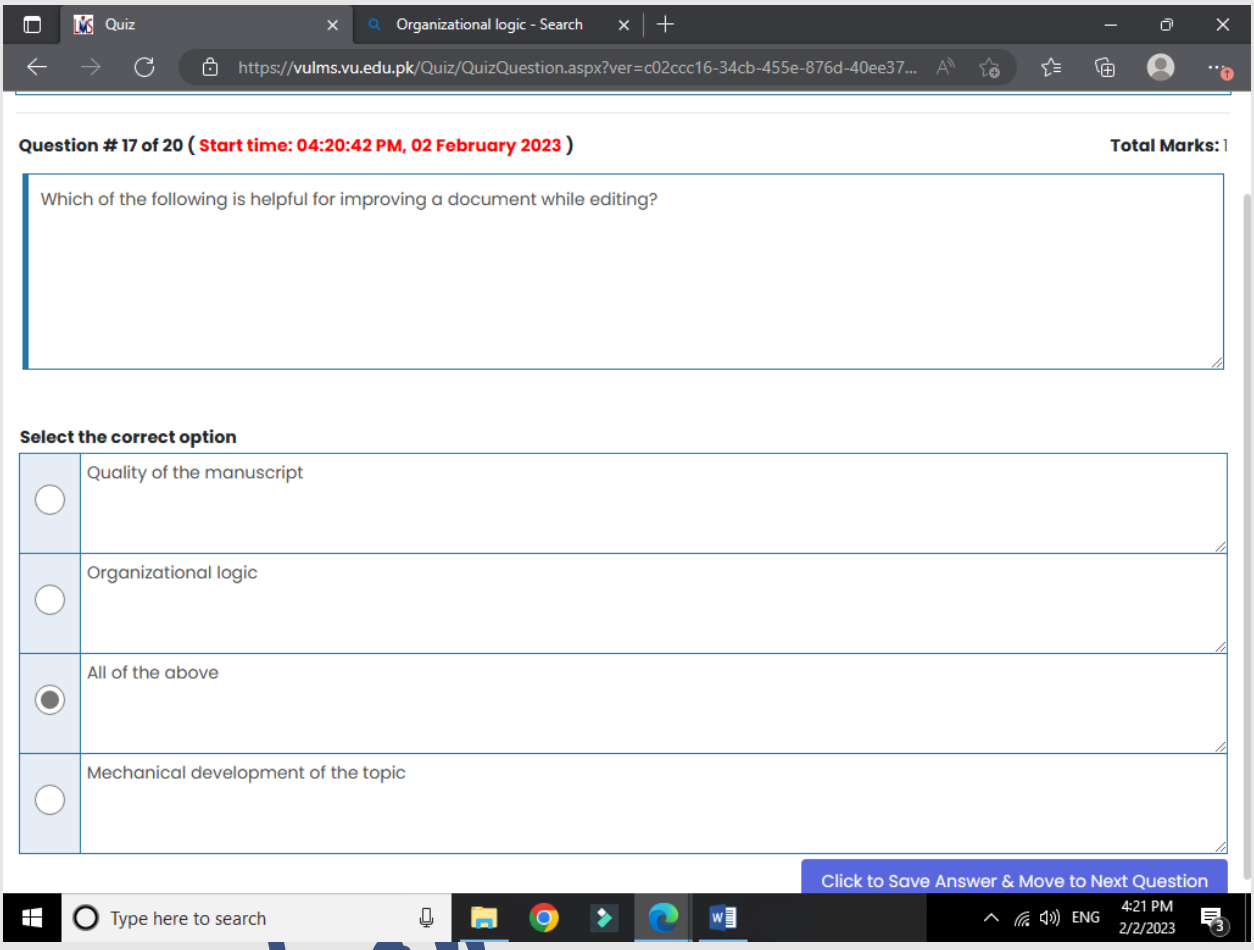
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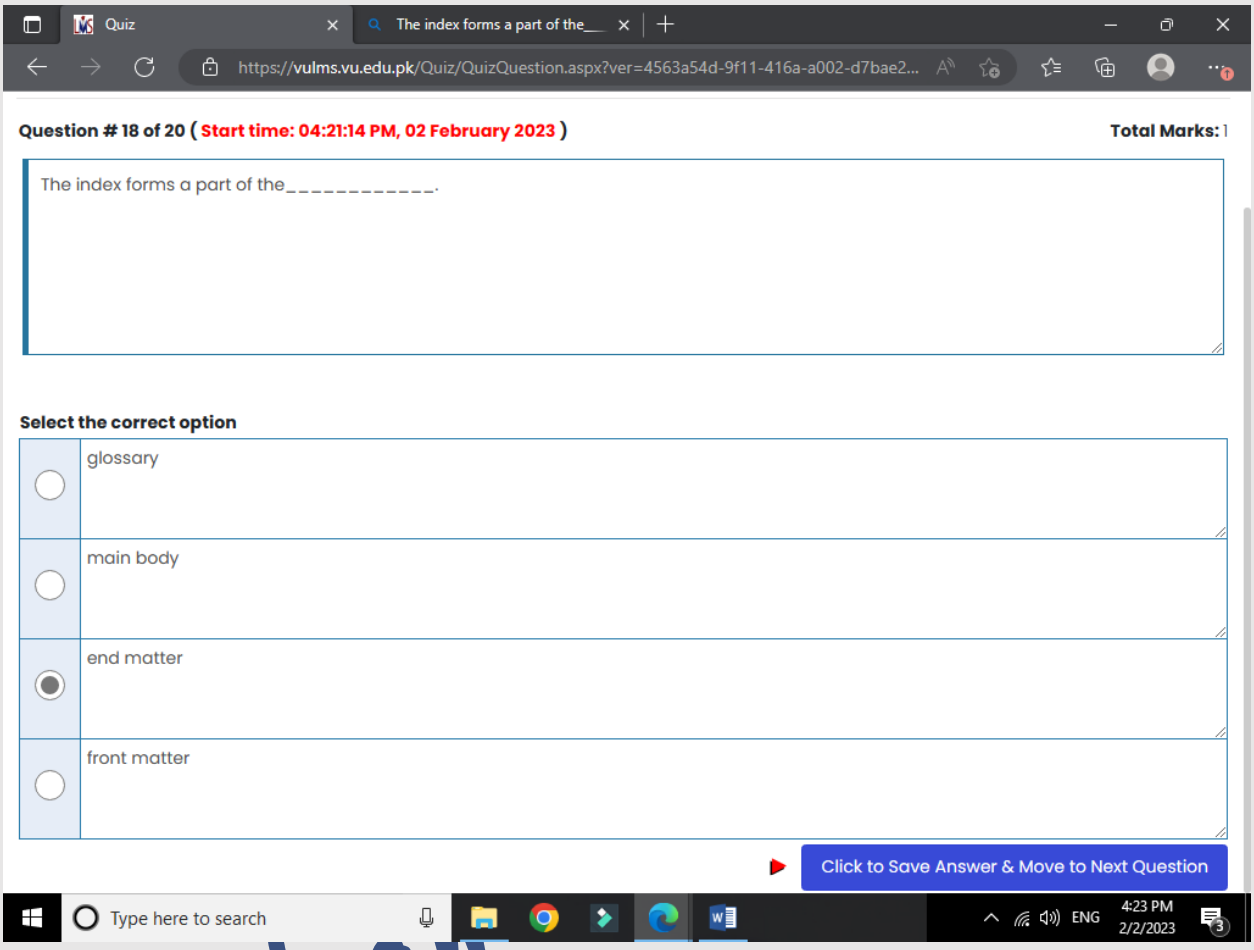
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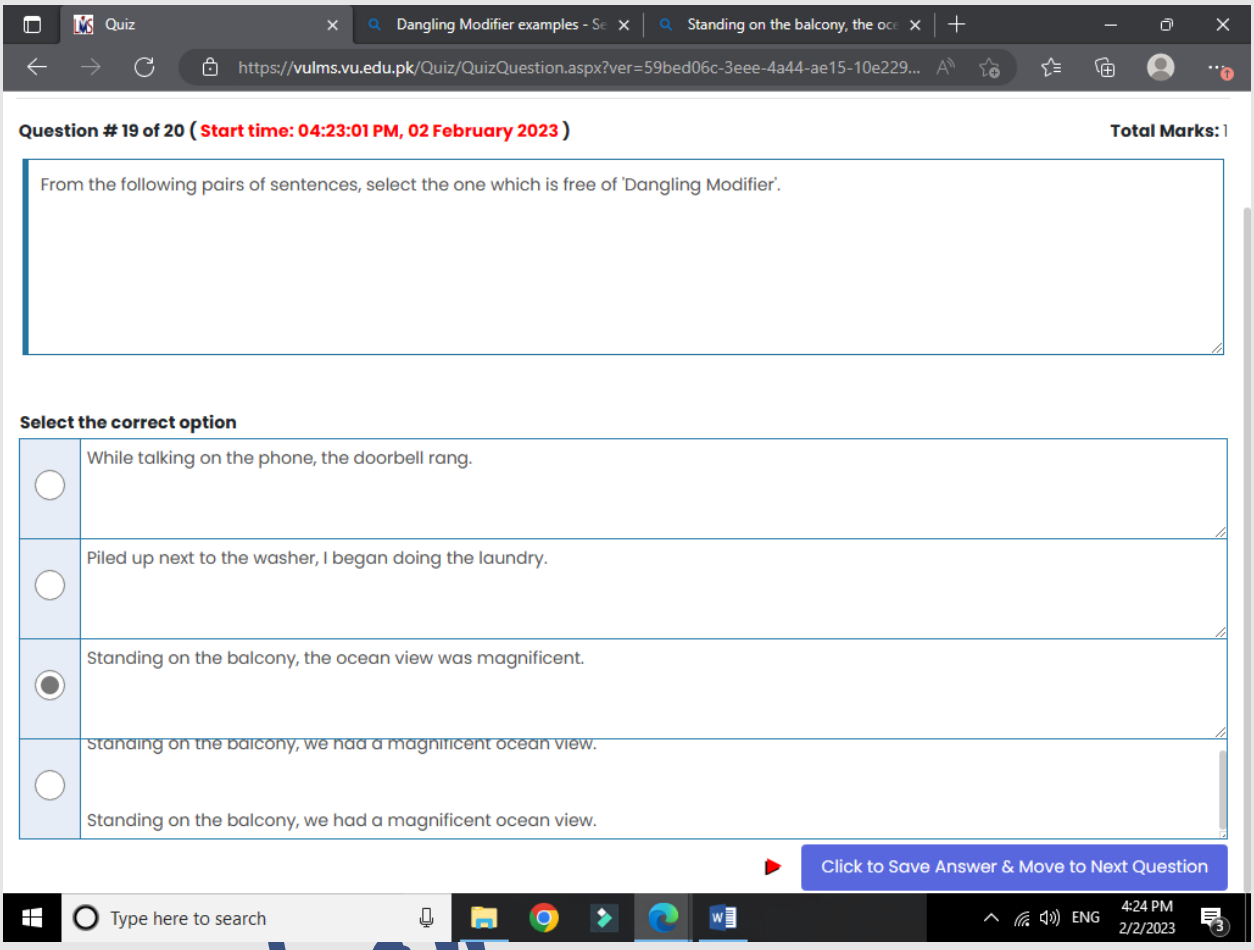
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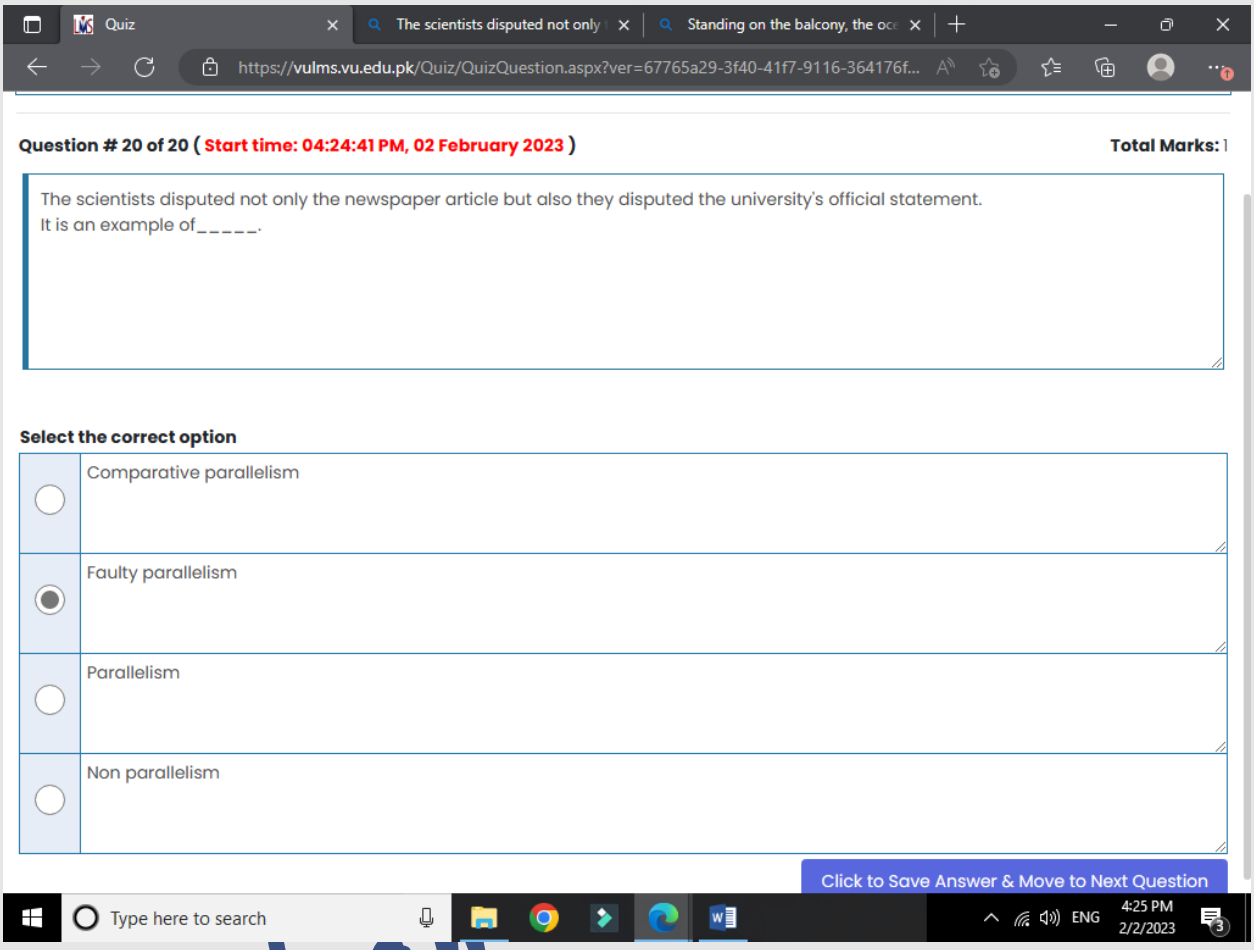
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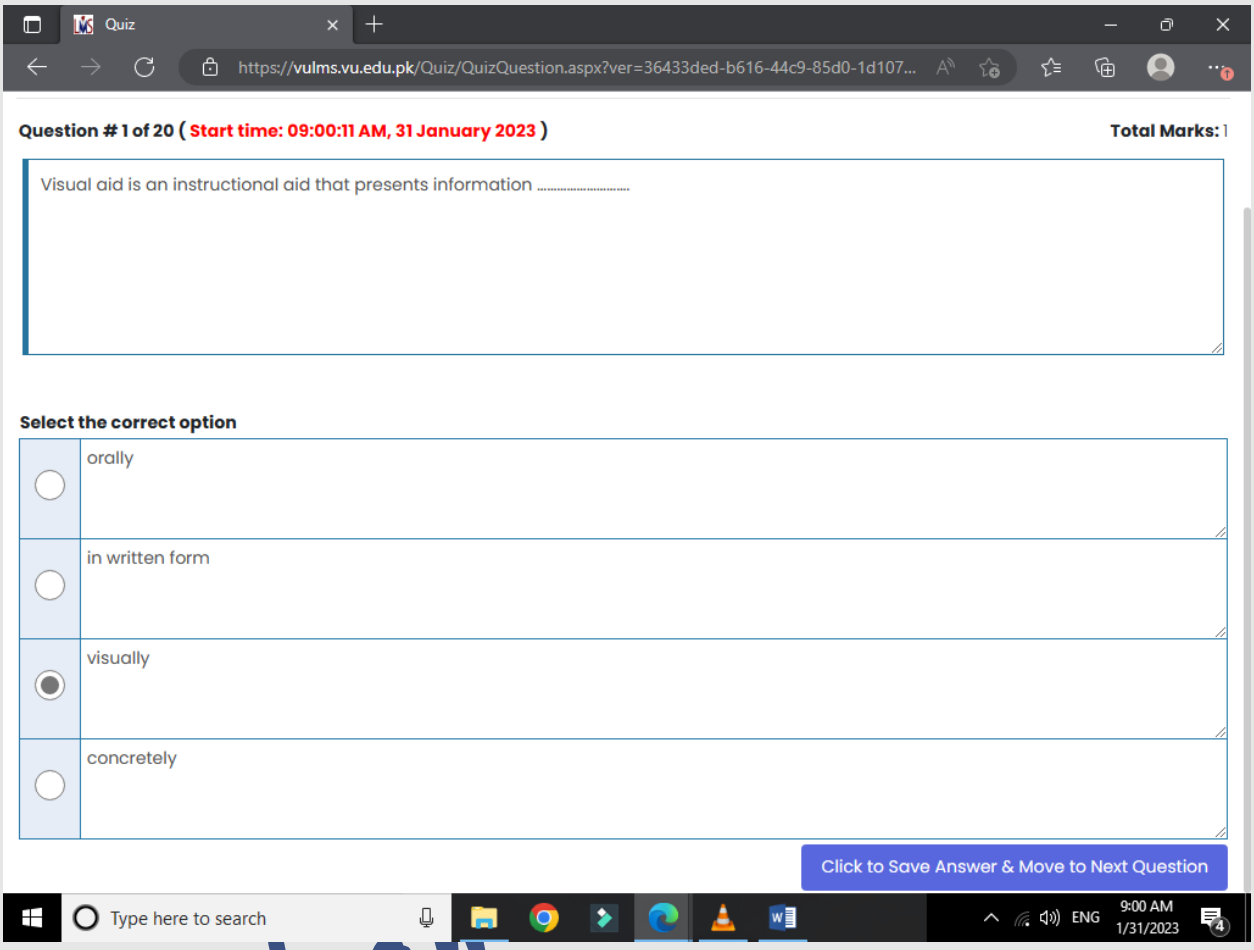
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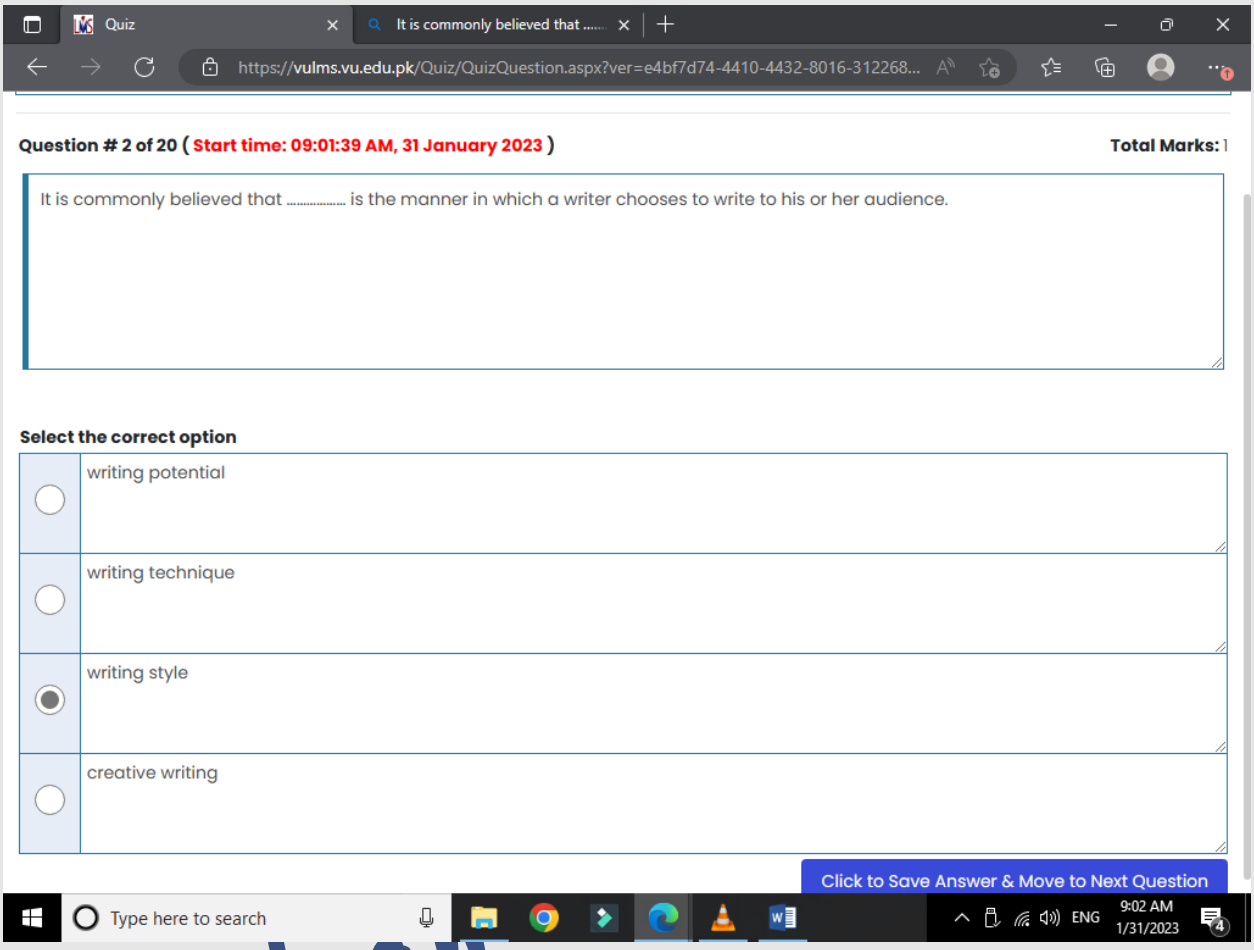
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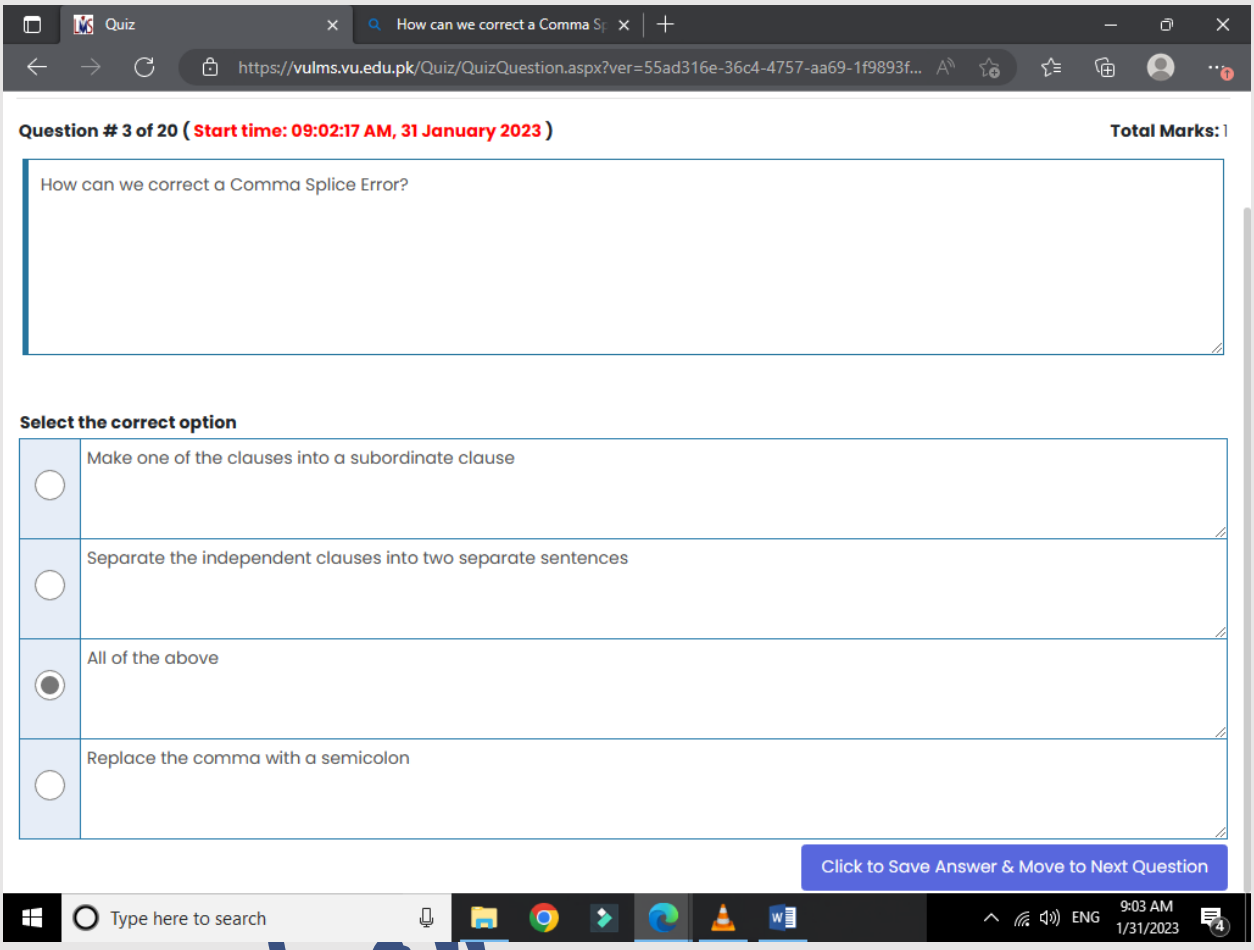
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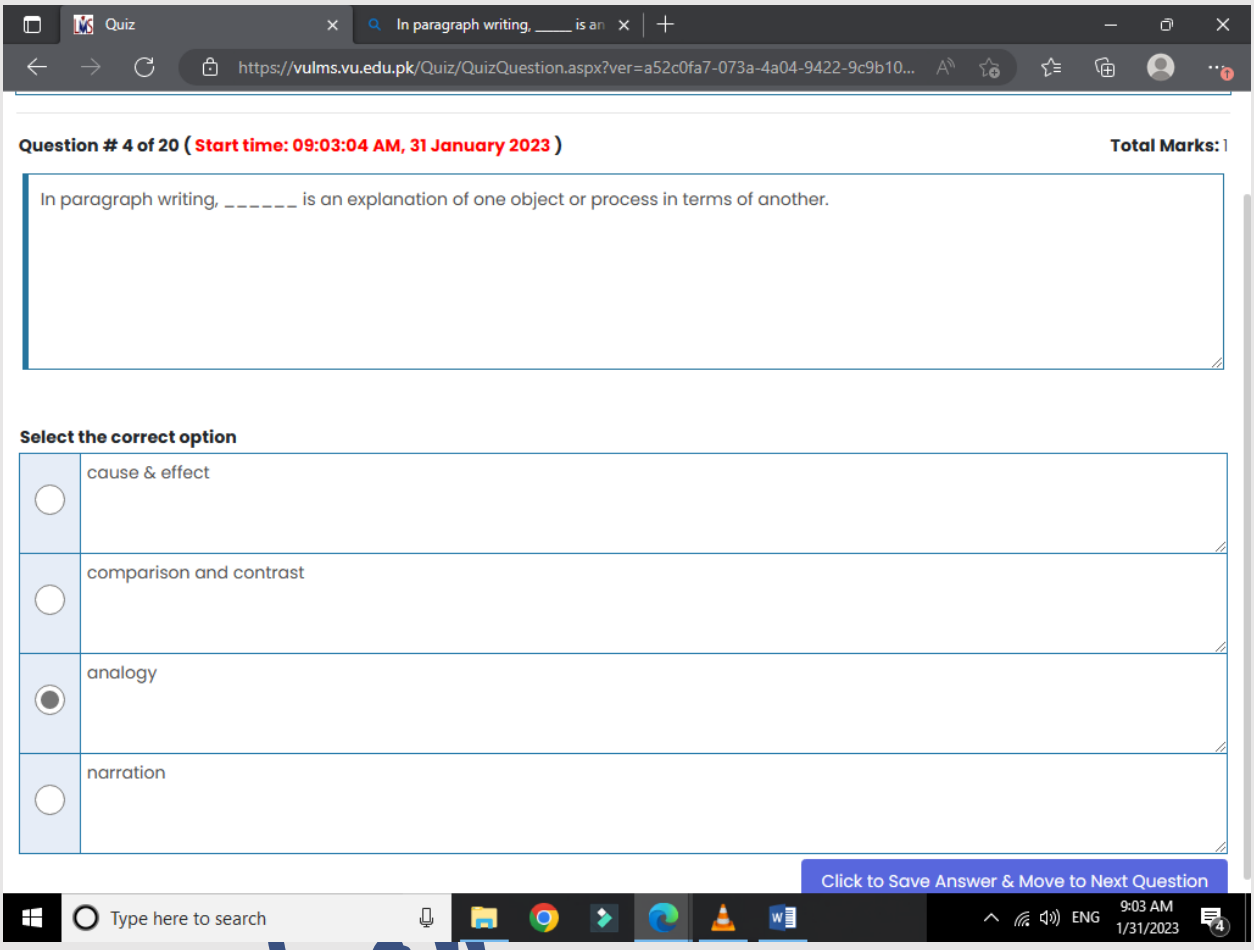
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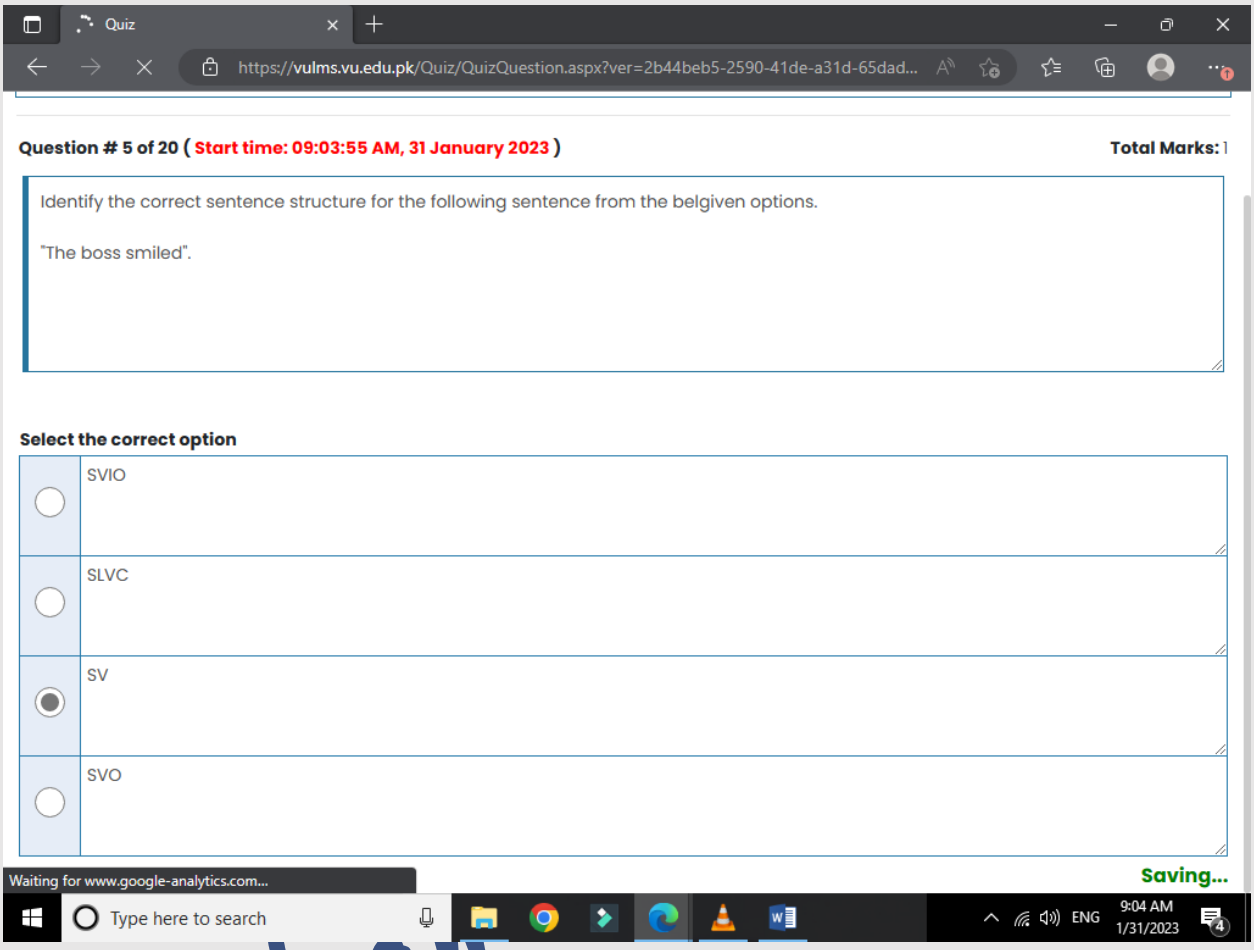
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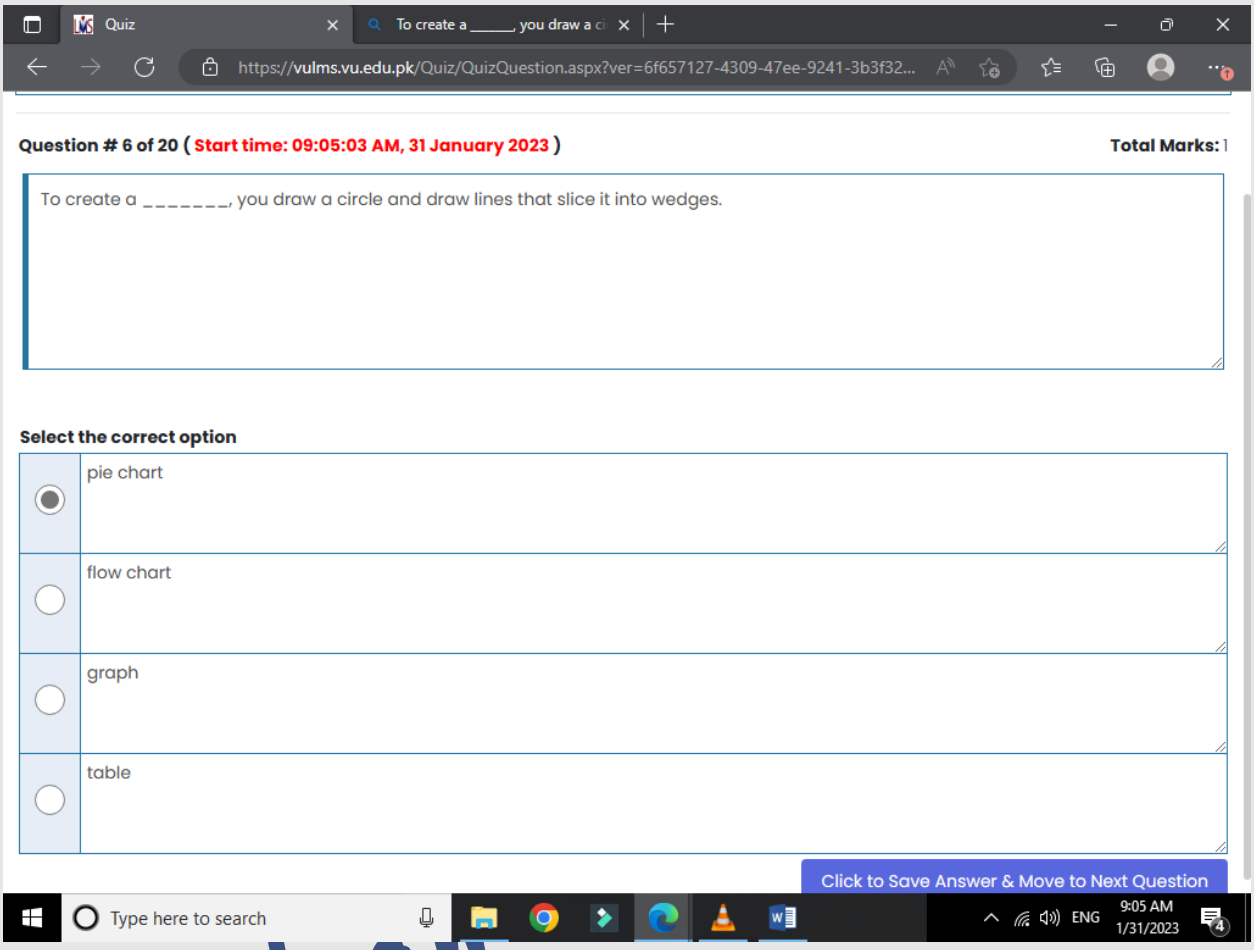
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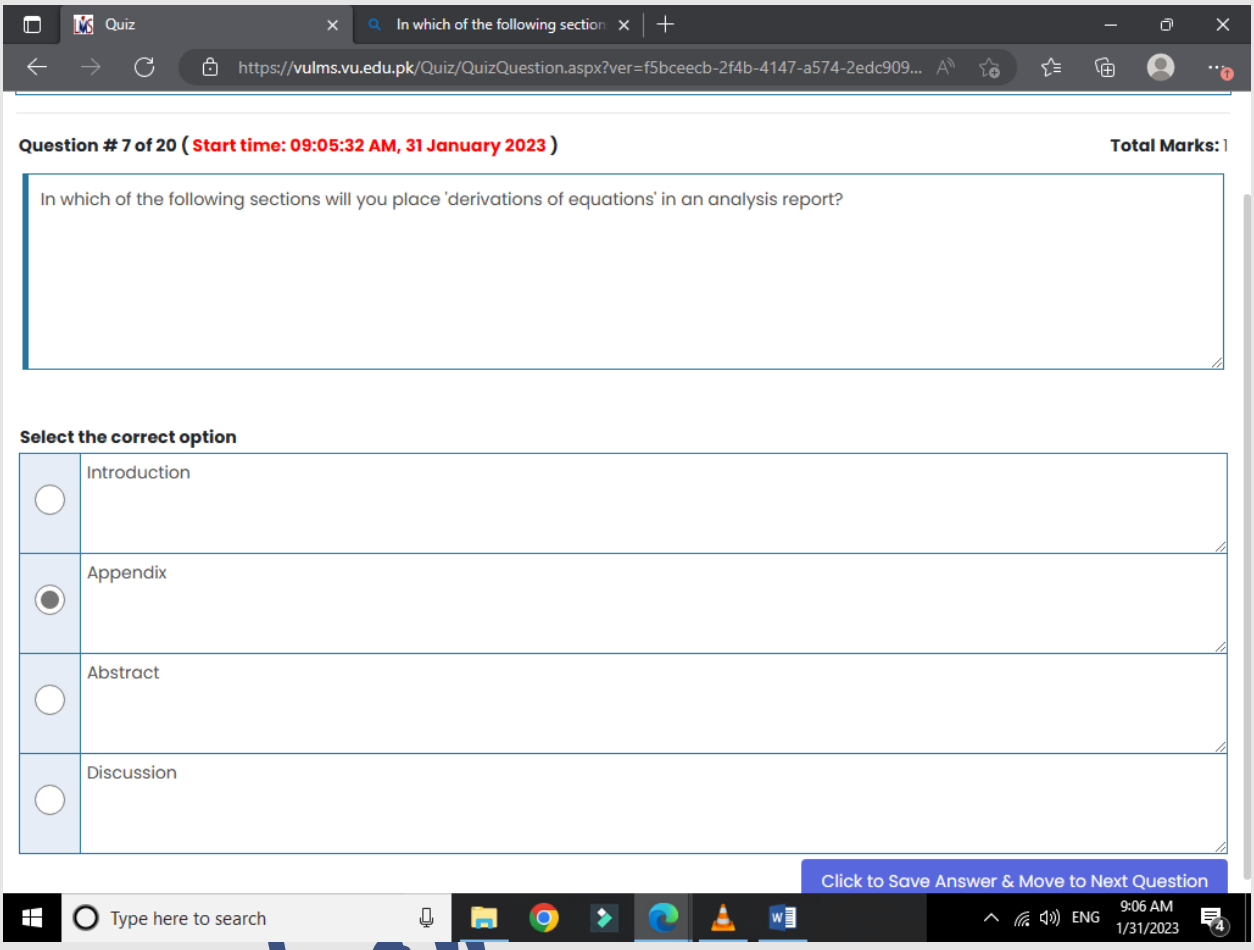
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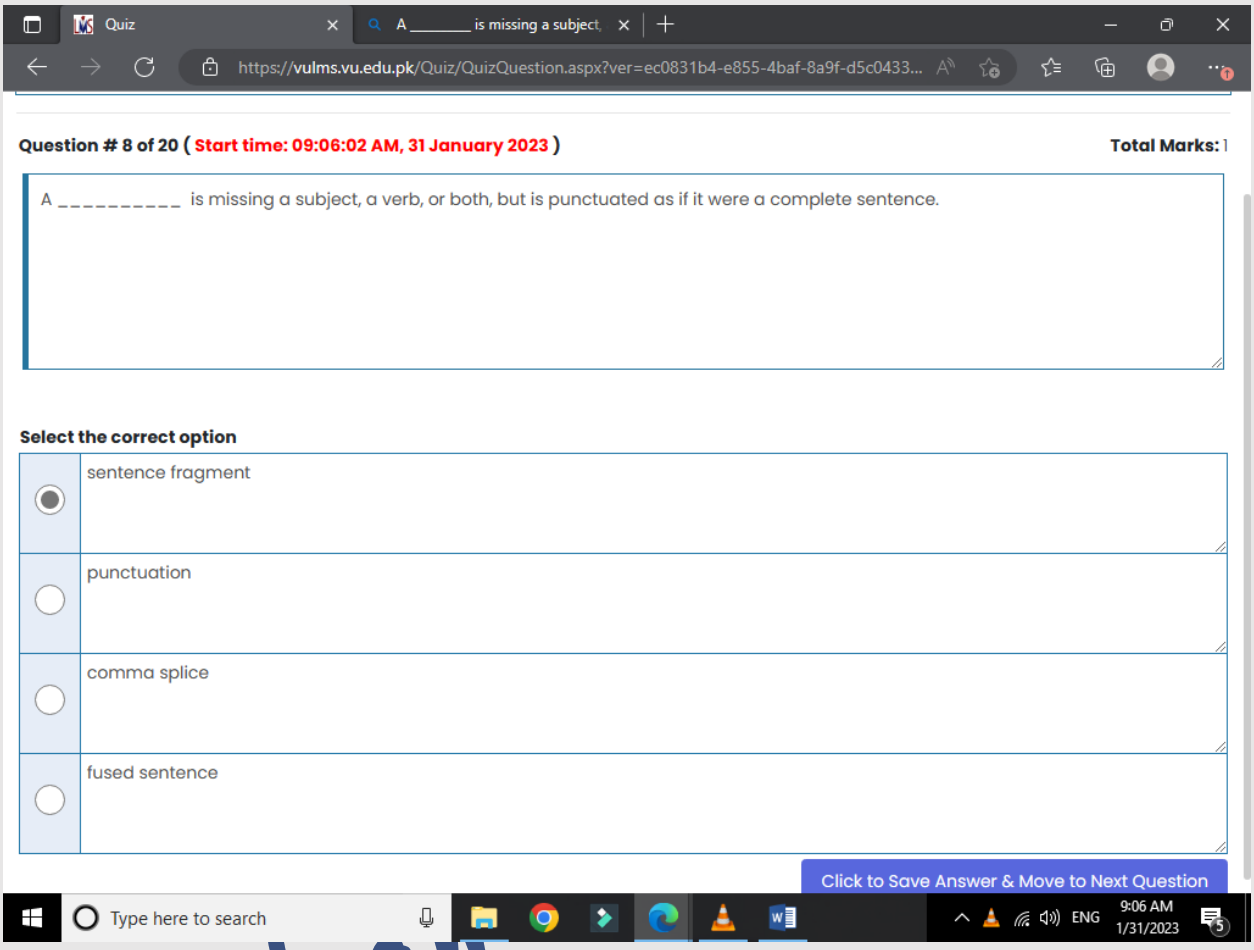
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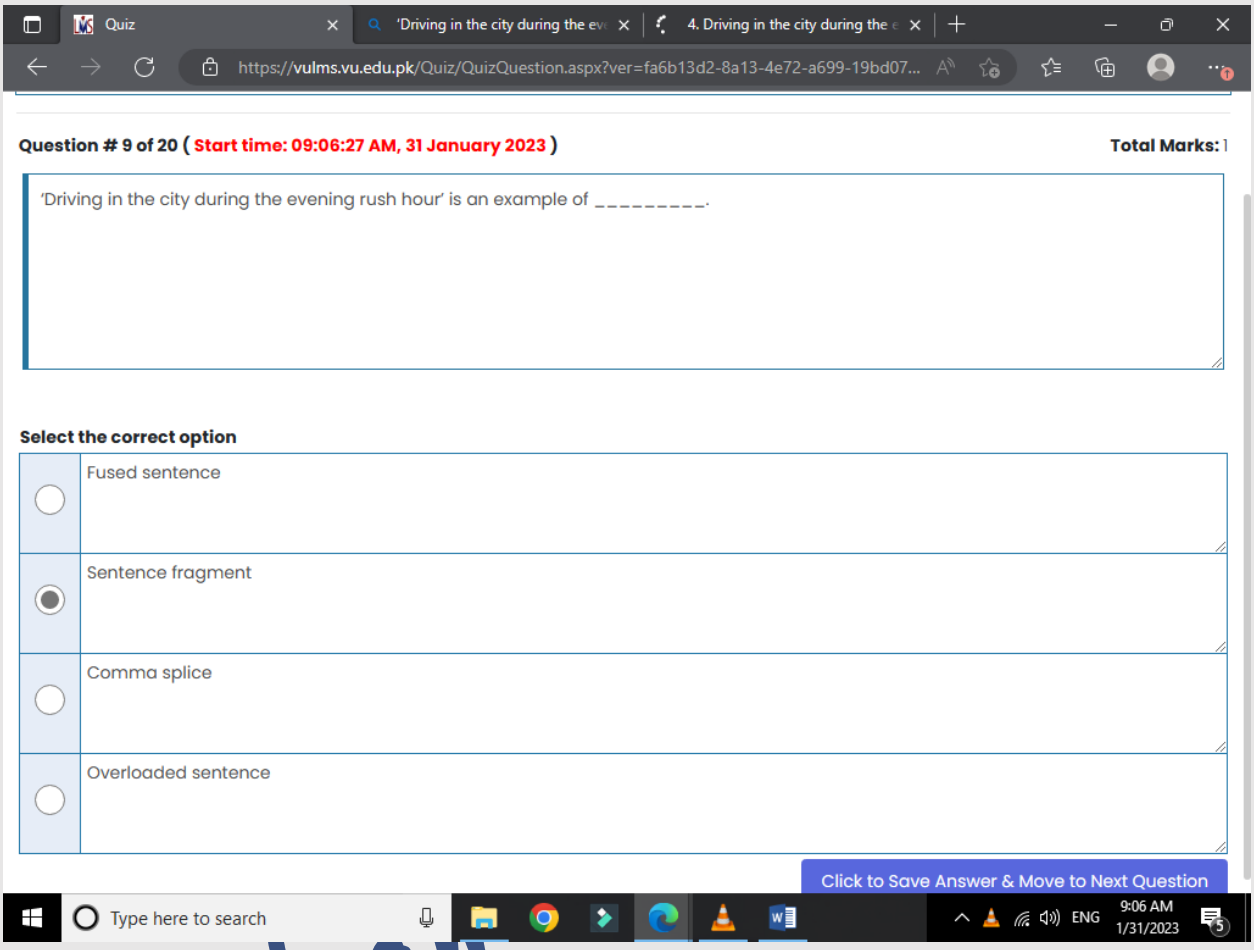
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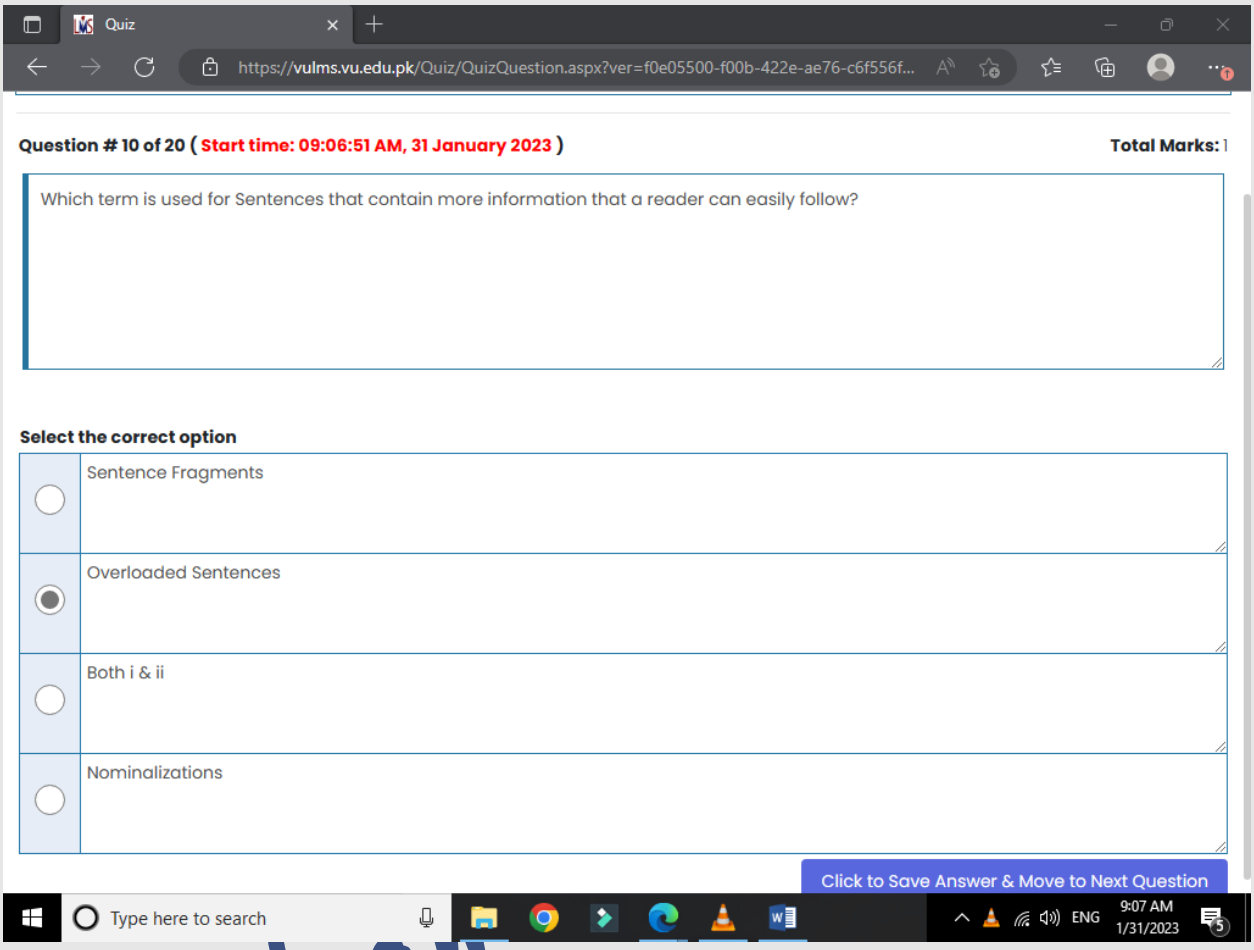
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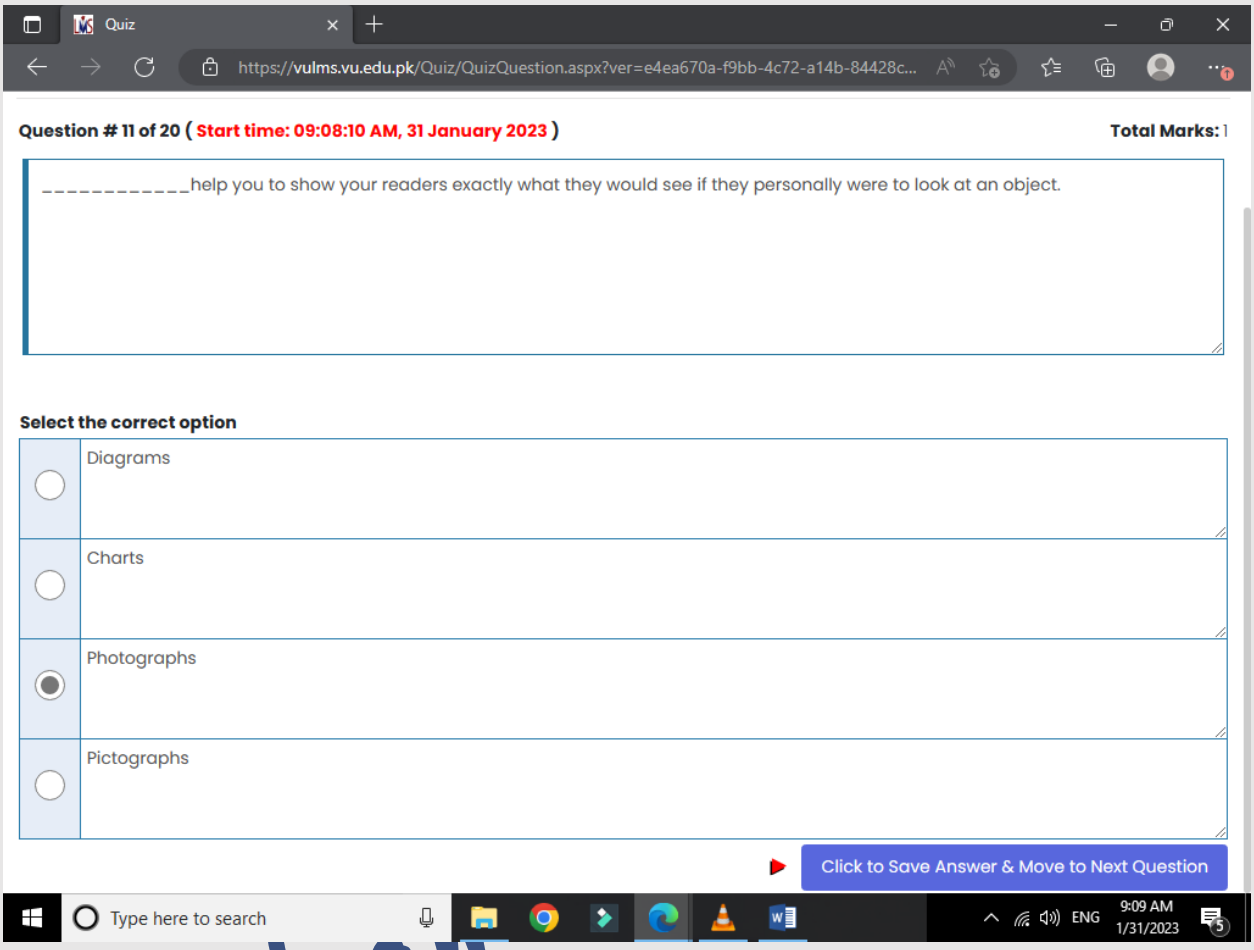
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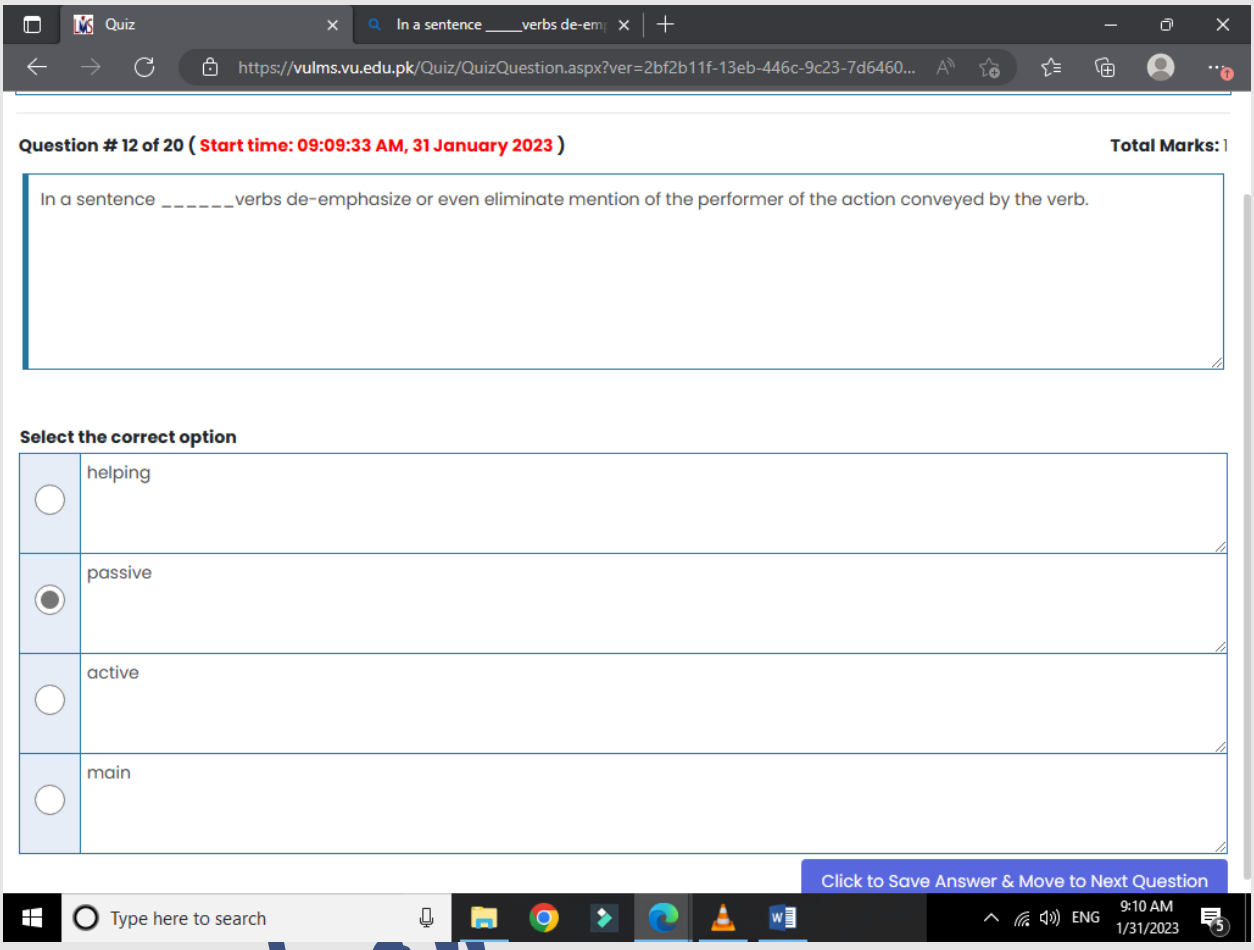
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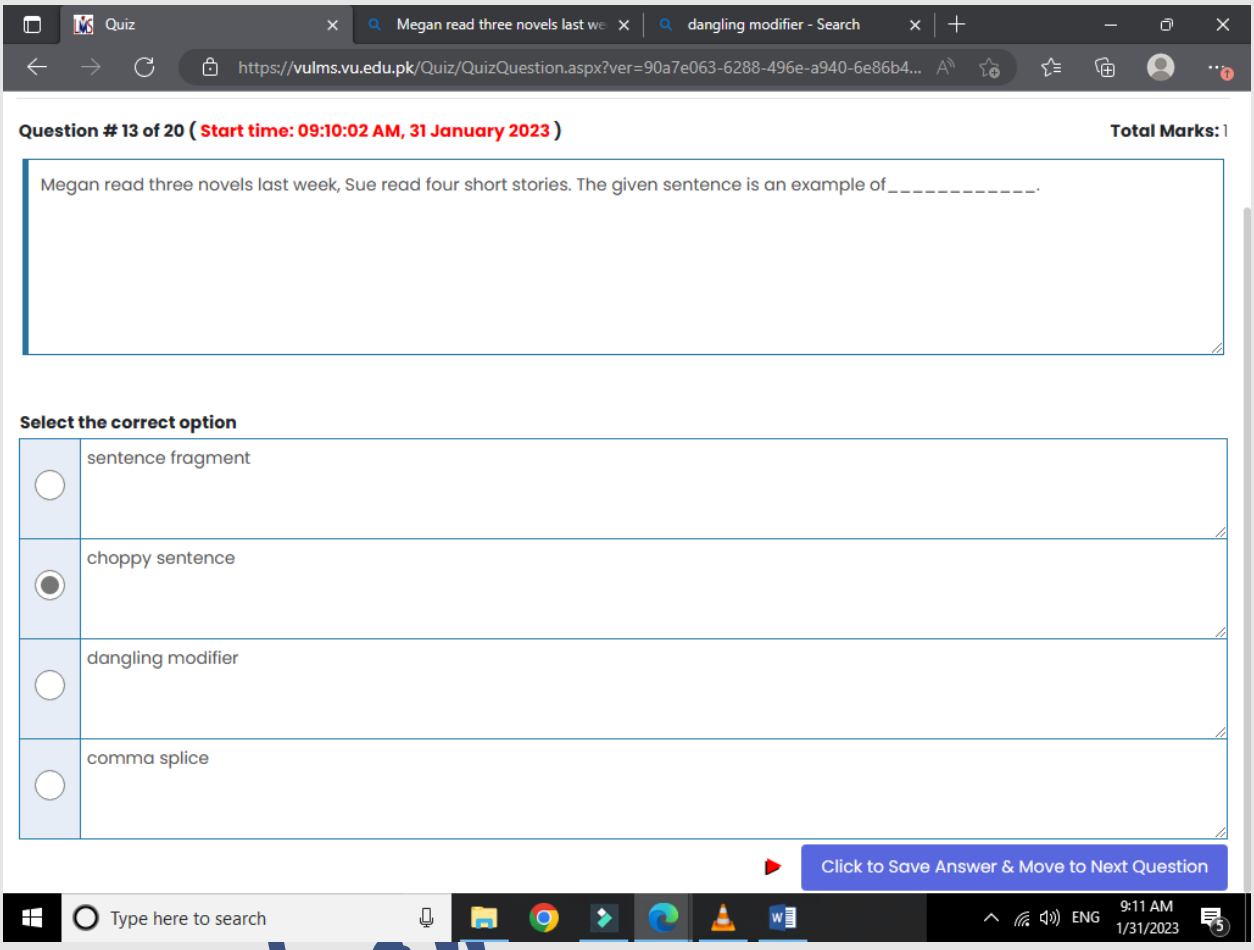
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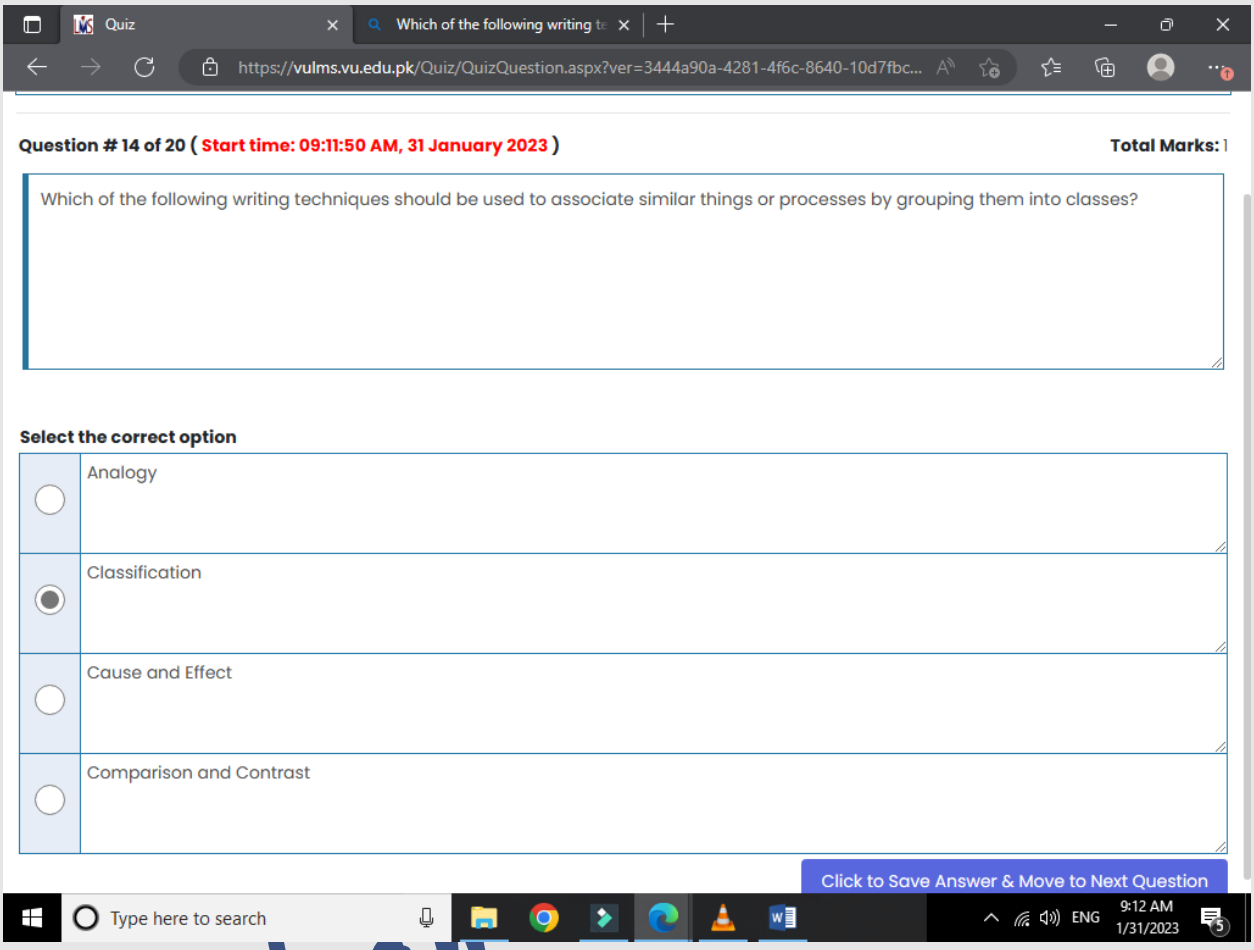
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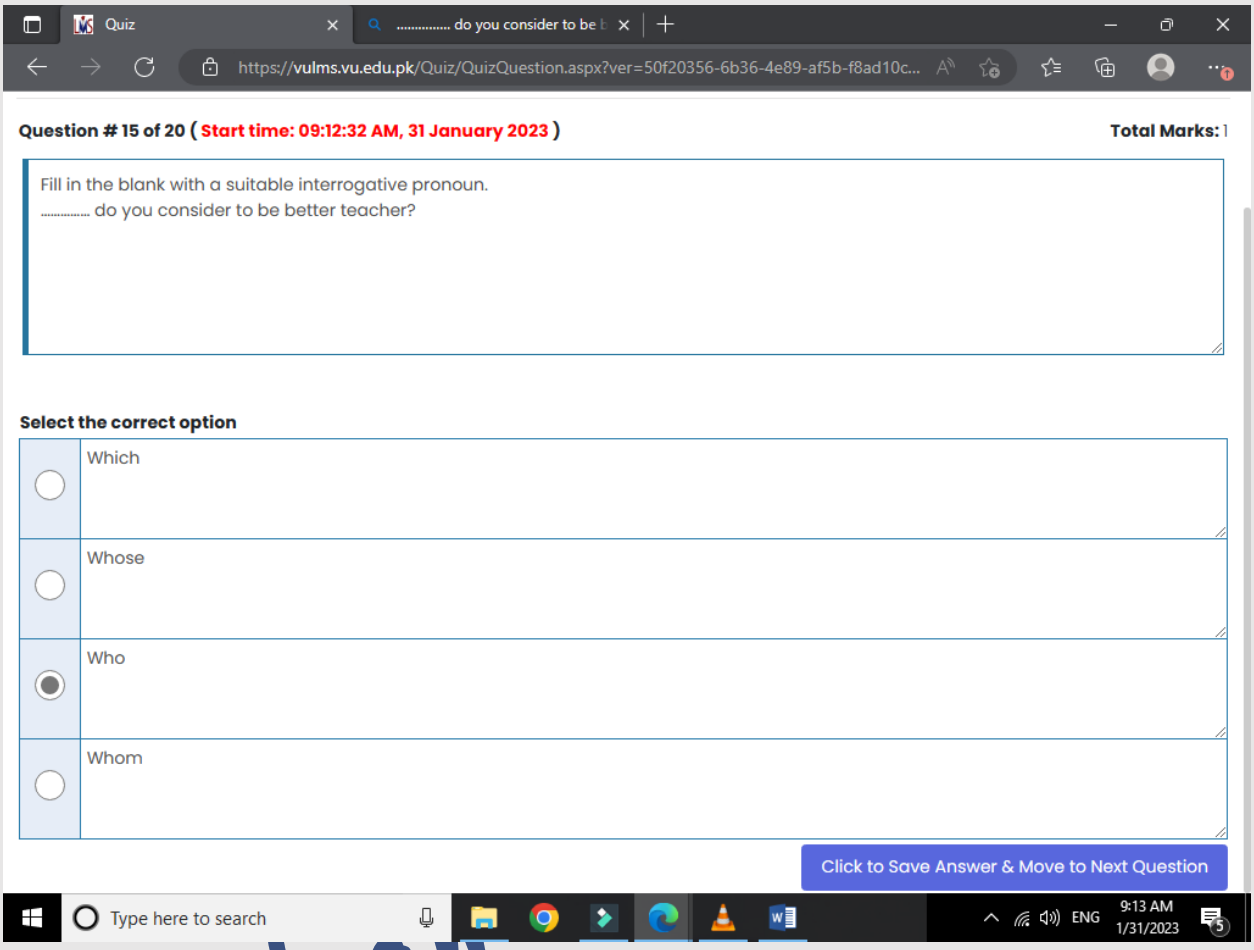
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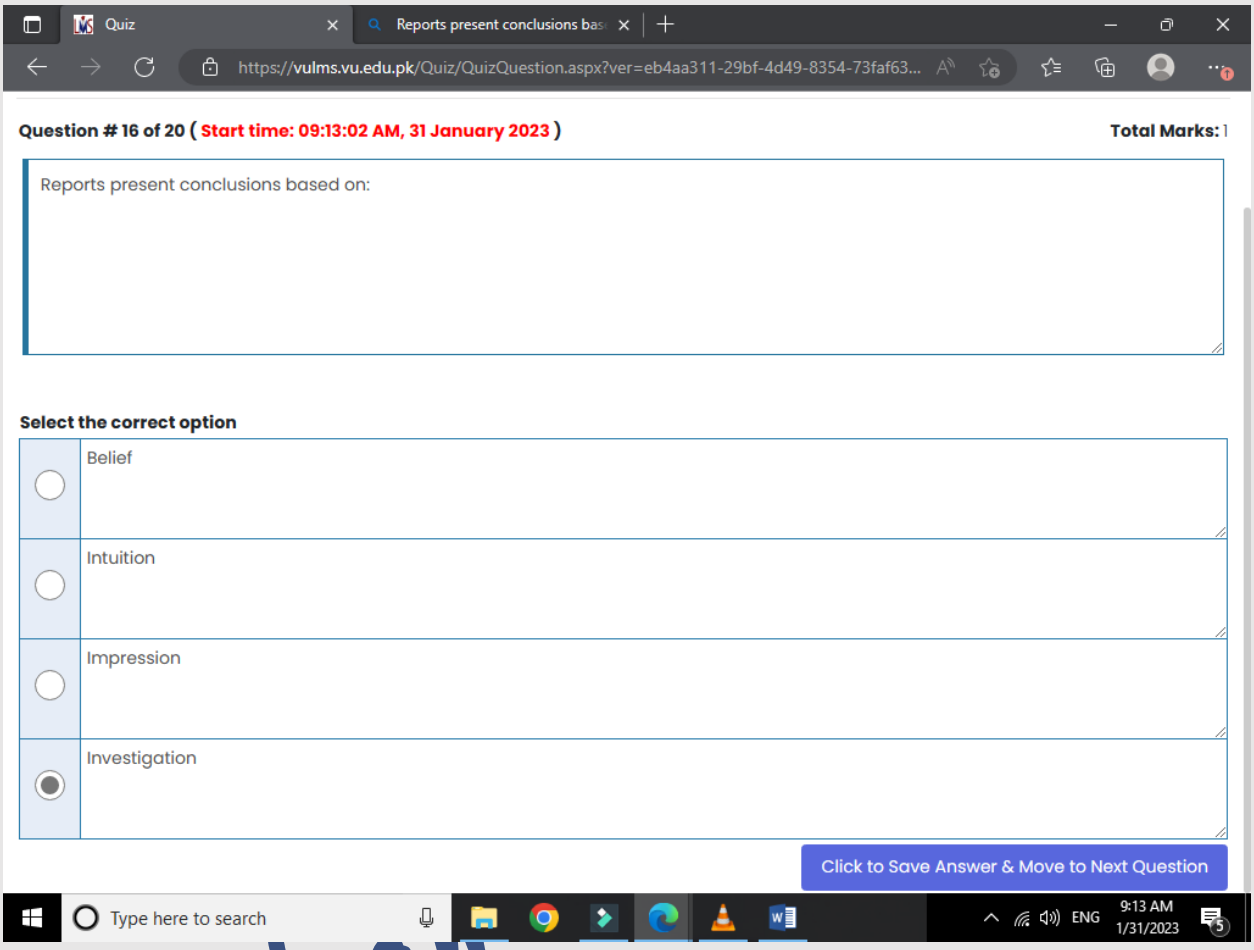
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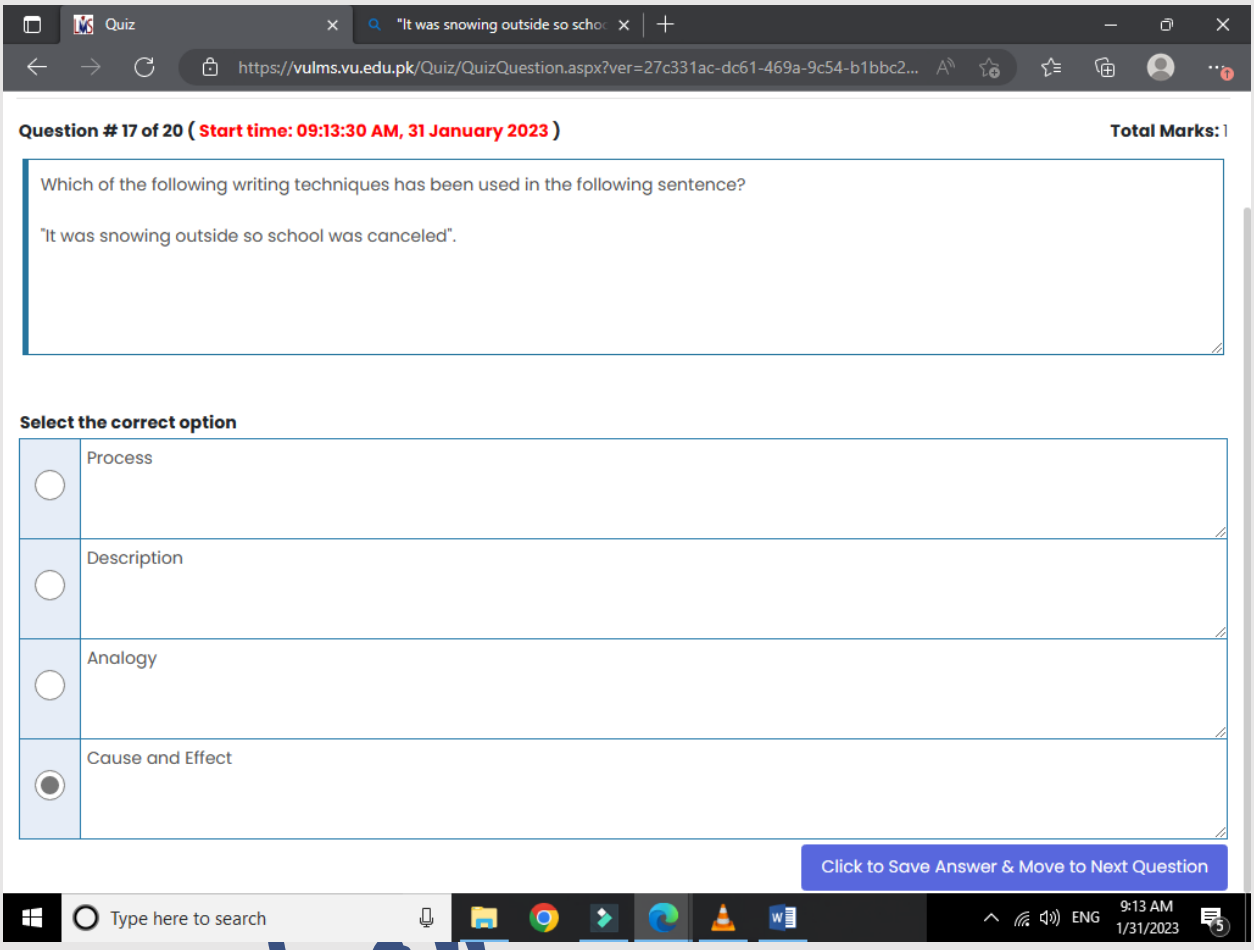
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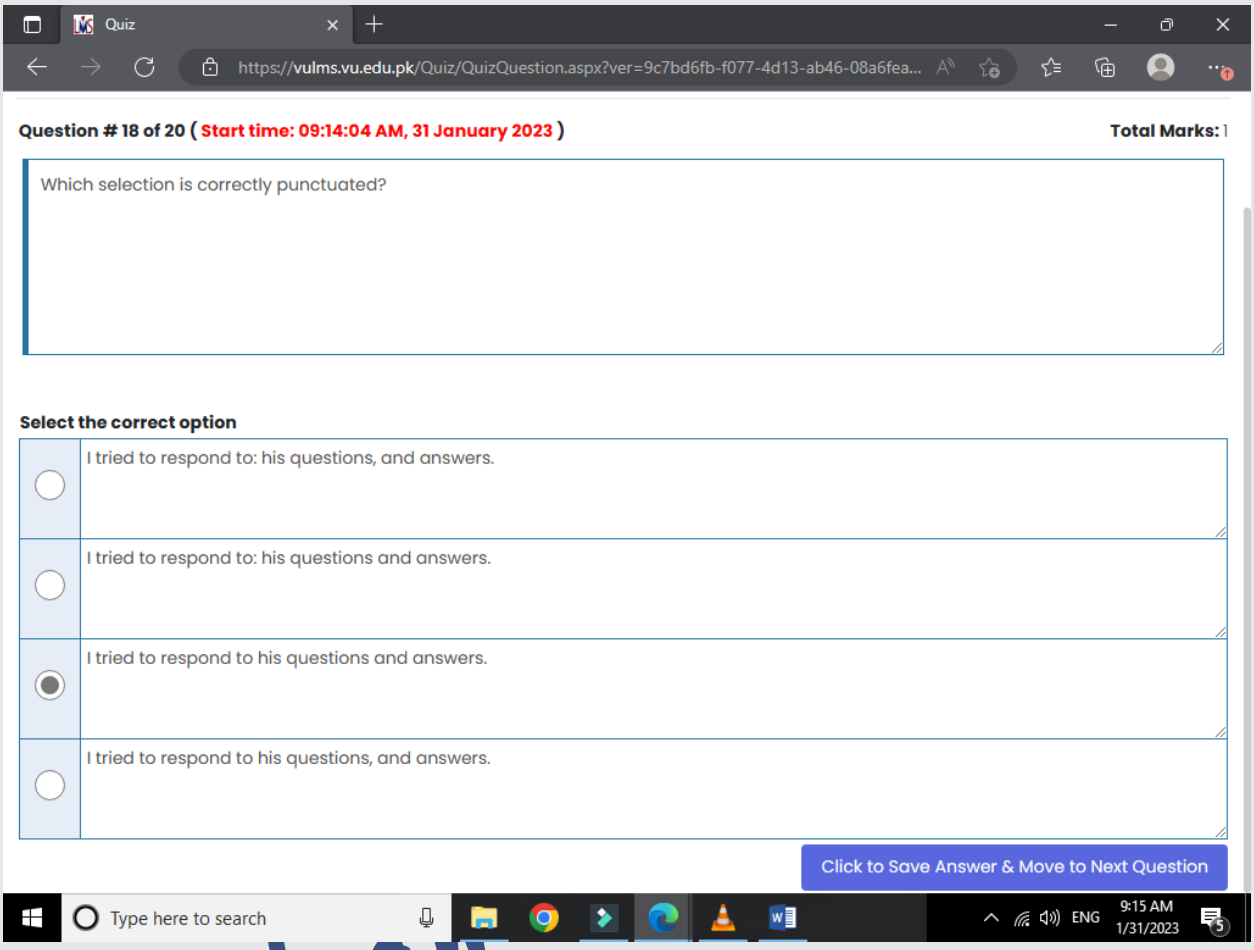
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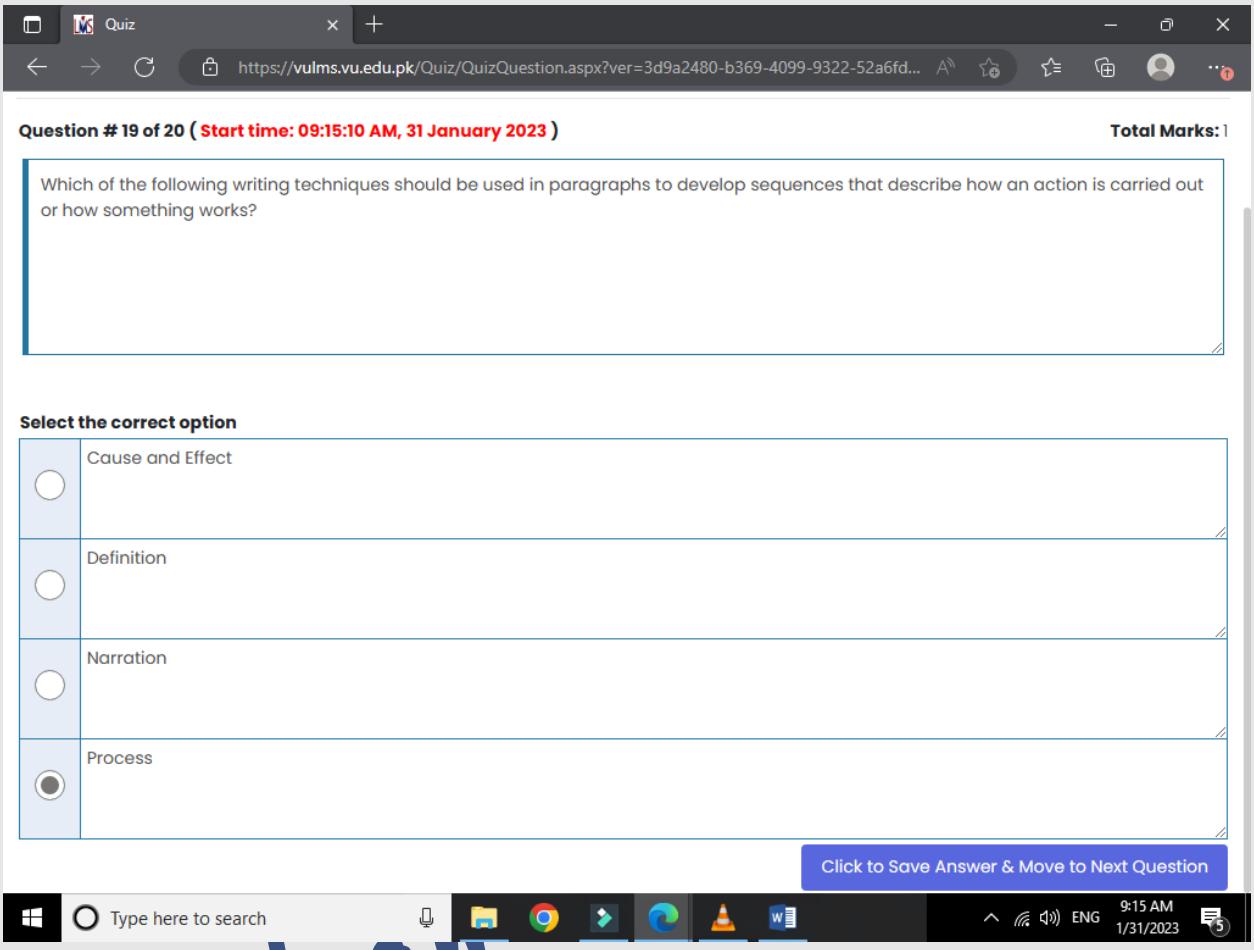
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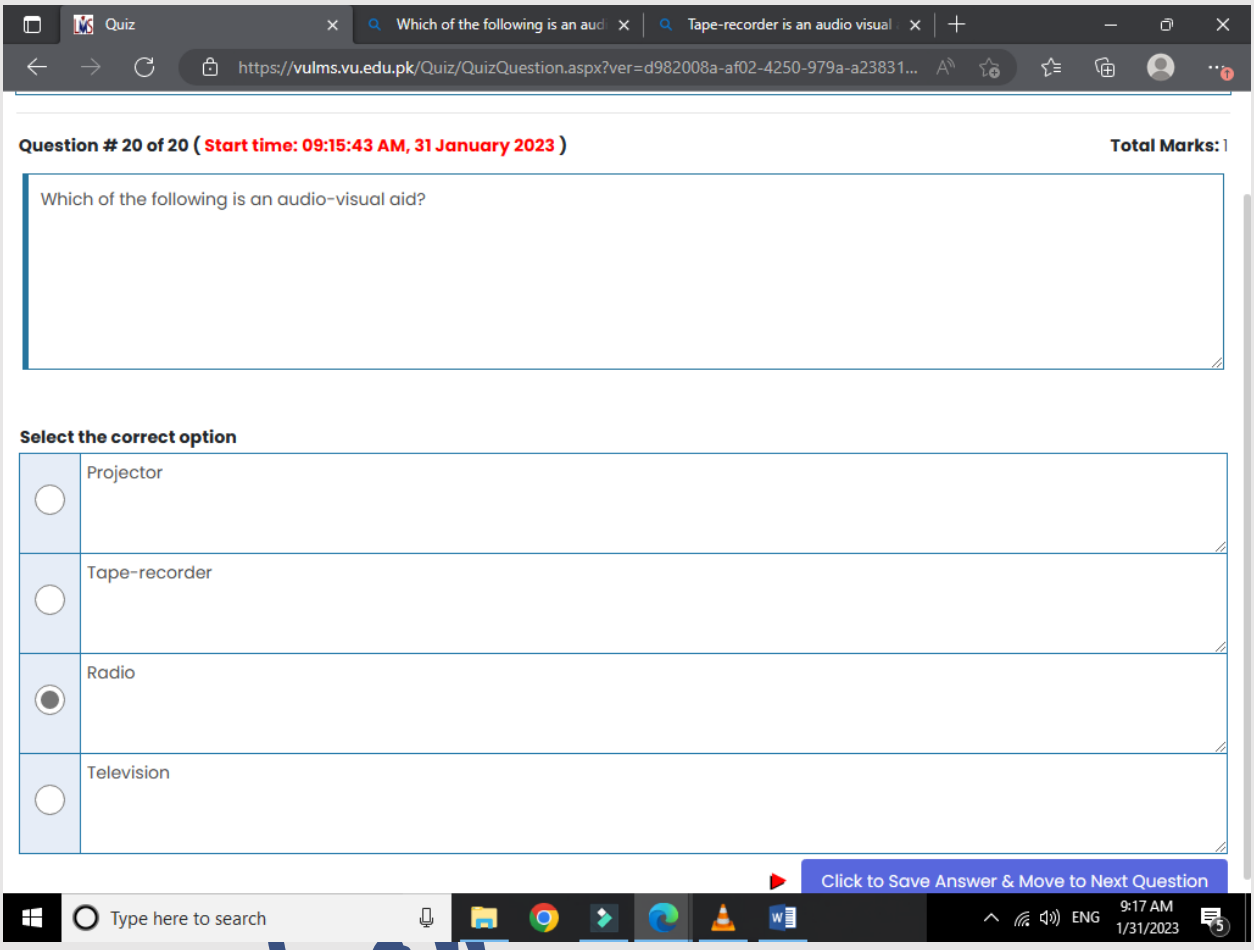
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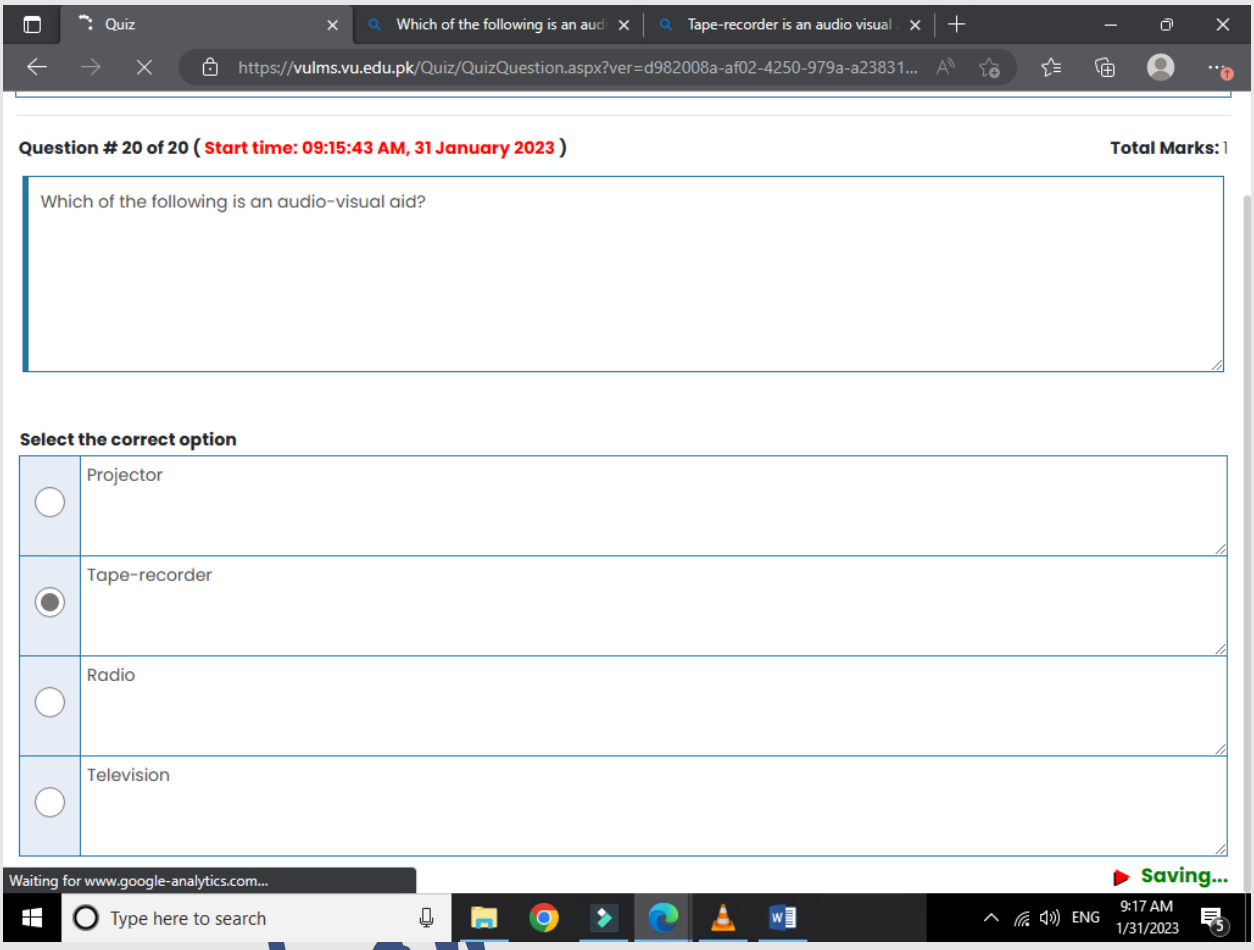
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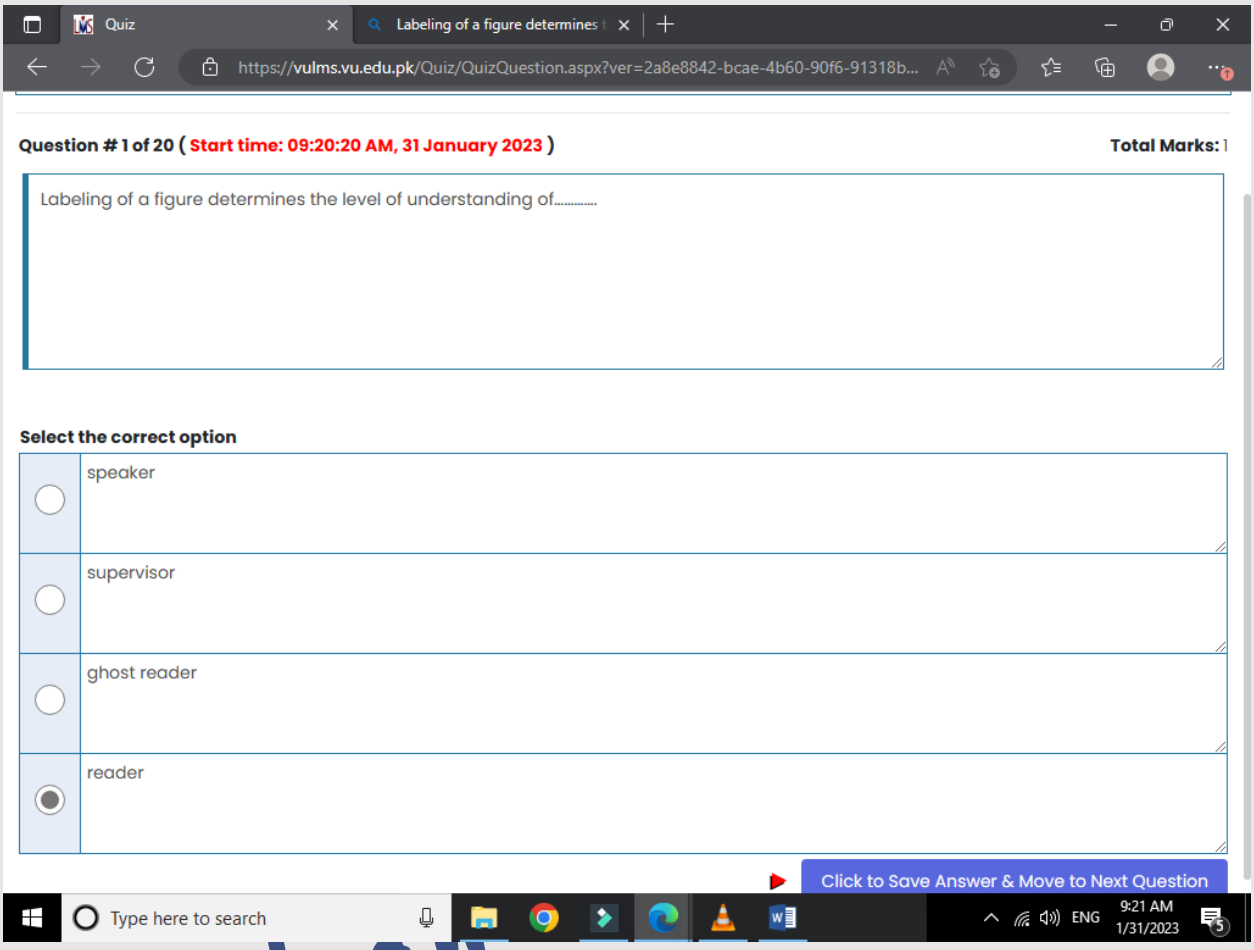
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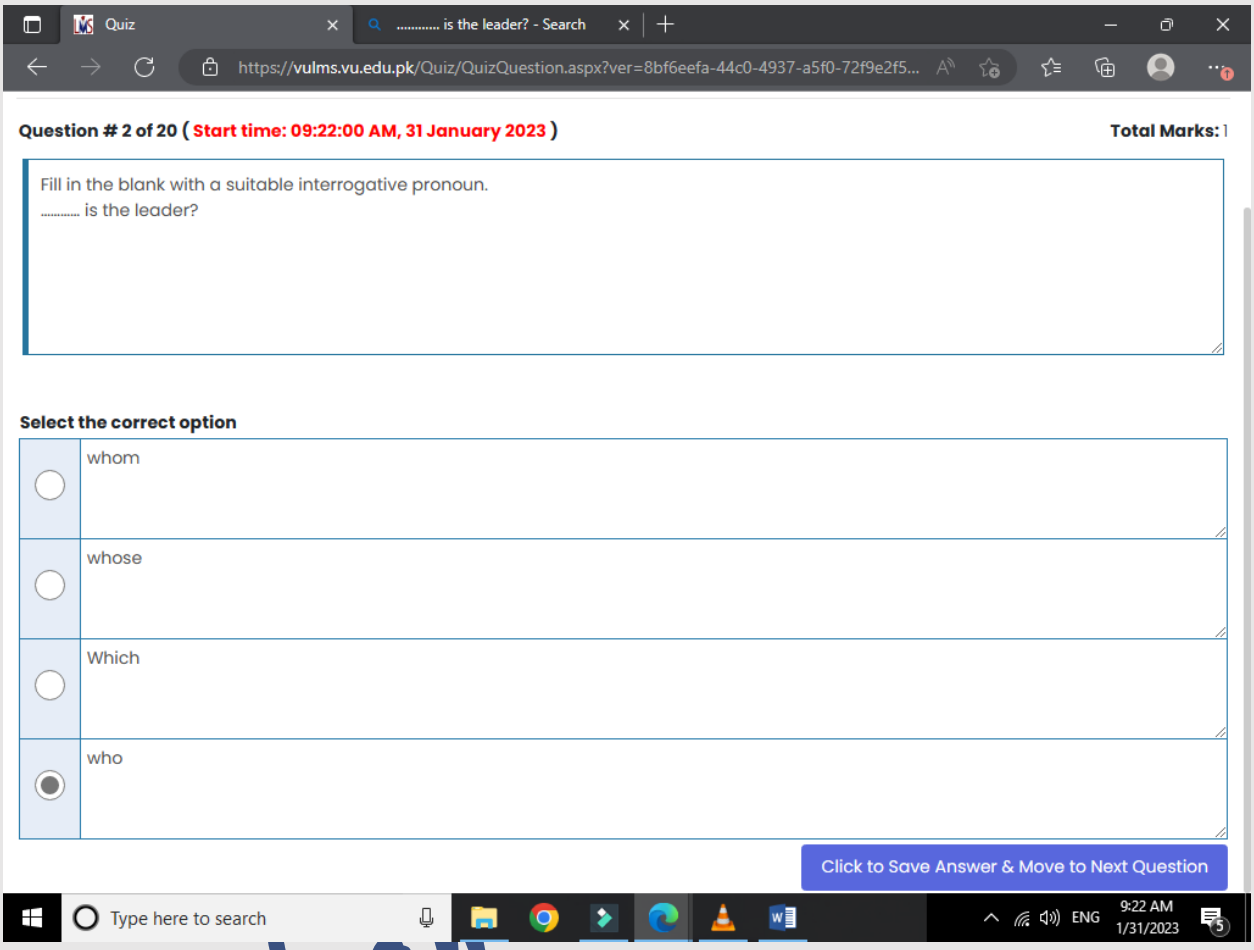
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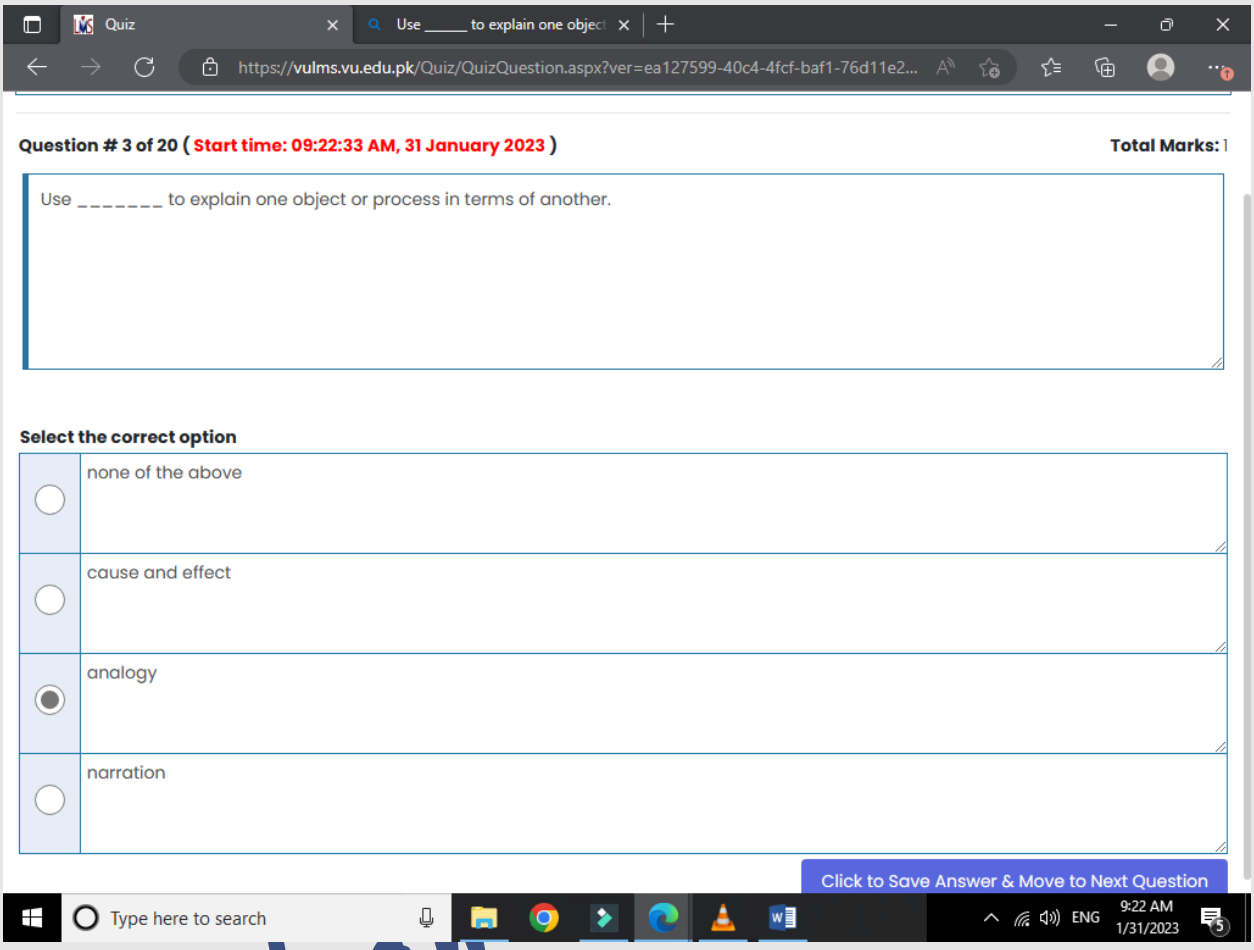
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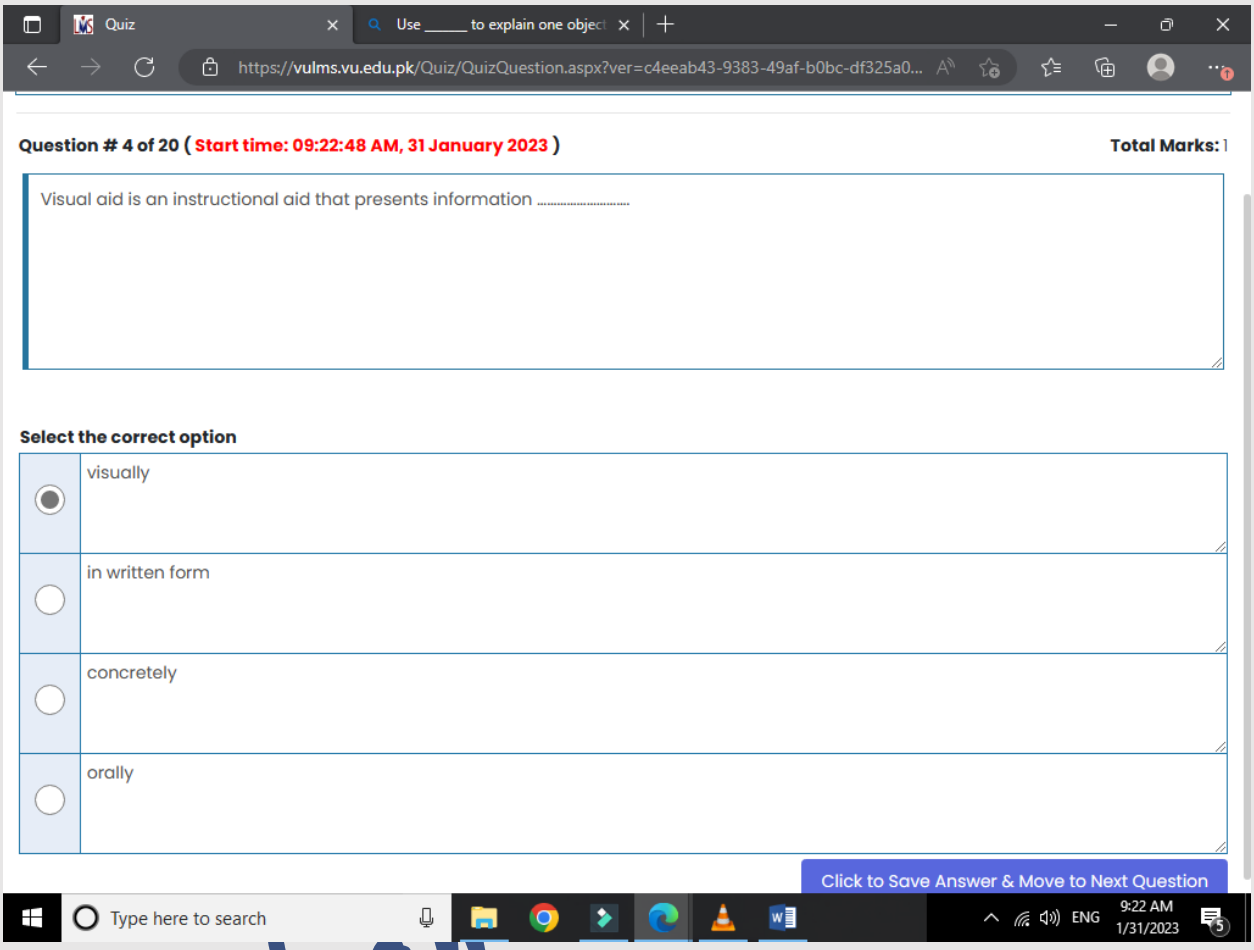
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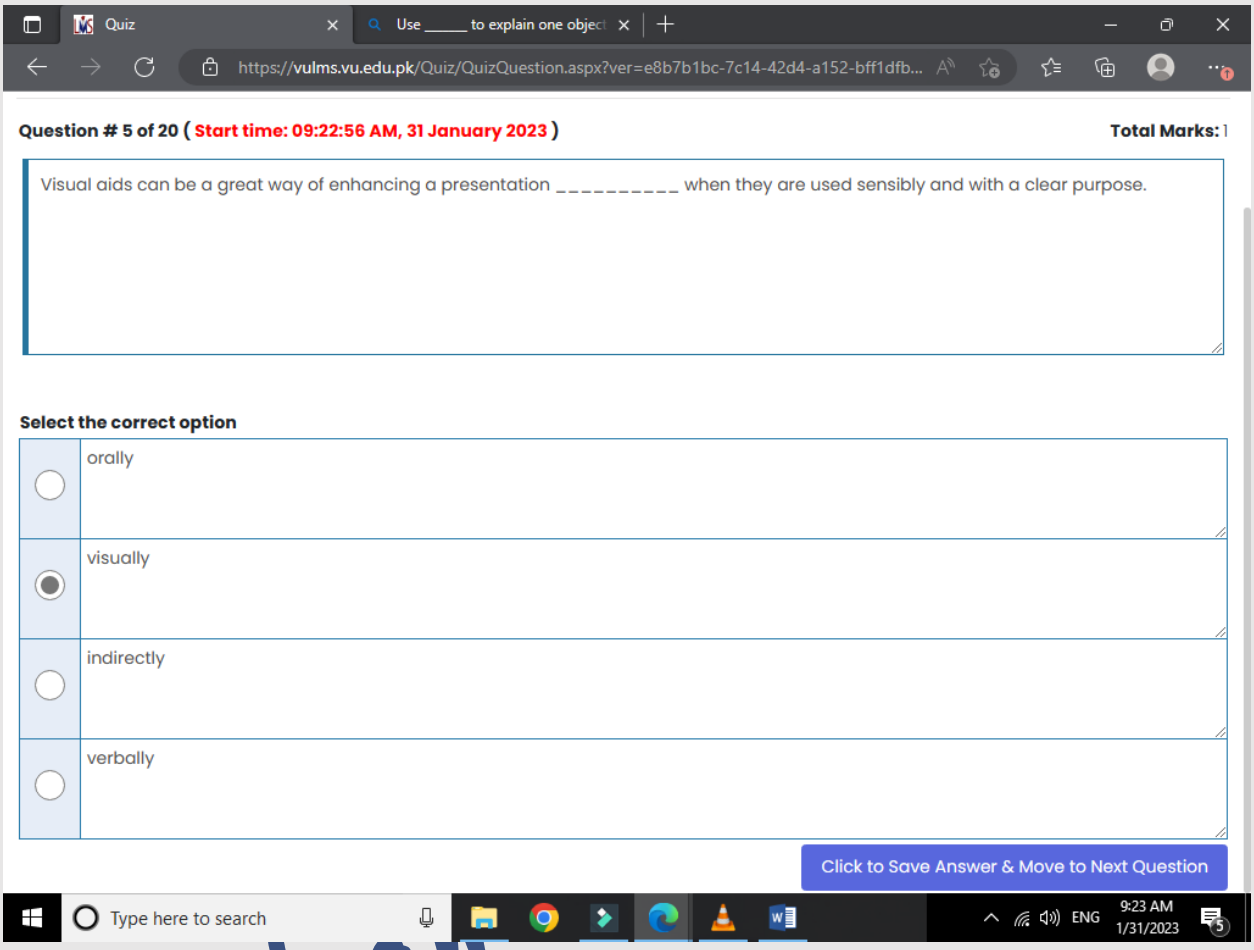
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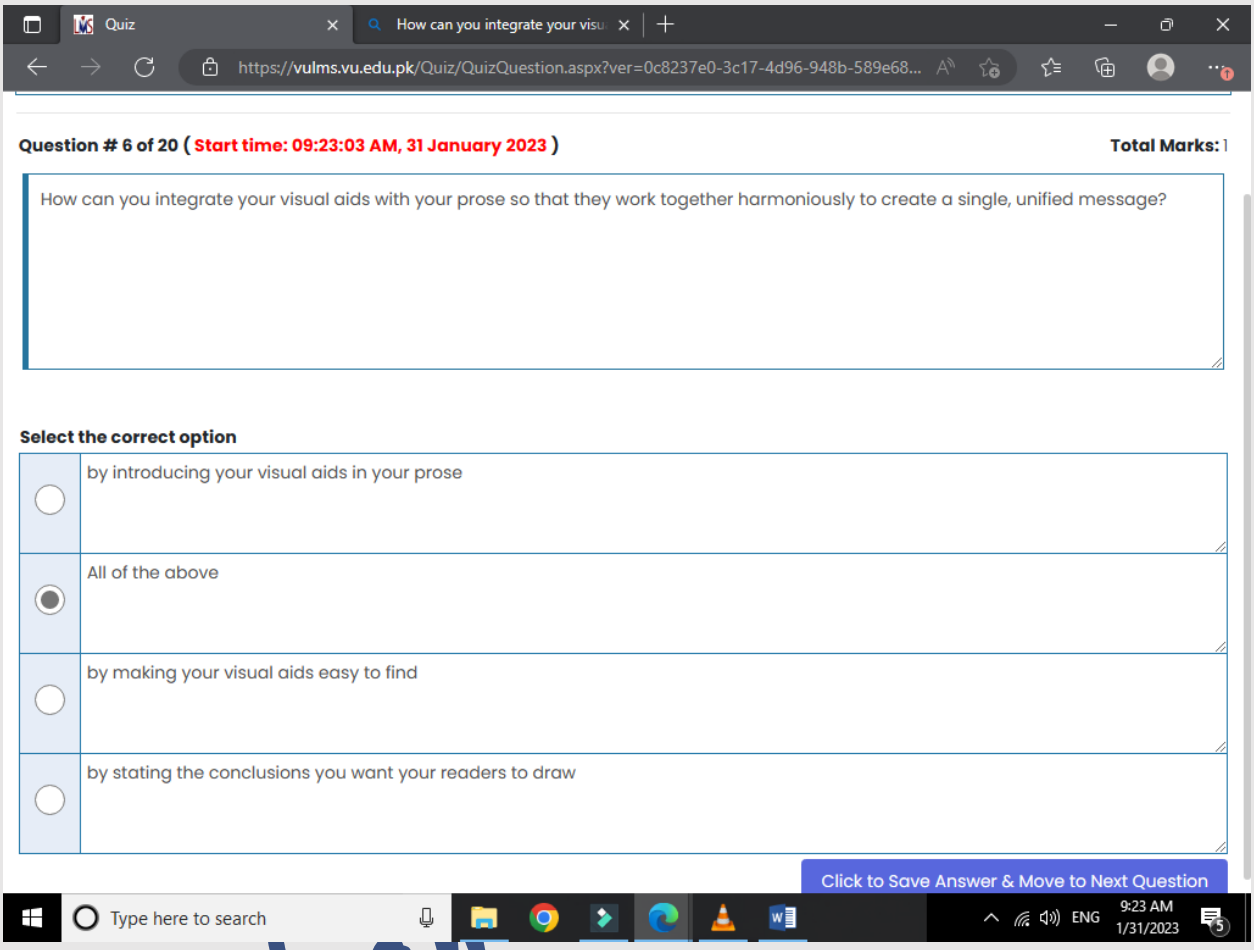
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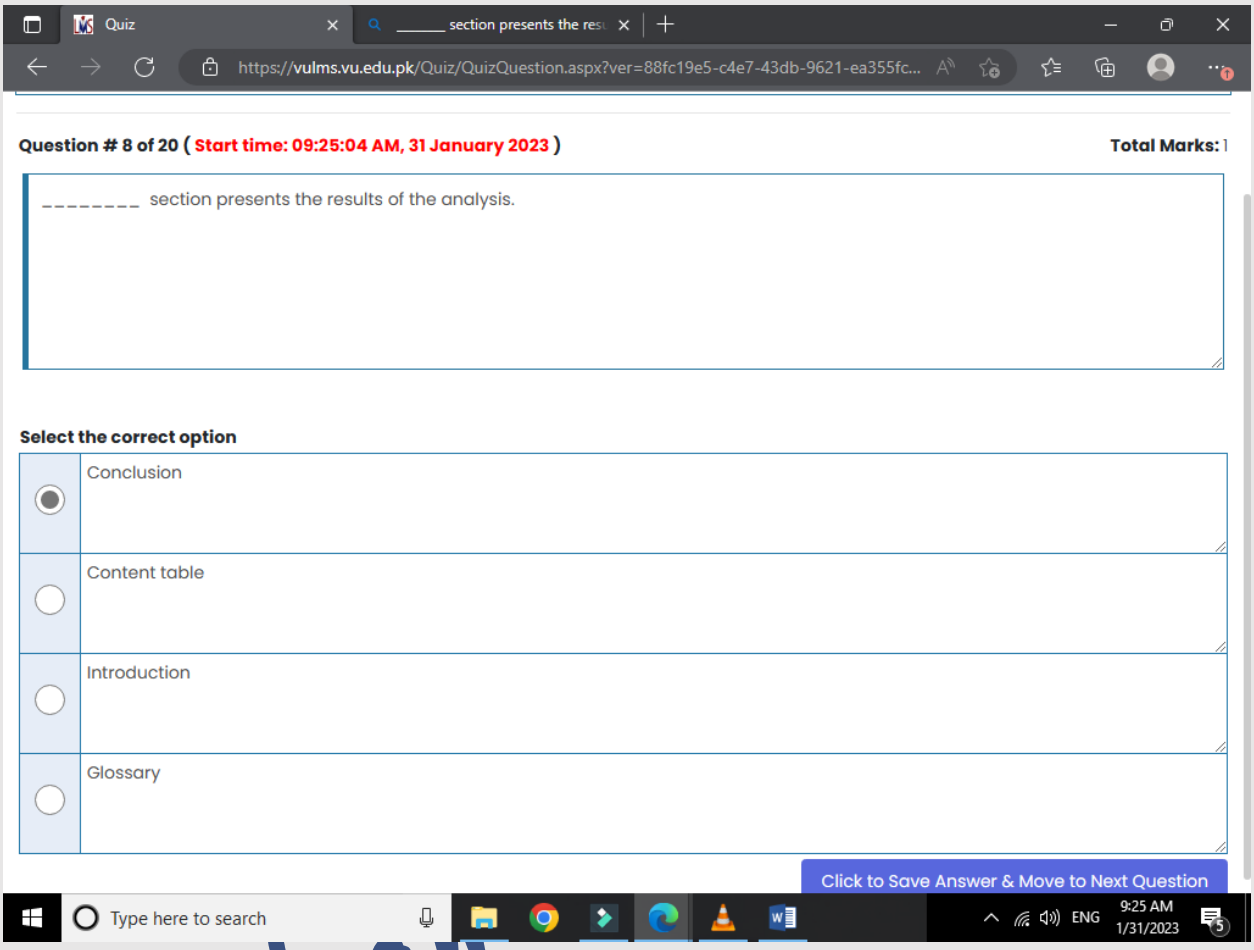
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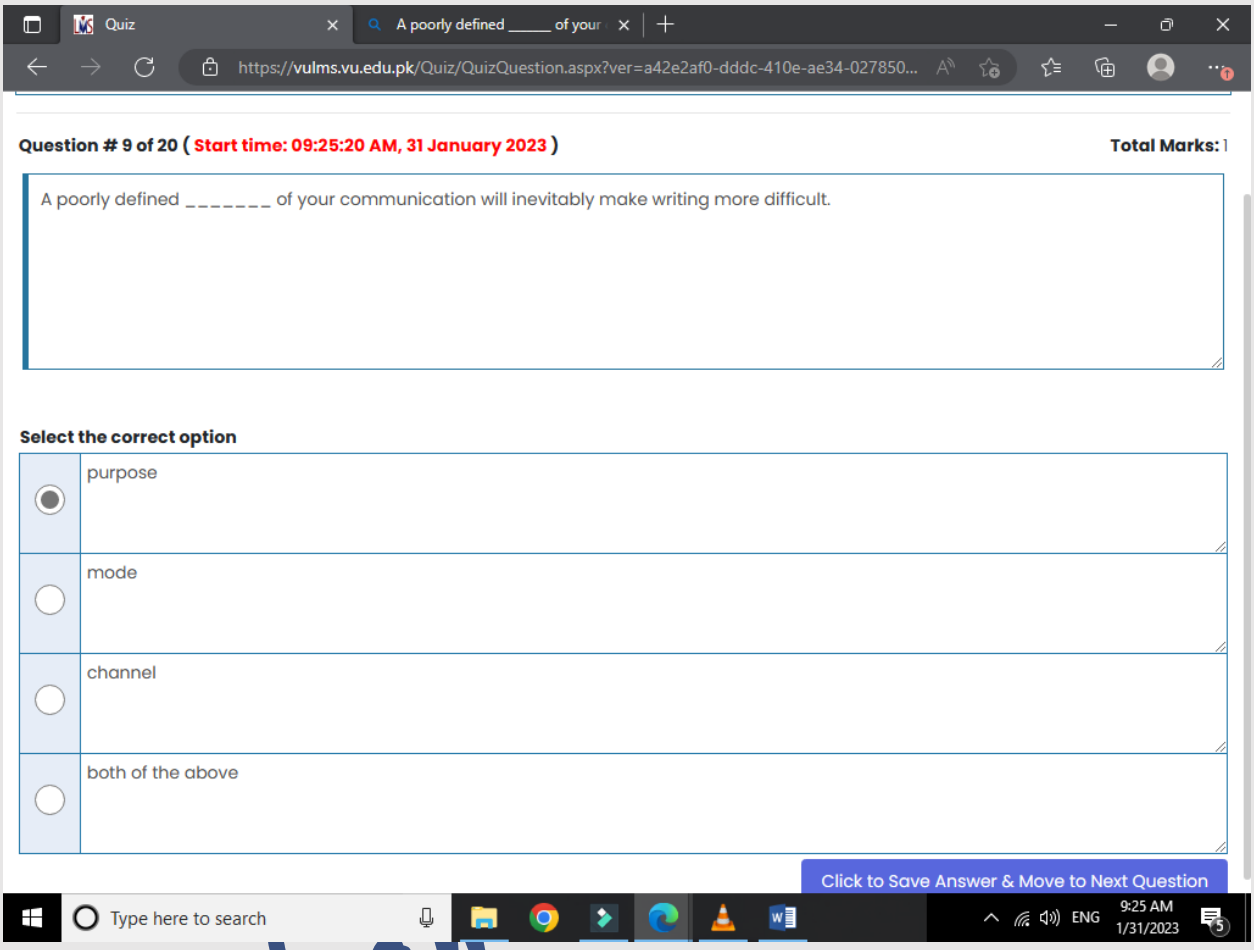
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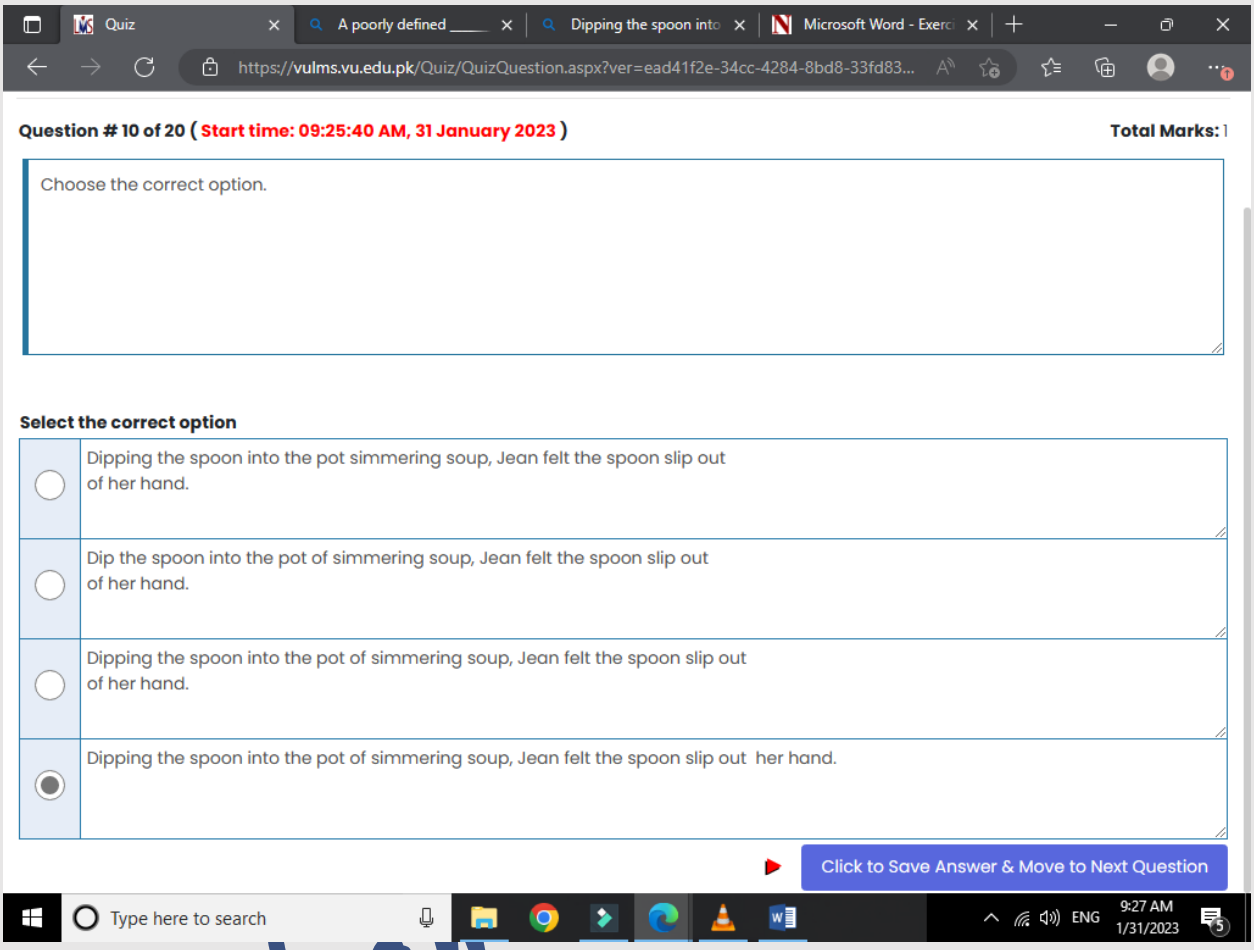
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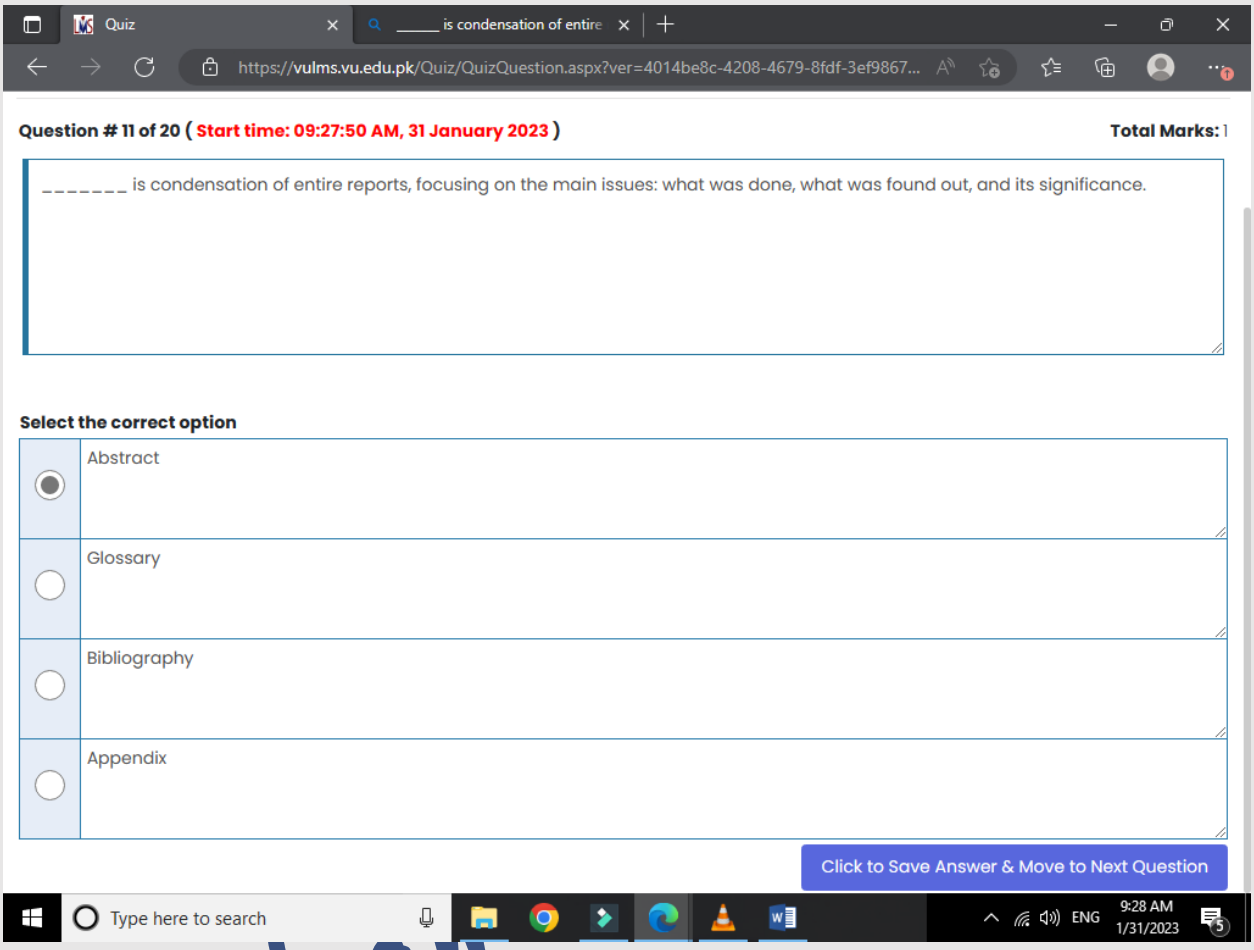
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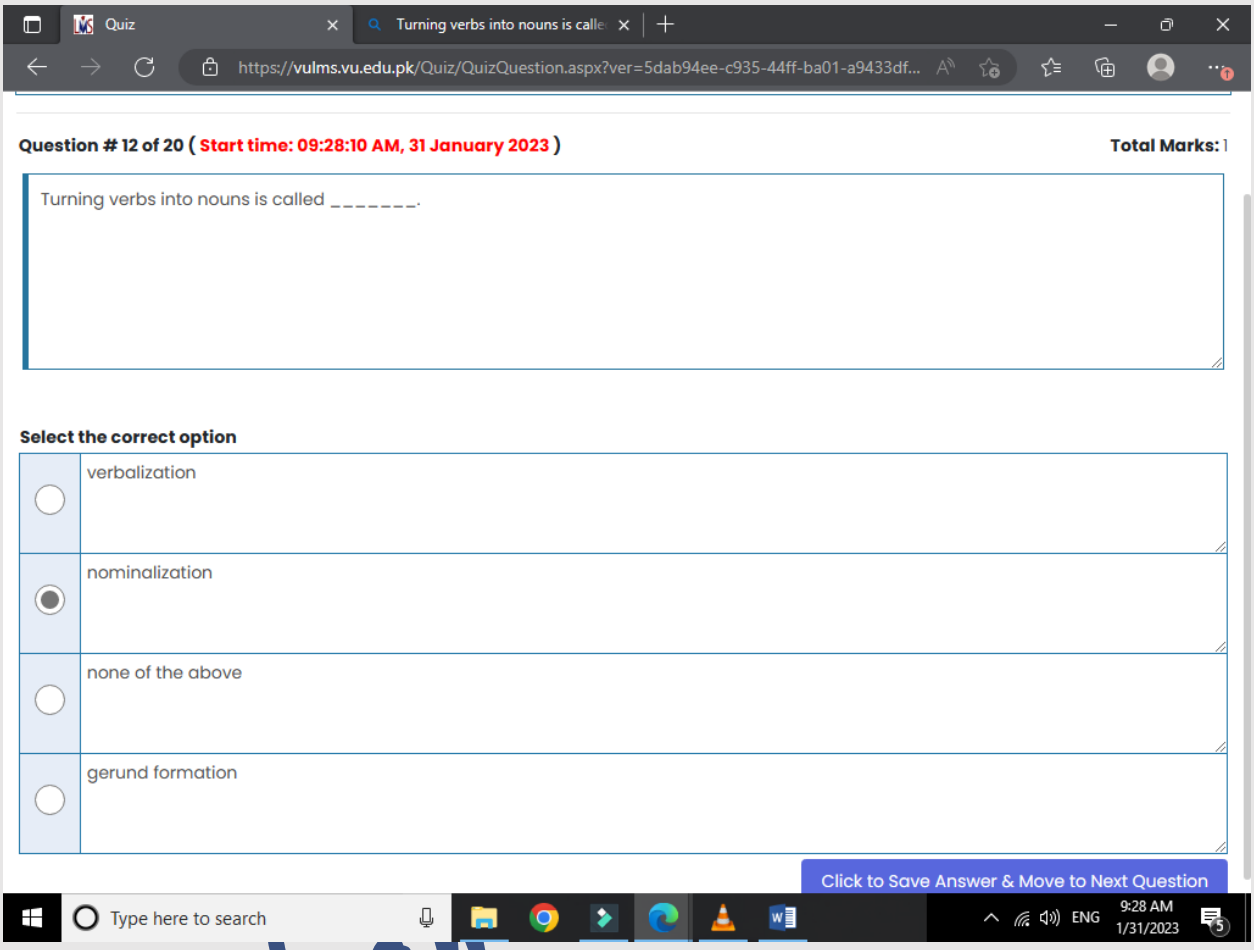
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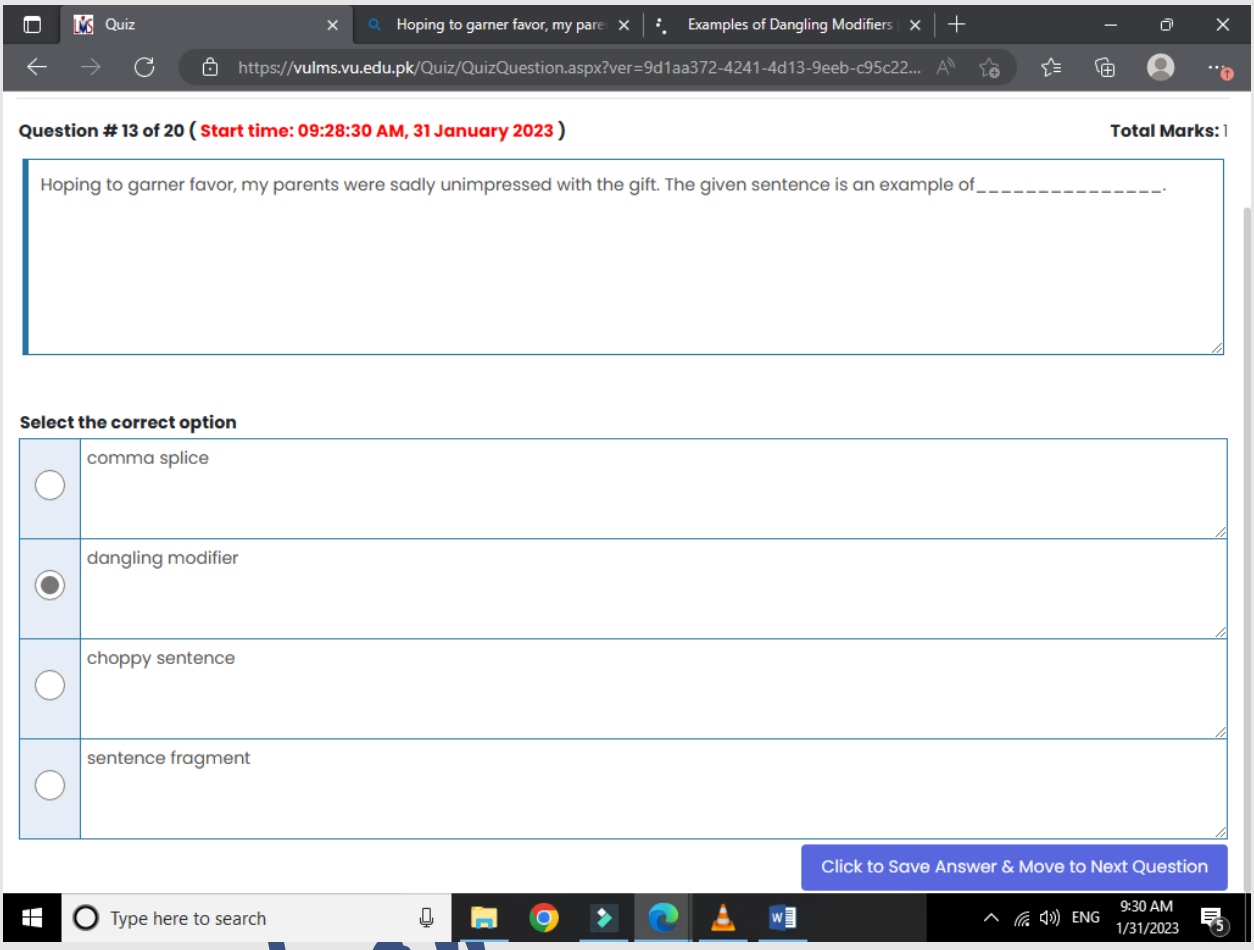
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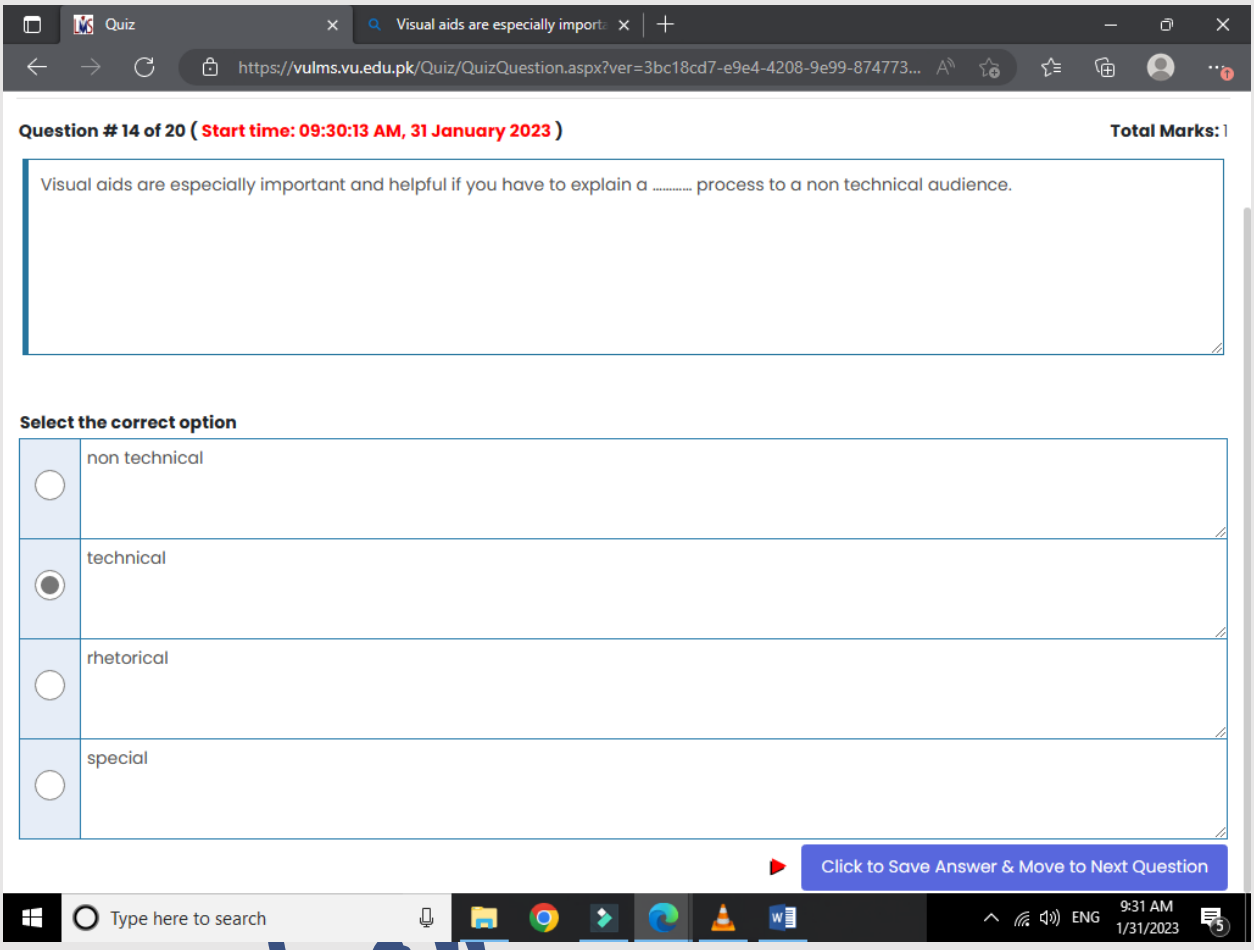
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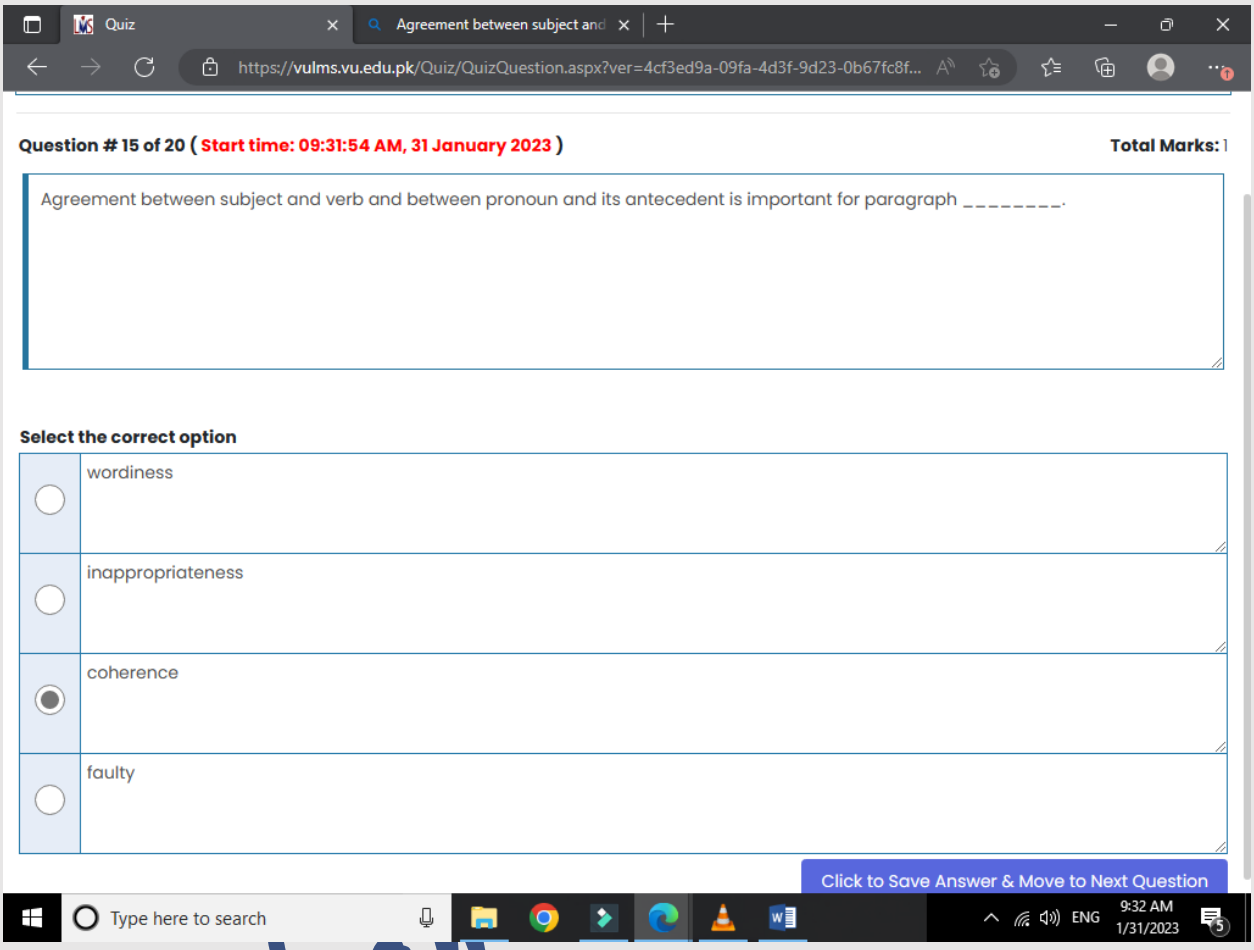
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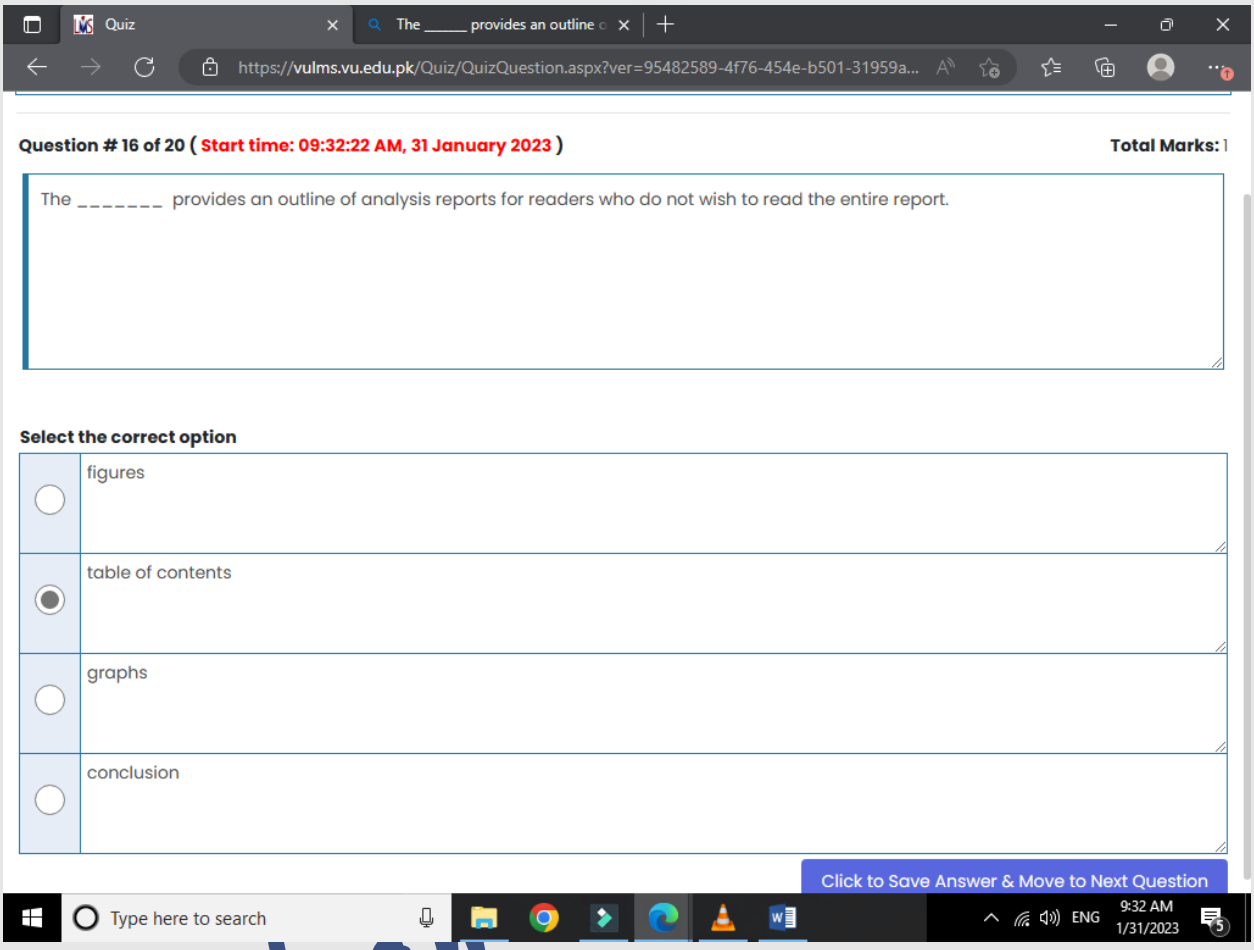
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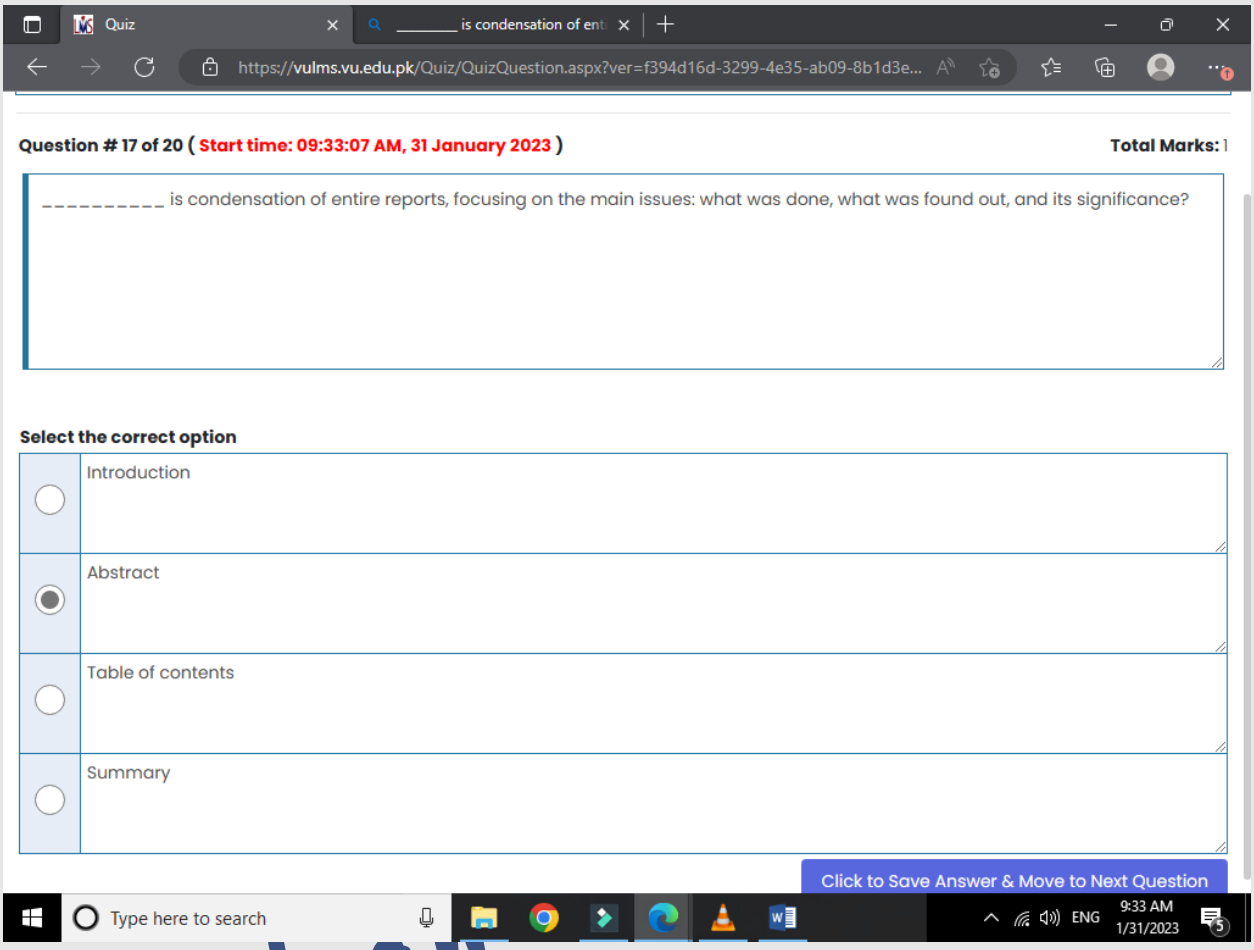
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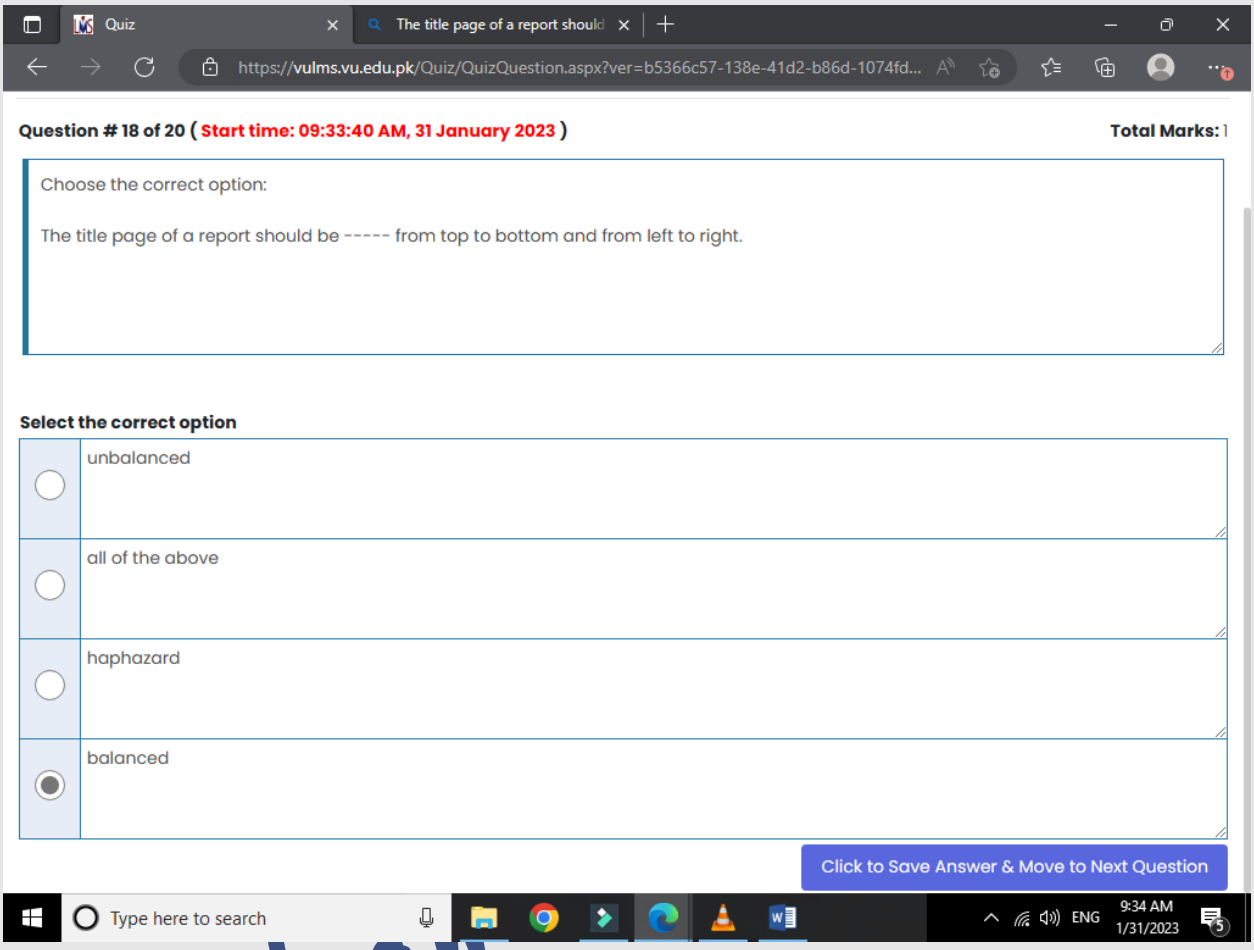
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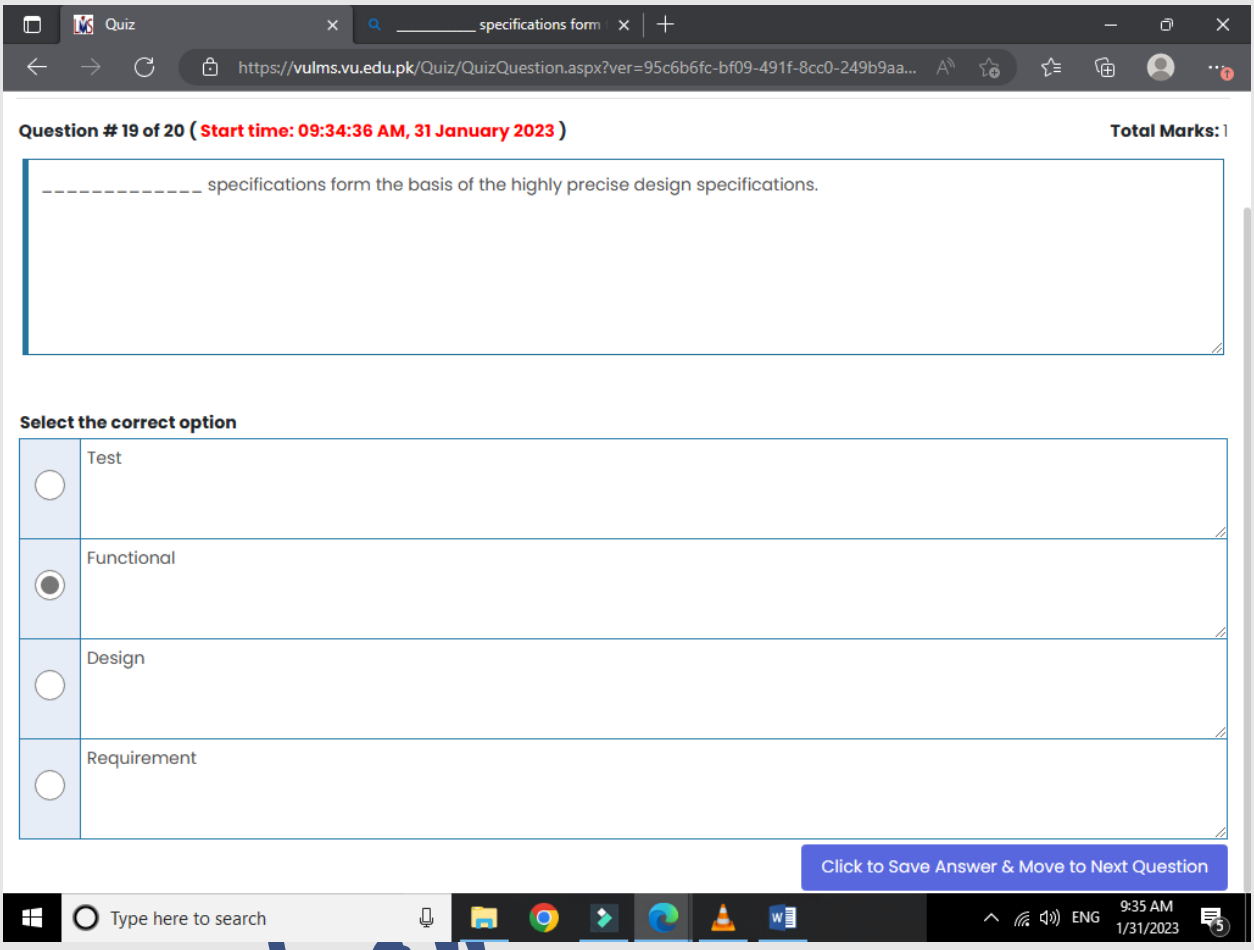
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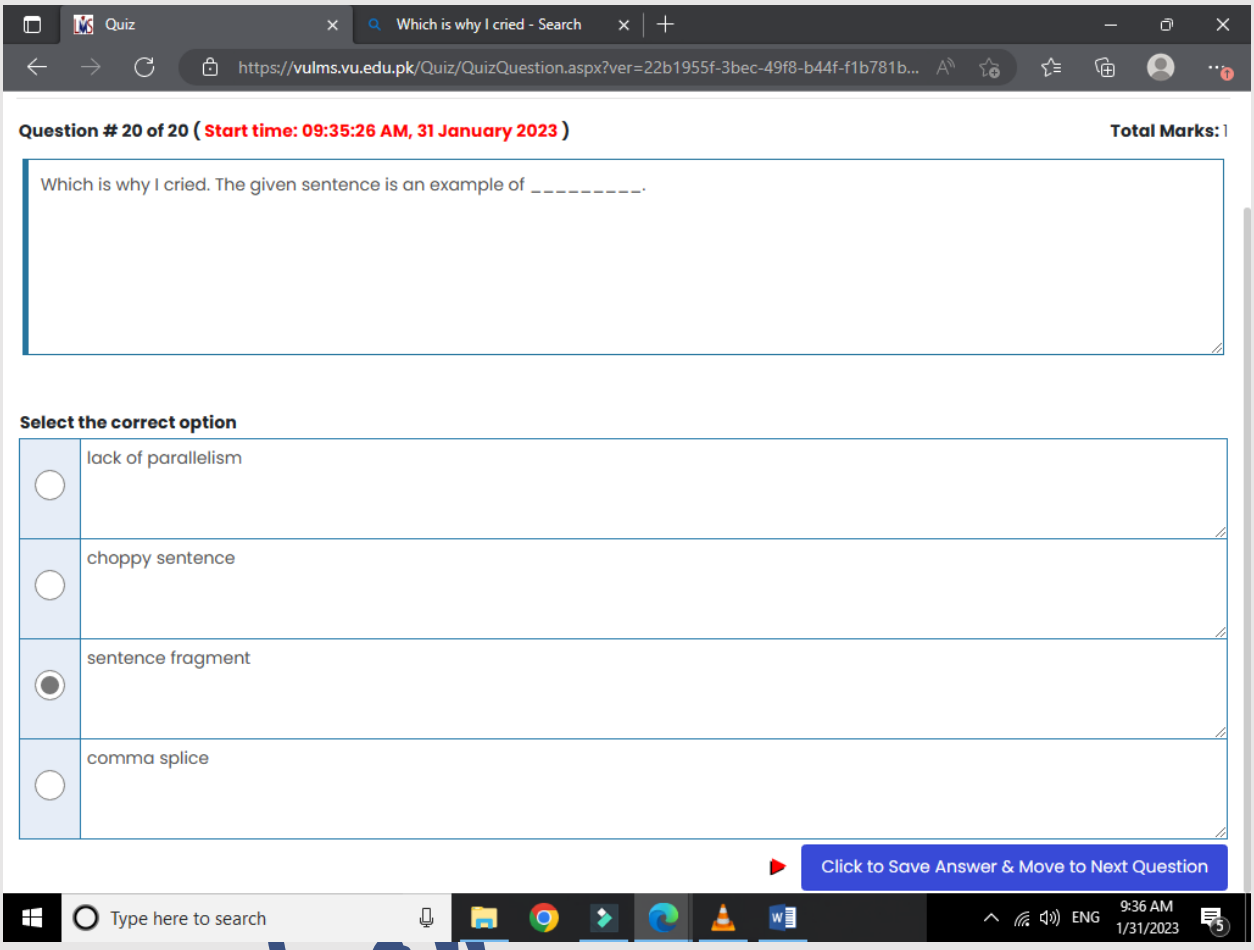
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Mahan

There is all are 100% right solved

But there is a little chance of any mistake

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Please If You find any mistake then also let us to Know

Muhammad Zaman

03044756496

JazakAllaH

Muhammad Zaman

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Student Info 5

ENG201

Quiz No.4 Spring 2023

Muhammad Zaman

0304-4756496

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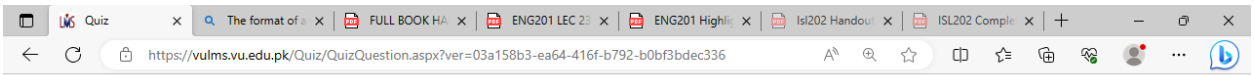
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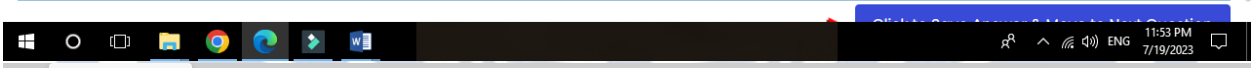


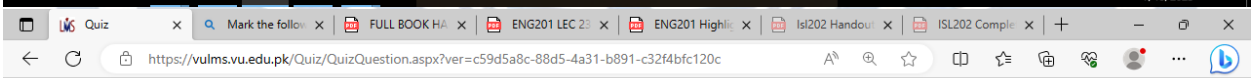
Question # 1 of 10 (Start time: 11:52:20 AM, 20 July 2023) **Total Marks:** 1

The format of a business plan should be tailored to suit its particular context.

Select the correct option

- ○ False
- ◉ True



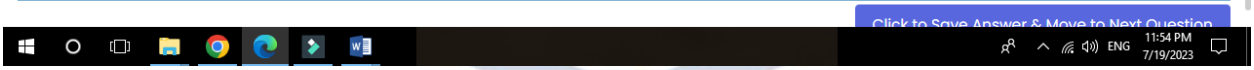


Question # 2 of 10 (Start time: 11:53:25 AM, 20 July 2023) **Total Marks:** 1

Mark the following statement as True or False.
The table of contents provides an outline of analysis reports for readers who do not wish to read the entire report.

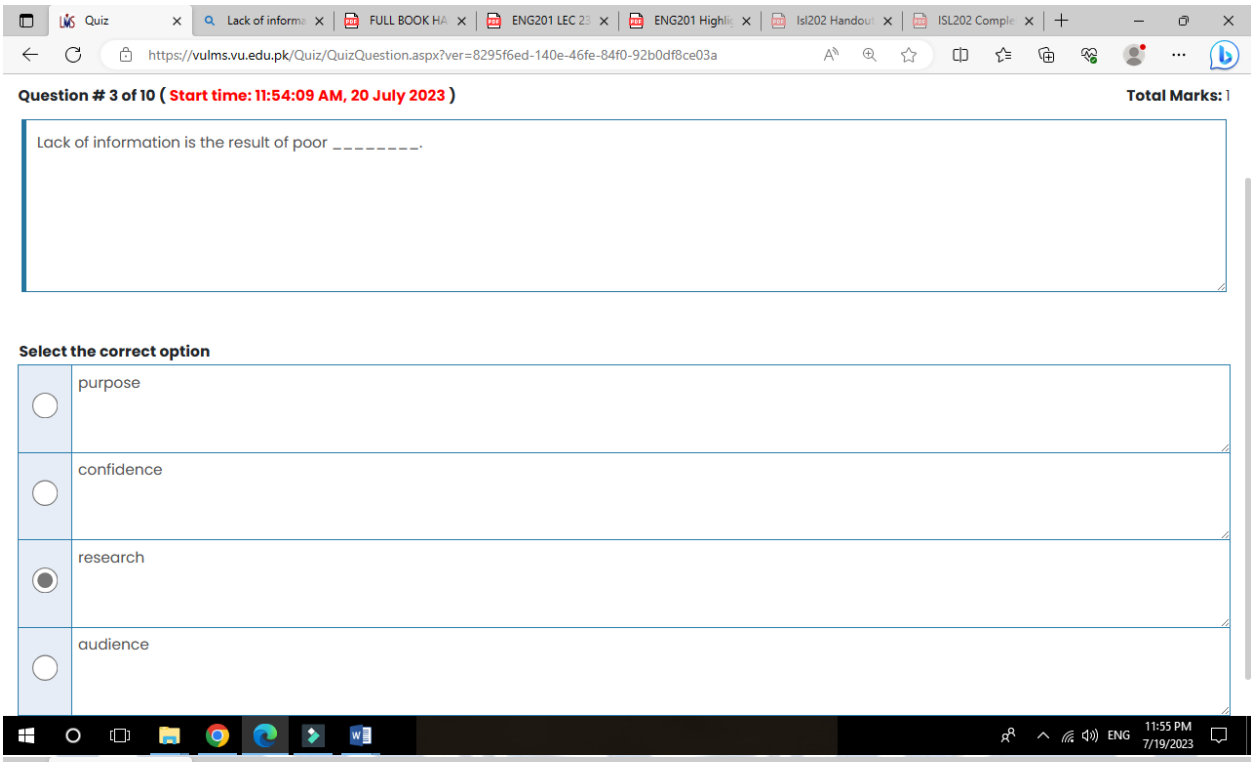
Select the correct option

- ◉ True
- ○ False



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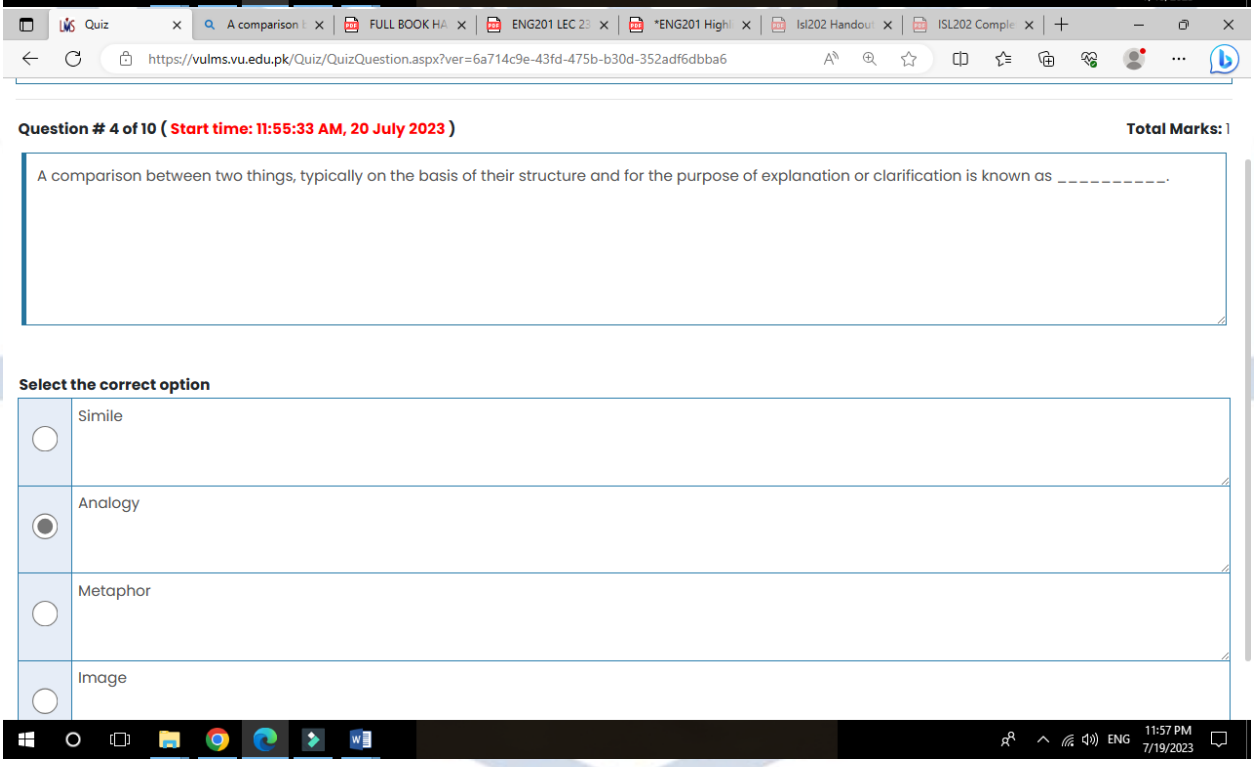
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Question # 3 of 10 (Start time: 11:54:09 AM, 20 July 2023) **Total Marks:** 1

Lack of information is the result of poor _____.

Select the correct option

- purpose
- confidence
- research
- audience



Quiz | A comparison t | FULL BOOK HA | ENG201 LEC 23 | *ENG201 Highl | Isl202 Handout | ISL202 Comple

https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=6a714c9e-43fd-475b-b30d-352adf6dbba6

Question # 4 of 10 (Start time: 11:55:33 AM, 20 July 2023) **Total Marks:** 1

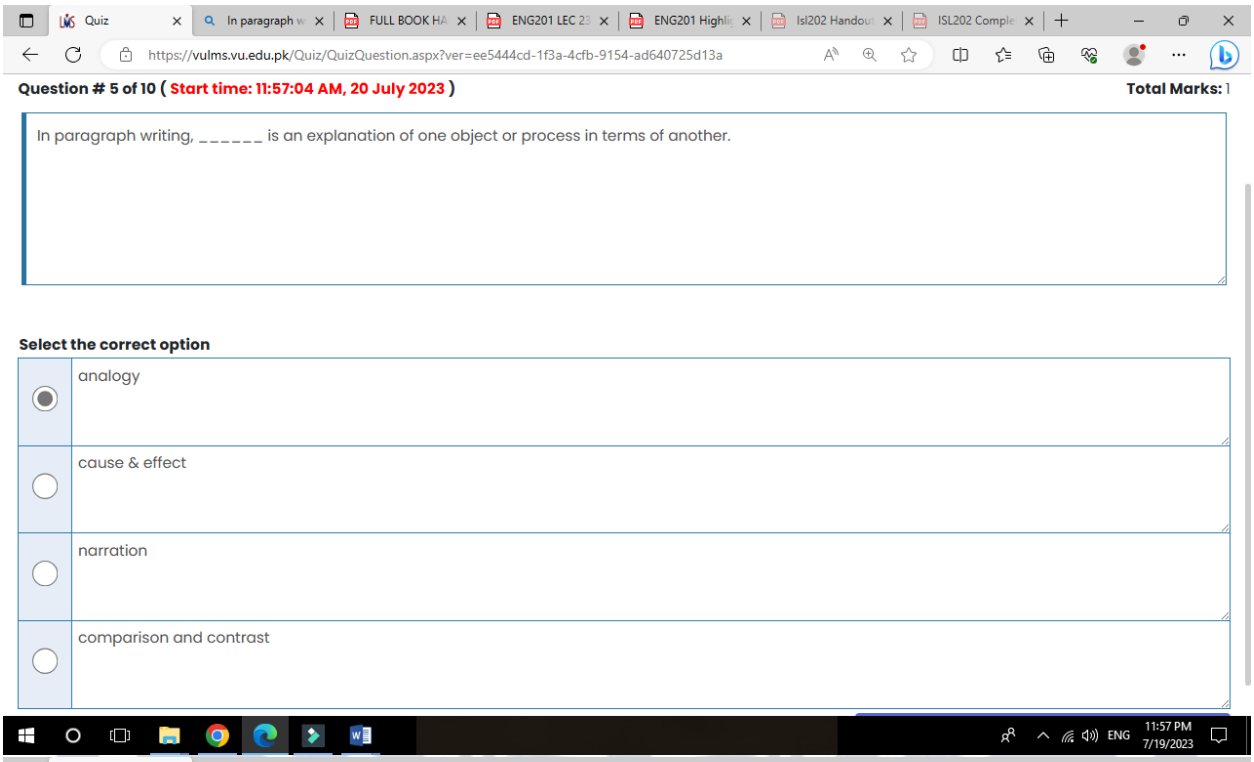
A comparison between two things, typically on the basis of their structure and for the purpose of explanation or clarification is known as _____.

Select the correct option

- Simile
- Analogy
- Metaphor
- Image

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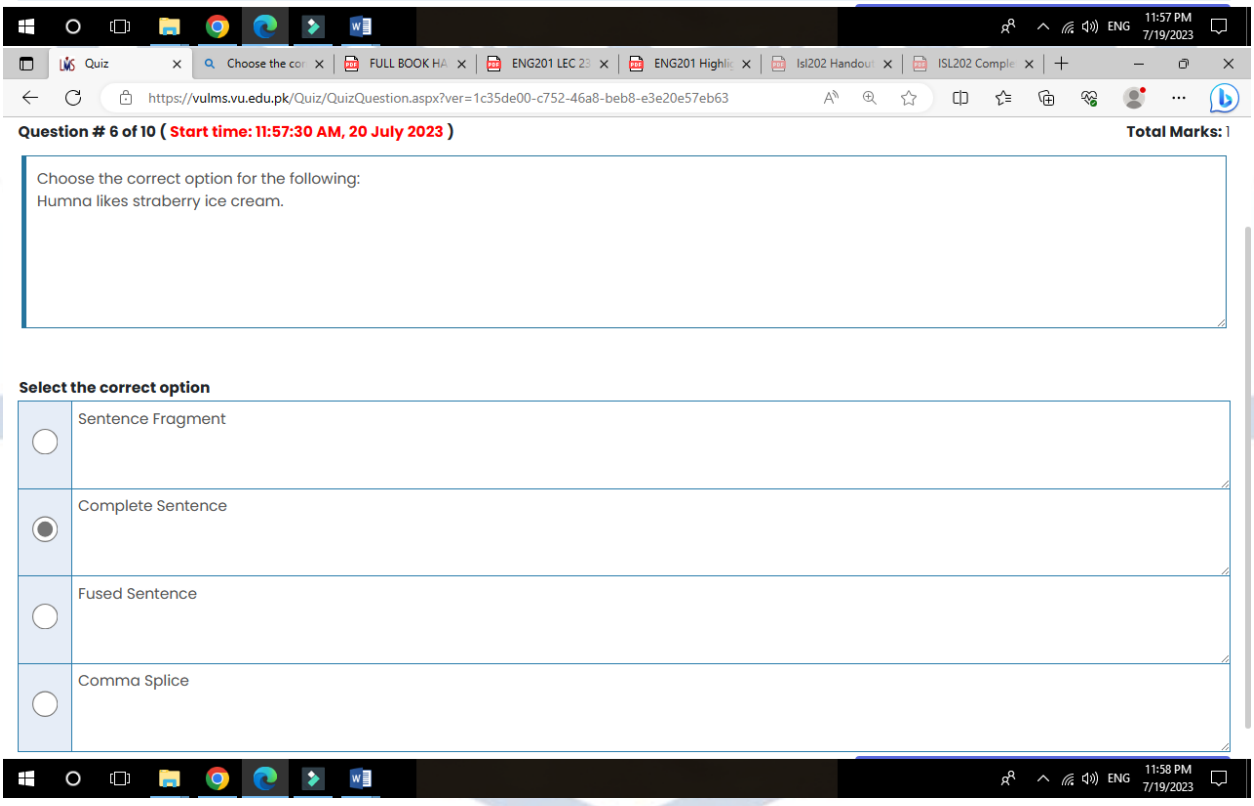


Question # 5 of 10 (Start time: 11:57:04 AM, 20 July 2023) Total Marks: 1

In paragraph writing, _____ is an explanation of one object or process in terms of another.

Select the correct option

- analogy
- cause & effect
- narration
- comparison and contrast



Question # 6 of 10 (Start time: 11:57:30 AM, 20 July 2023) Total Marks: 1

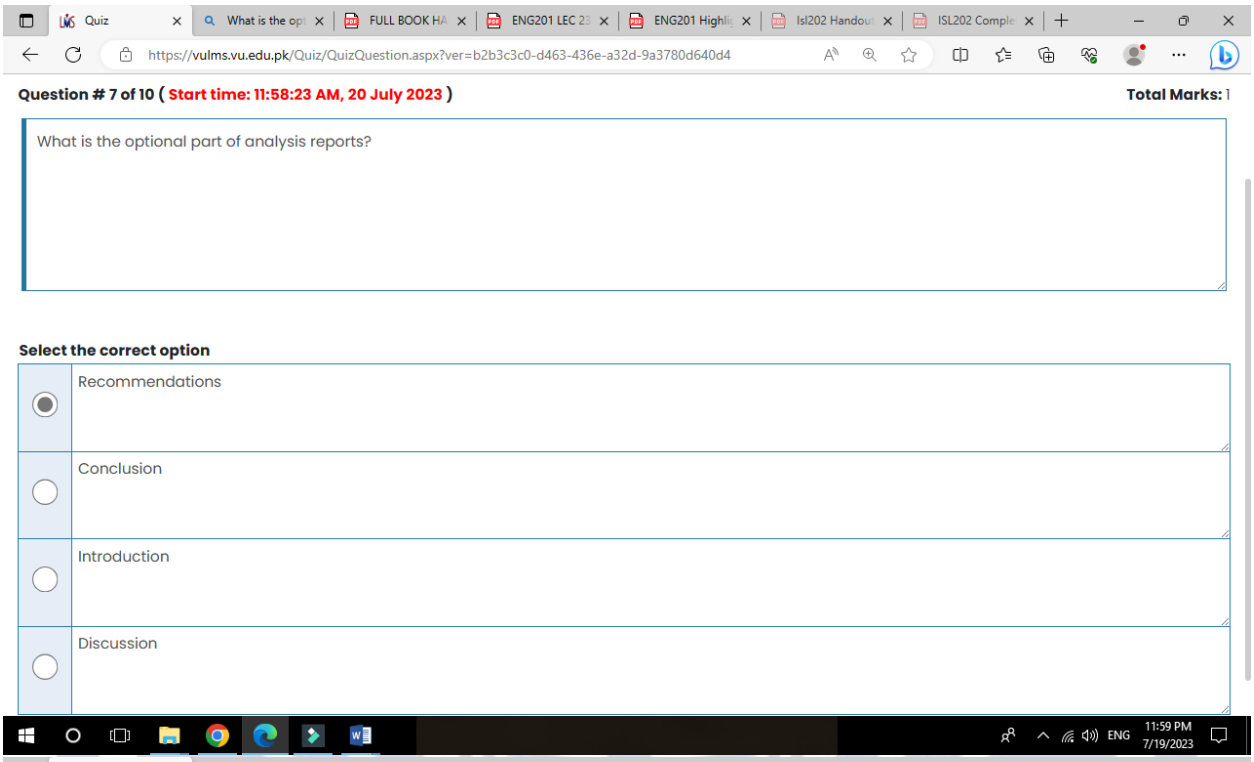
Choose the correct option for the following:
Humna likes straberry ice cream.

Select the correct option

- Sentence Fragment
- Complete Sentence
- Fused Sentence
- Comma Splice

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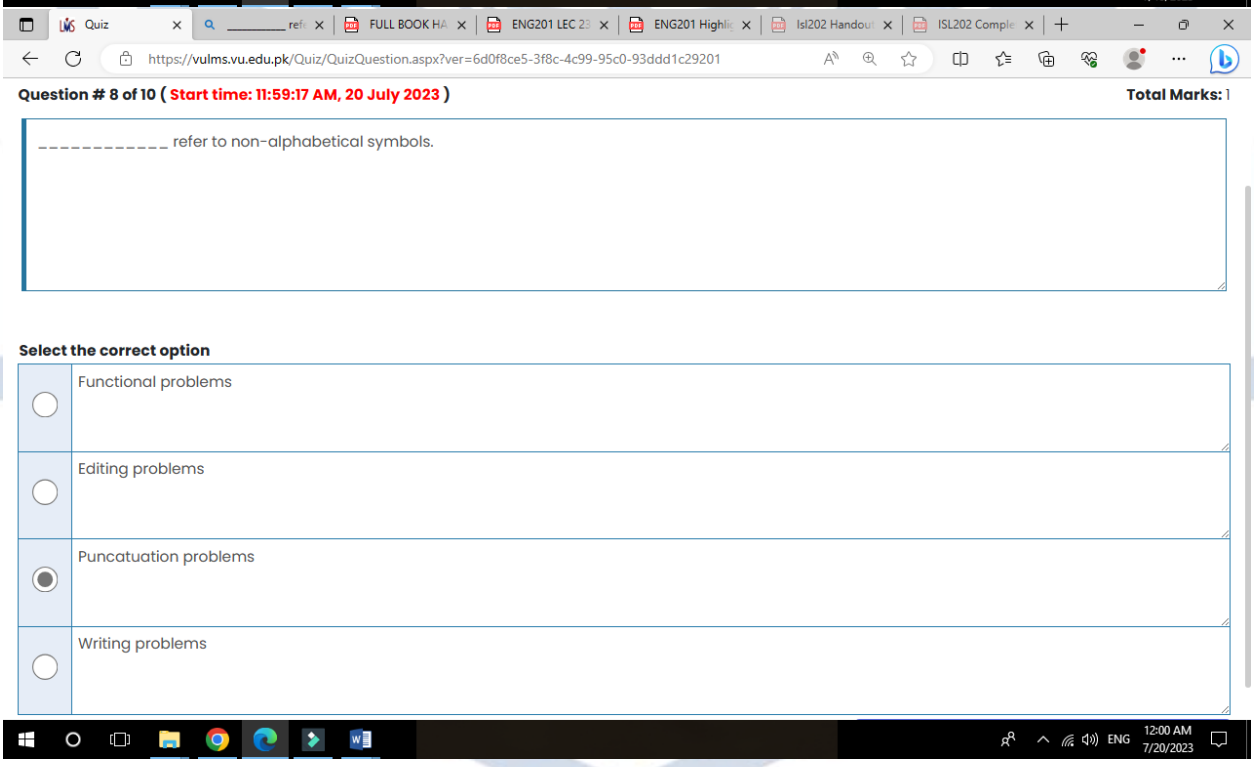


Question # 7 of 10 (Start time: 11:58:23 AM, 20 July 2023) Total Marks: 1

What is the optional part of analysis reports?

Select the correct option

- (●) Recommendations
- ( ) Conclusion
- ( ) Introduction
- ( ) Discussion



Question # 8 of 10 (Start time: 11:59:17 AM, 20 July 2023) Total Marks: 1

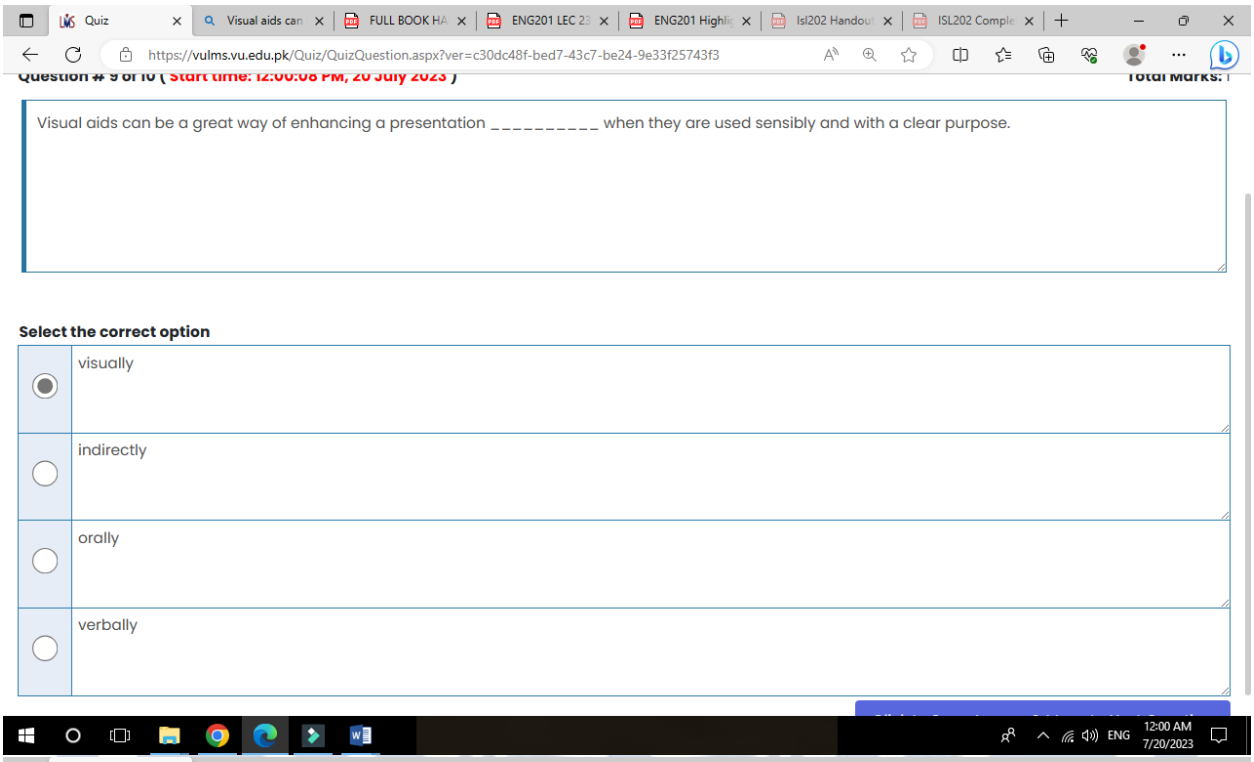
_____ refer to non-alphabetical symbols.

Select the correct option

- ( ) Functional problems
- ( ) Editing problems
- (●) Puncatuation problems
- ( ) Writing problems

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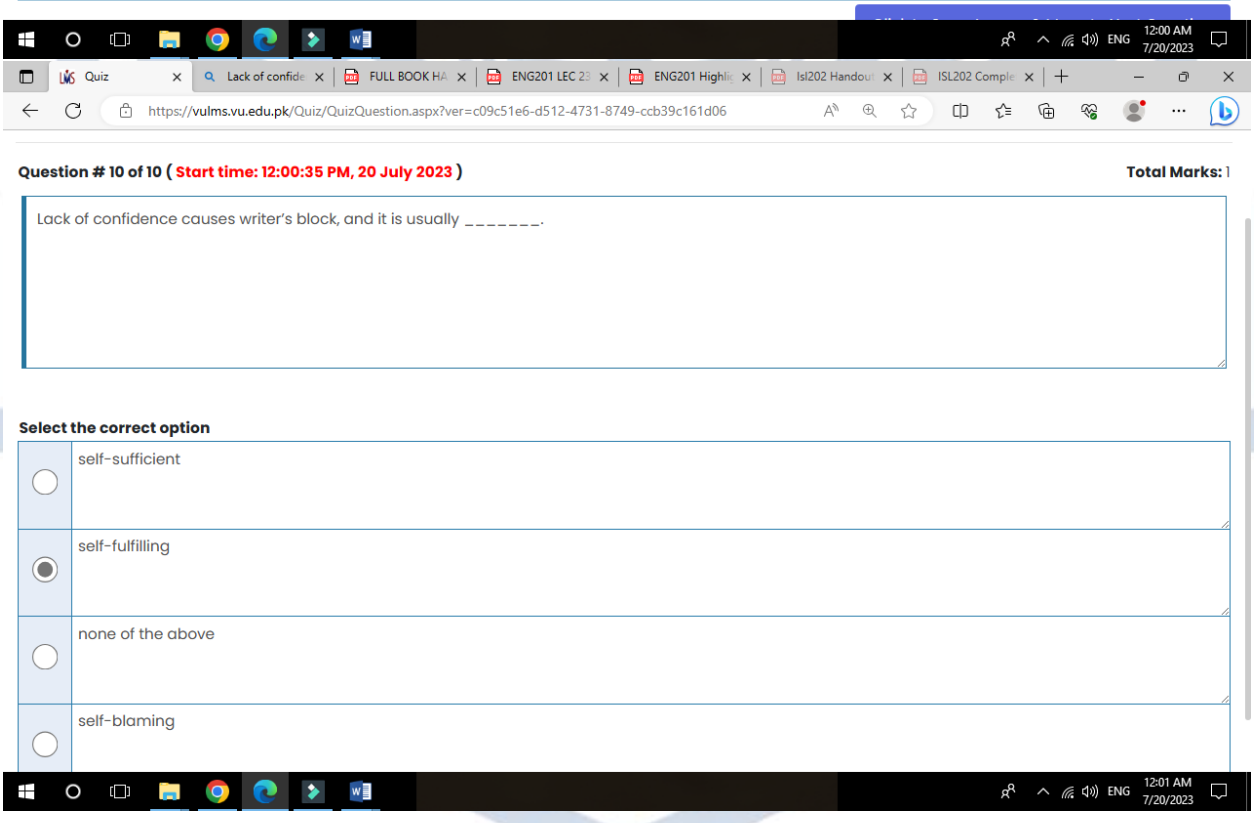


Question # 9 of 10 (Start time: 12:00:08 PM, 20 July 2023) Total Marks: 1

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

Select the correct option

- visually
- indirectly
- orally
- verbally



Question # 10 of 10 (Start time: 12:00:35 PM, 20 July 2023) Total Marks: 1

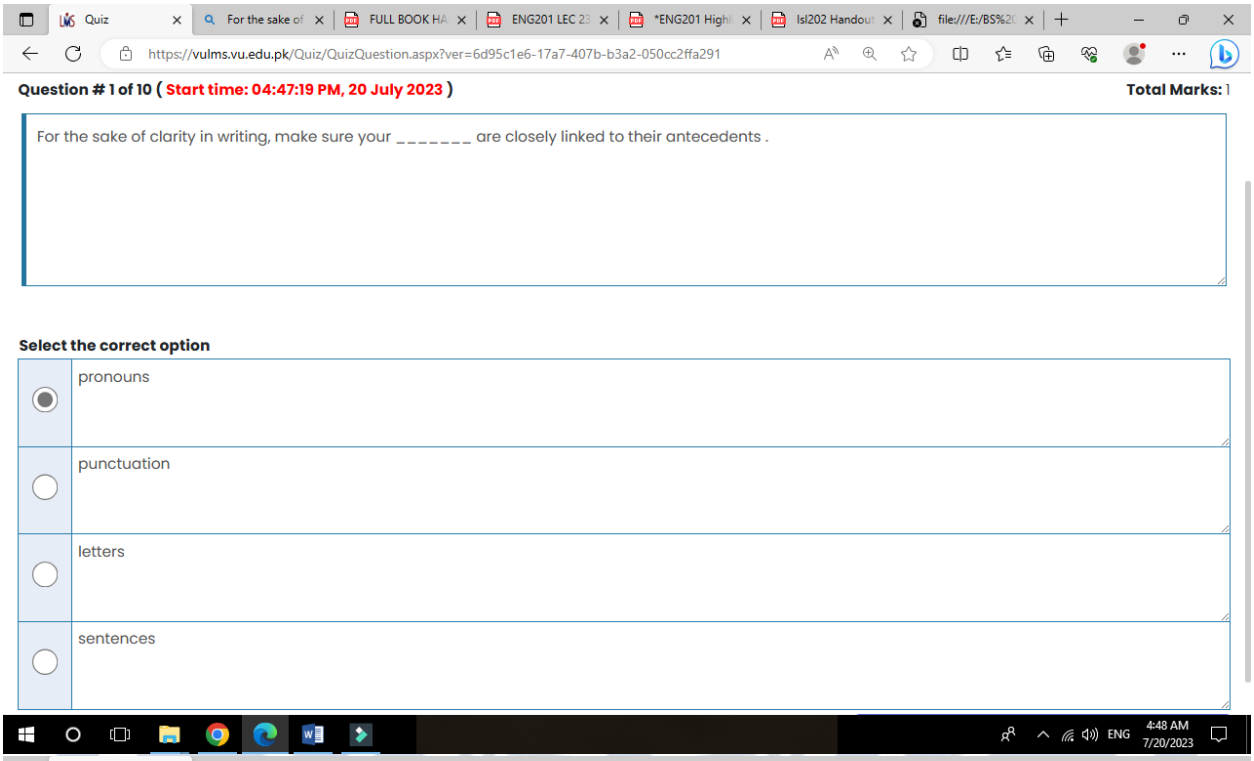
Lack of confidence causes writer's block, and it is usually _____.

Select the correct option

- self-sufficient
- self-fulfilling
- none of the above
- self-blaming

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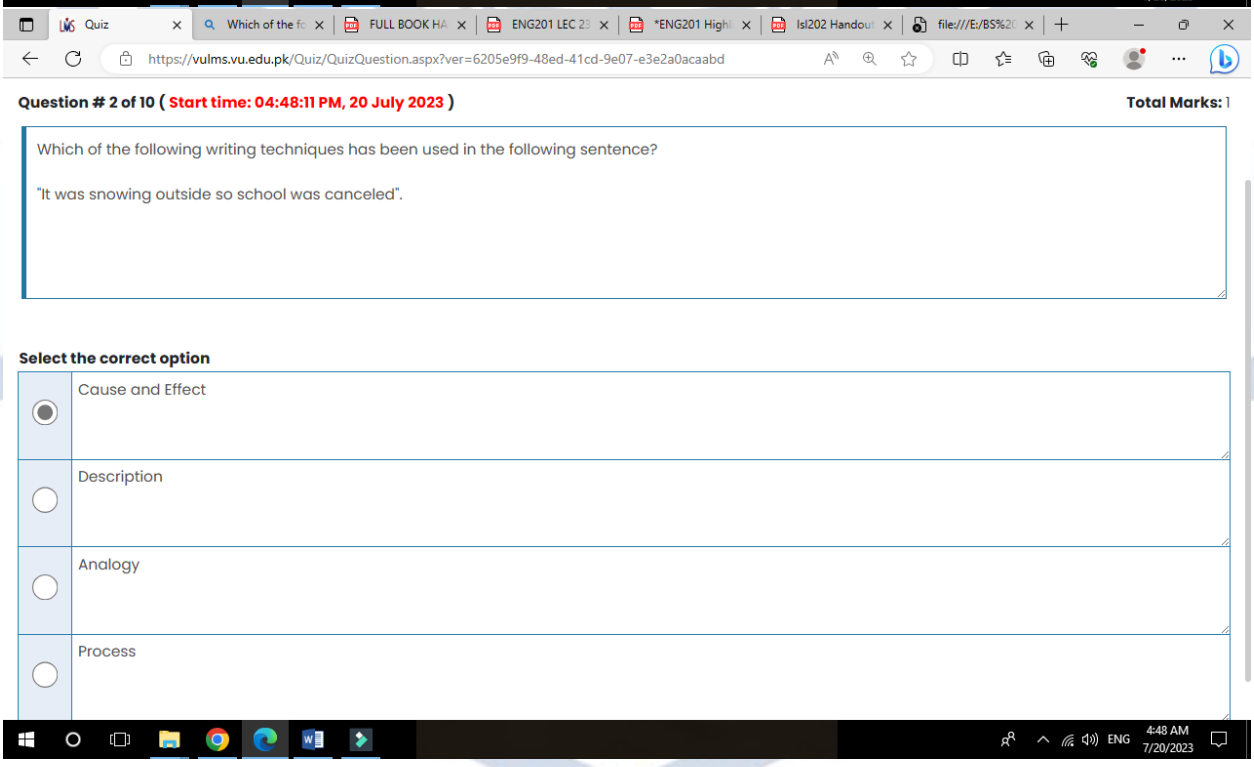
Question # 1 of 10 (Start time: 04:47:19 PM, 20 July 2023) **Total Marks:** 1

For the sake of clarity in writing, make sure your _____ are closely linked to their antecedents .

Select the correct option

- (●) pronouns
- ( ) punctuation
- ( ) letters
- ( ) sentences

ENG 4:48 AM 7/20/2023



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Question # 2 of 10 (Start time: 04:48:11 PM, 20 July 2023) **Total Marks:** 1

Which of the following writing techniques has been used in the following sentence?

"It was snowing outside so school was canceled".

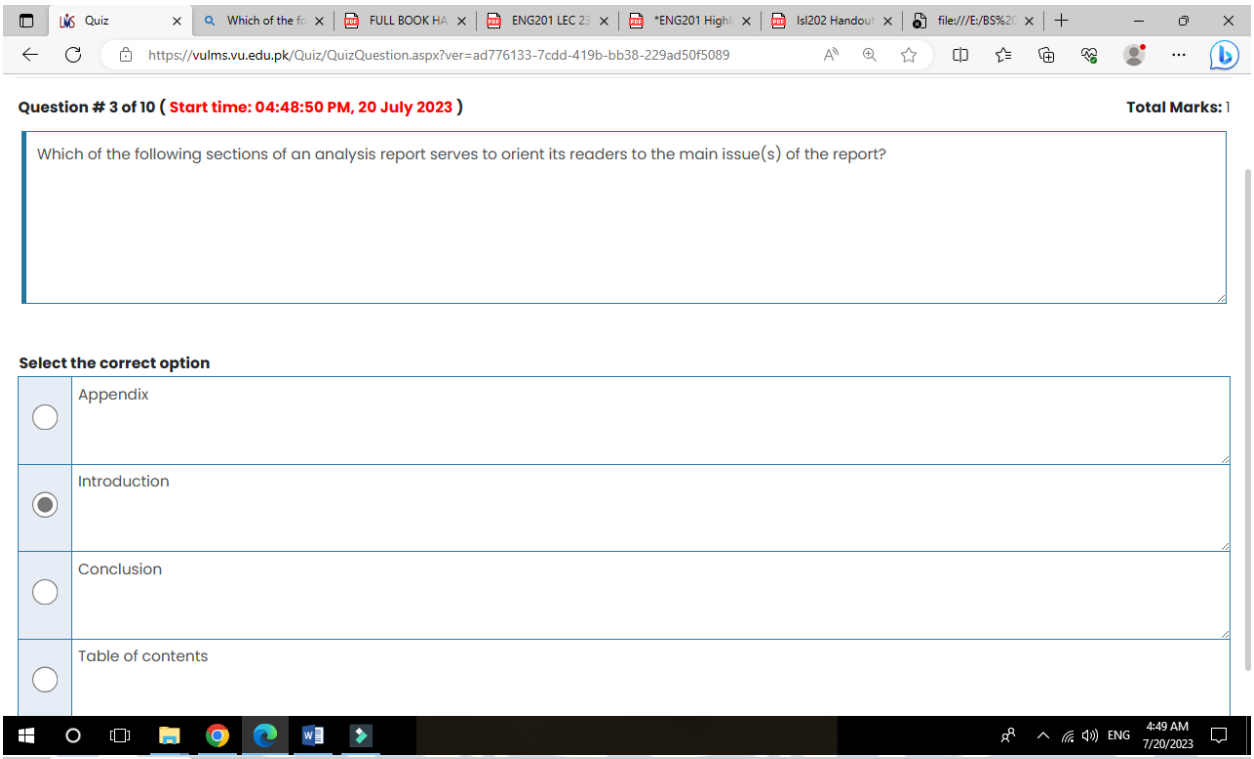
Select the correct option

- (●) Cause and Effect
- ( ) Description
- ( ) Analogy
- ( ) Process

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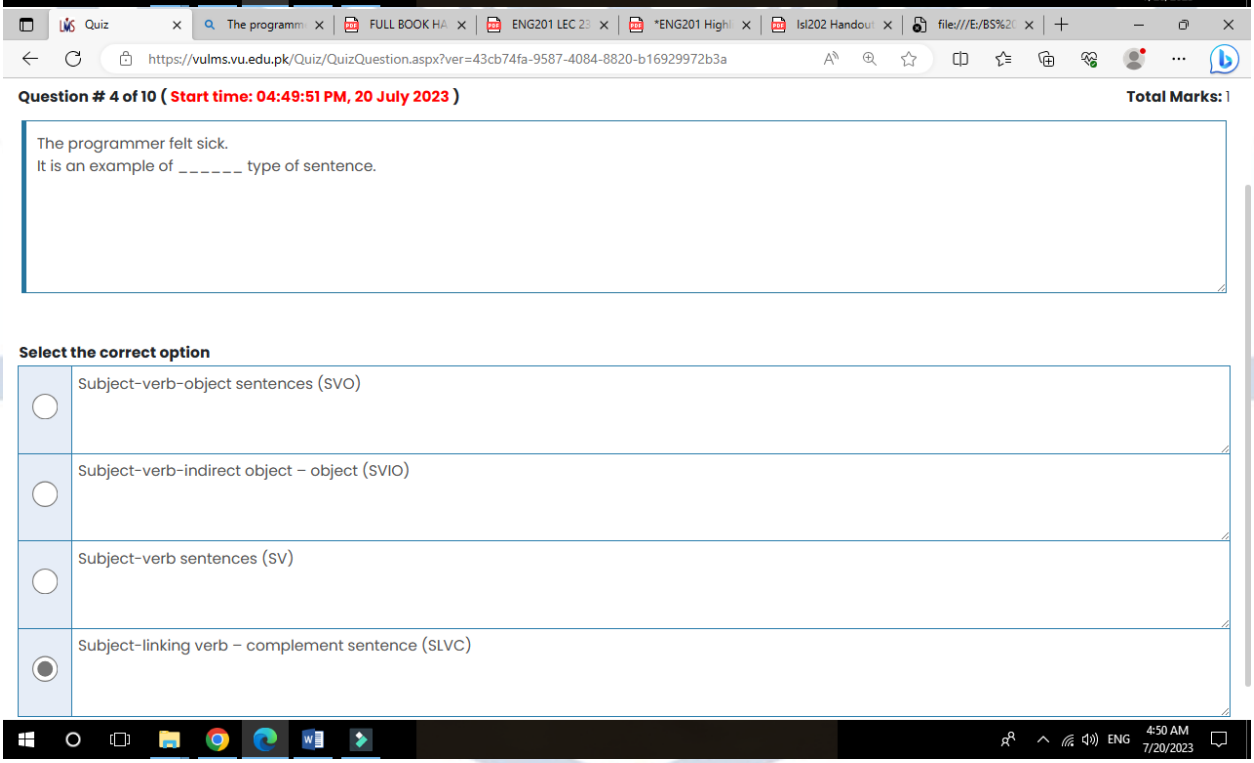
Question # 3 of 10 (Start time: 04:48:50 PM, 20 July 2023) **Total Marks:** 1

Which of the following sections of an analysis report serves to orient its readers to the main issue(s) of the report?

Select the correct option

- ○ Appendix
- ◉ Introduction
- ○ Conclusion
- ○ Table of contents

ENG 4:49 AM 7/20/2023



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Question # 4 of 10 (Start time: 04:49:51 PM, 20 July 2023) **Total Marks:** 1

The programmer felt sick.
It is an example of _____ type of sentence.

Select the correct option

- ○ Subject-verb-object sentences (SVO)
- ○ Subject-verb-indirect object – object (SVIO)
- ○ Subject-verb sentences (SV)
- ◉ Subject-linking verb – complement sentence (SLVC)

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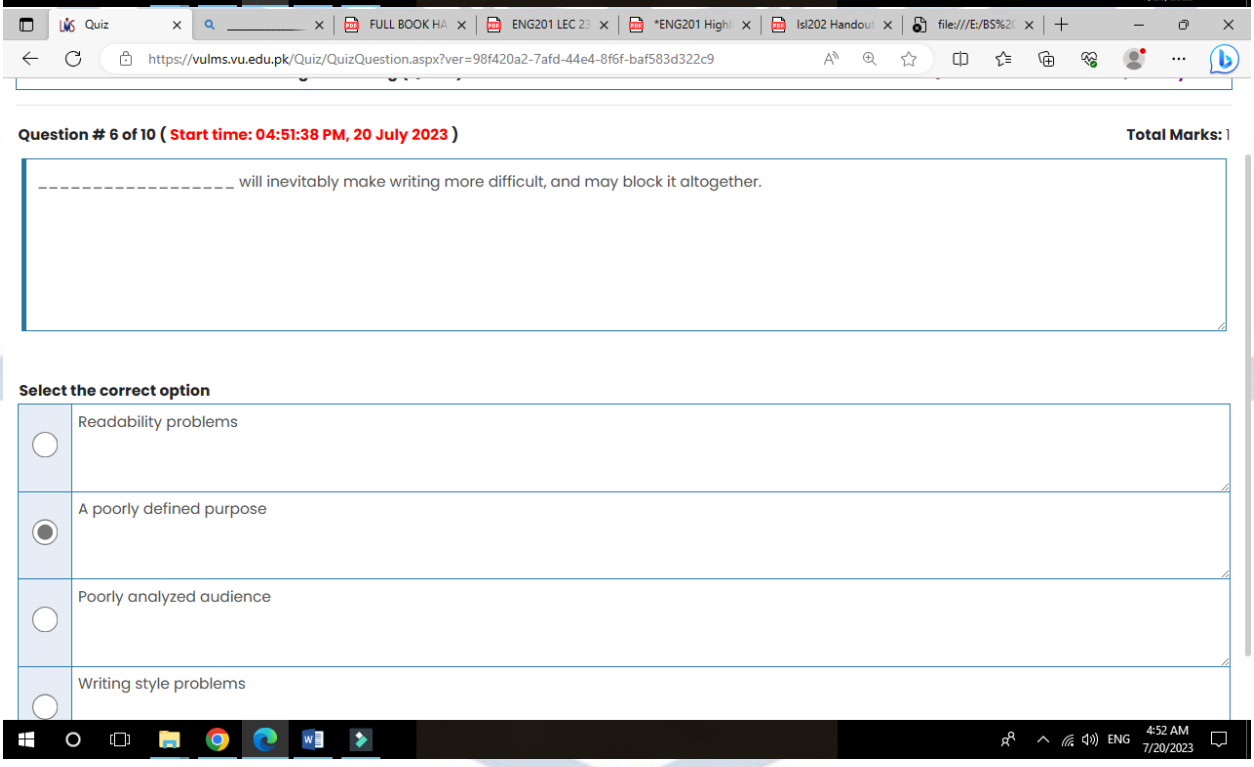
Question # 5 of 10 (Start time: 04:50:55 PM, 20 July 2023) **Total Marks:** 1

The programmer quits.
It is an example of _____ type of sentence.

Select the correct option

- ○ Subject-verb-indirect object – object (SVIO)
- ◉ Subject-verb sentences (SV)
- ○ Subject-linking verb – complement sentence (SLVC)
- ○ Subject-verb-object sentences (SVO)

ENG 4:51 AM 7/20/2023



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https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=98f420a2-7afd-44e4-8f6f-baf583d322c9

Question # 6 of 10 (Start time: 04:51:38 PM, 20 July 2023) **Total Marks:** 1

_____ will inevitably make writing more difficult, and may block it altogether.

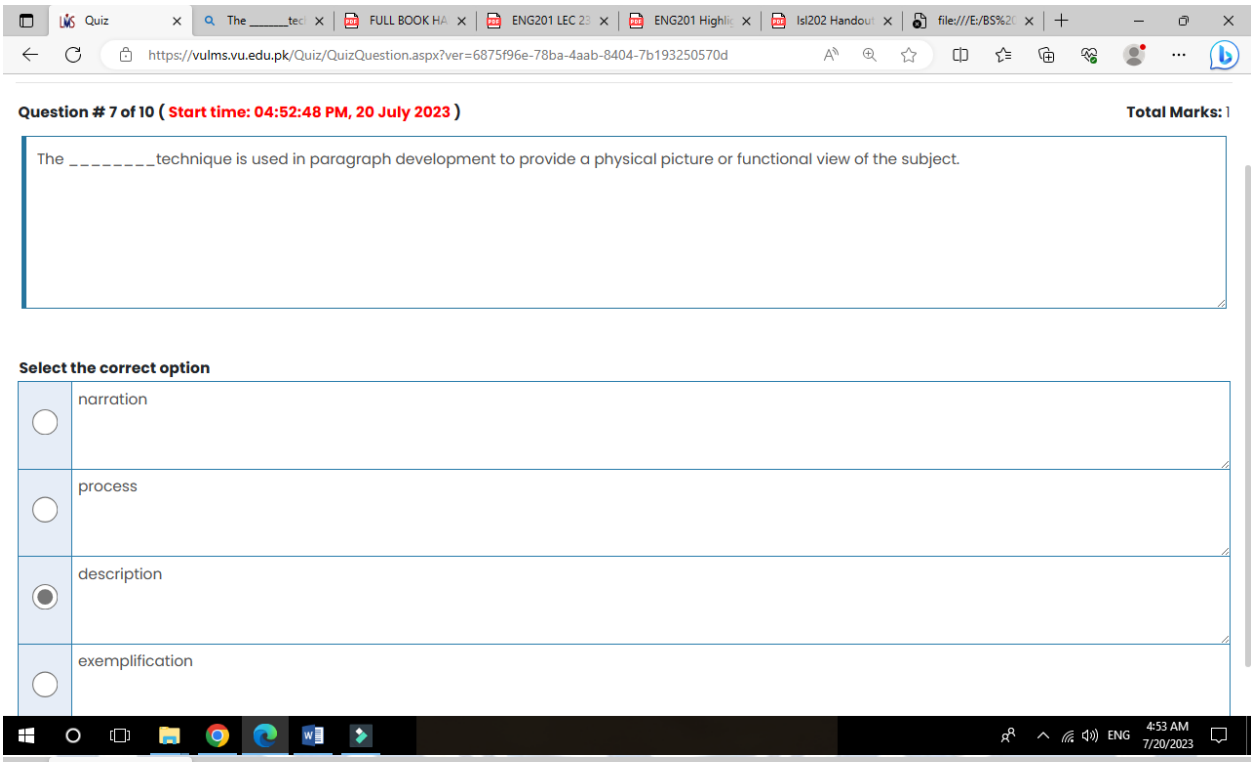
Select the correct option

- ○ Readability problems
- ◉ A poorly defined purpose
- ○ Poorly analyzed audience
- ○ Writing style problems

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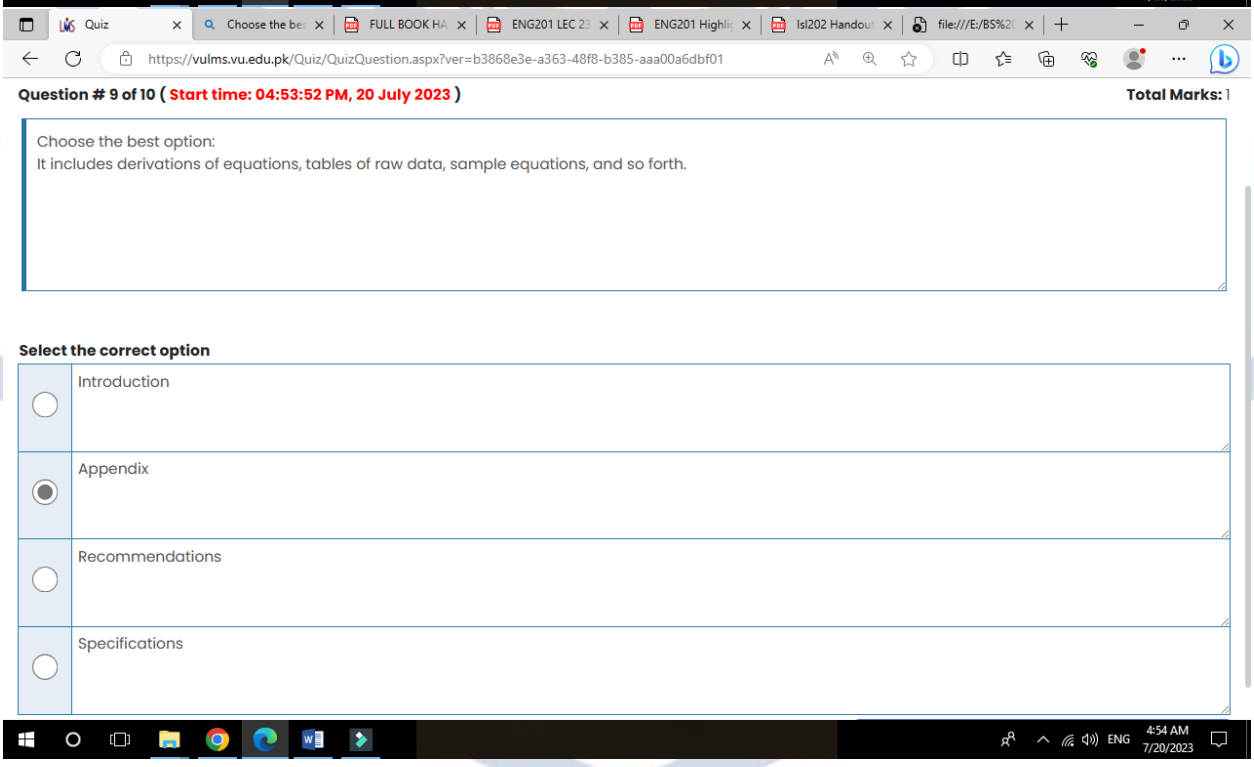


Question # 7 of 10 (Start time: 04:52:48 PM, 20 July 2023) Total Marks: 1

The _____technique is used in paragraph development to provide a physical picture or functional view of the subject.

Select the correct option

- narration
- process
- description
- exemplification



Question # 9 of 10 (Start time: 04:53:52 PM, 20 July 2023) Total Marks: 1

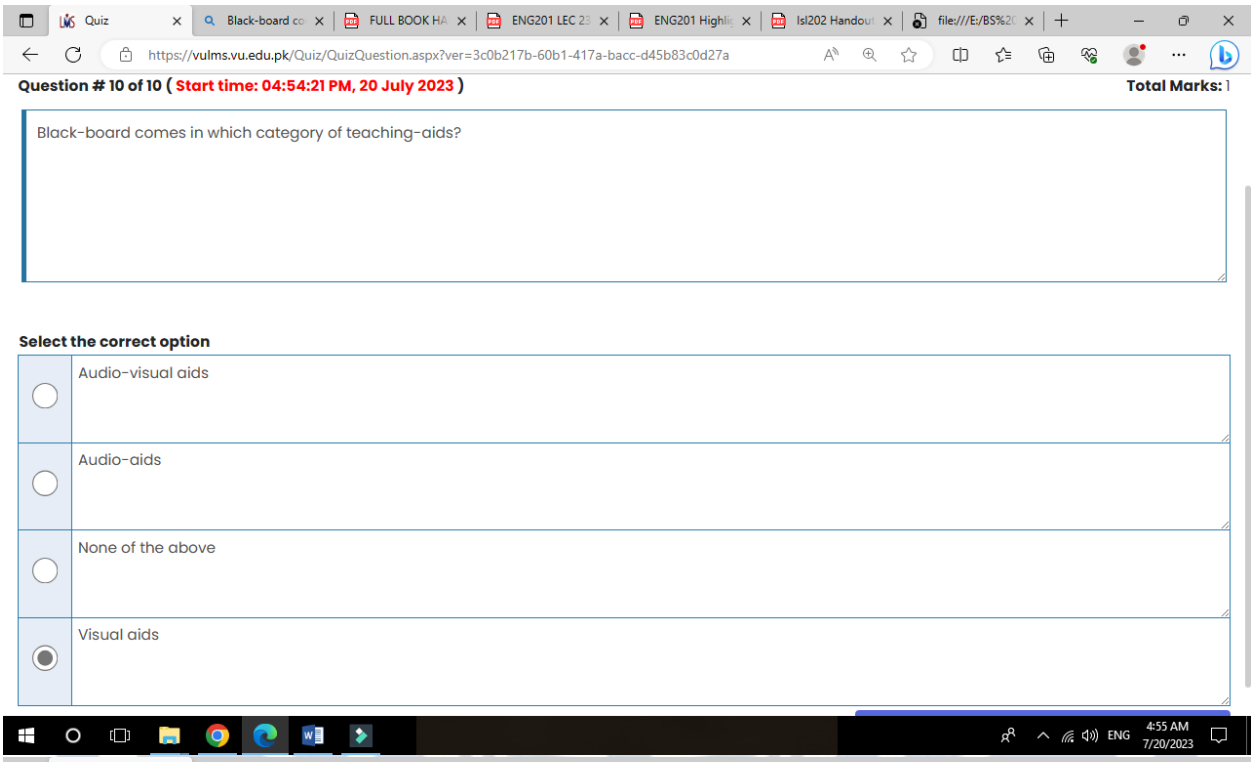
Choose the best option:
It includes derivations of equations, tables of raw data, sample equations, and so forth.

Select the correct option

- Introduction
- Appendix
- Recommendations
- Specifications

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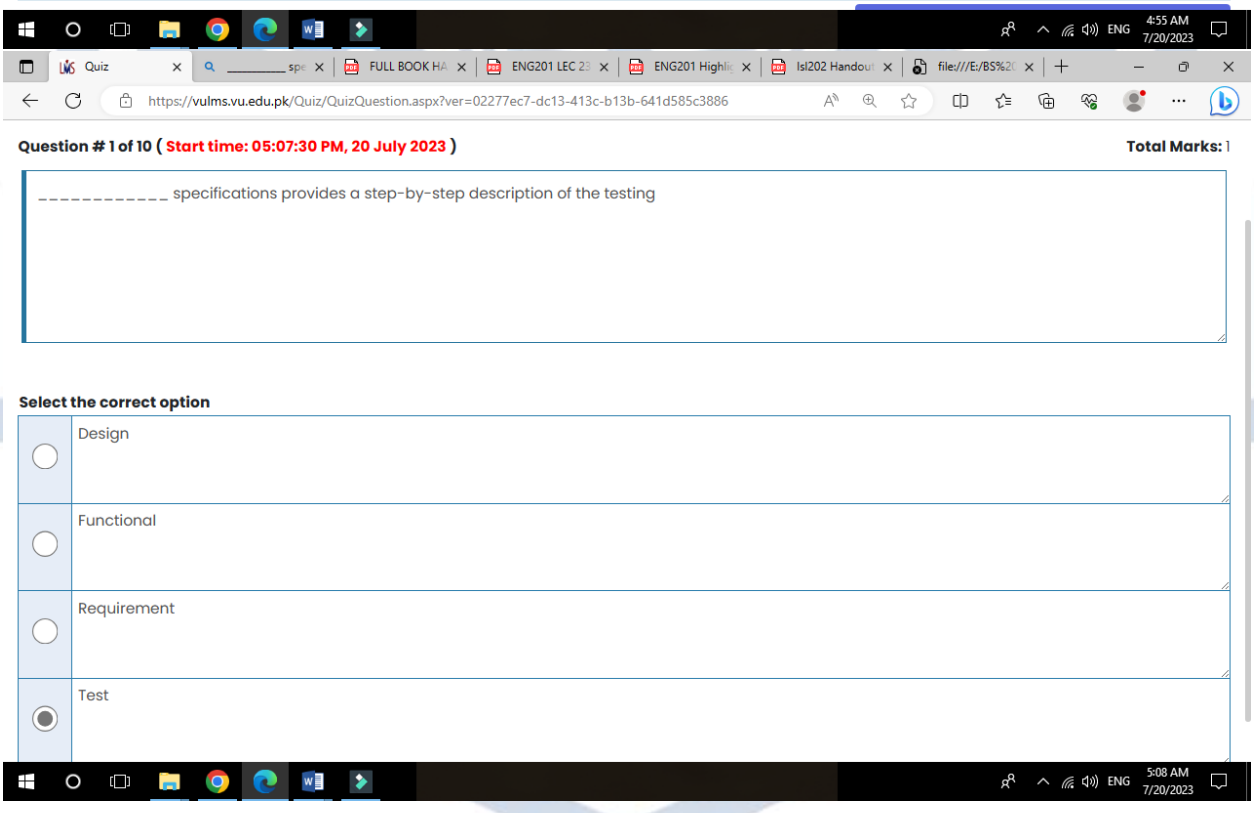


Question # 10 of 10 (Start time: 04:54:21 PM, 20 July 2023) Total Marks: 1

Black-board comes in which category of teaching-aids?

Select the correct option

- Audio-visual aids
- Audio-aids
- None of the above
- Visual aids



Question # 1 of 10 (Start time: 05:07:30 PM, 20 July 2023) Total Marks: 1

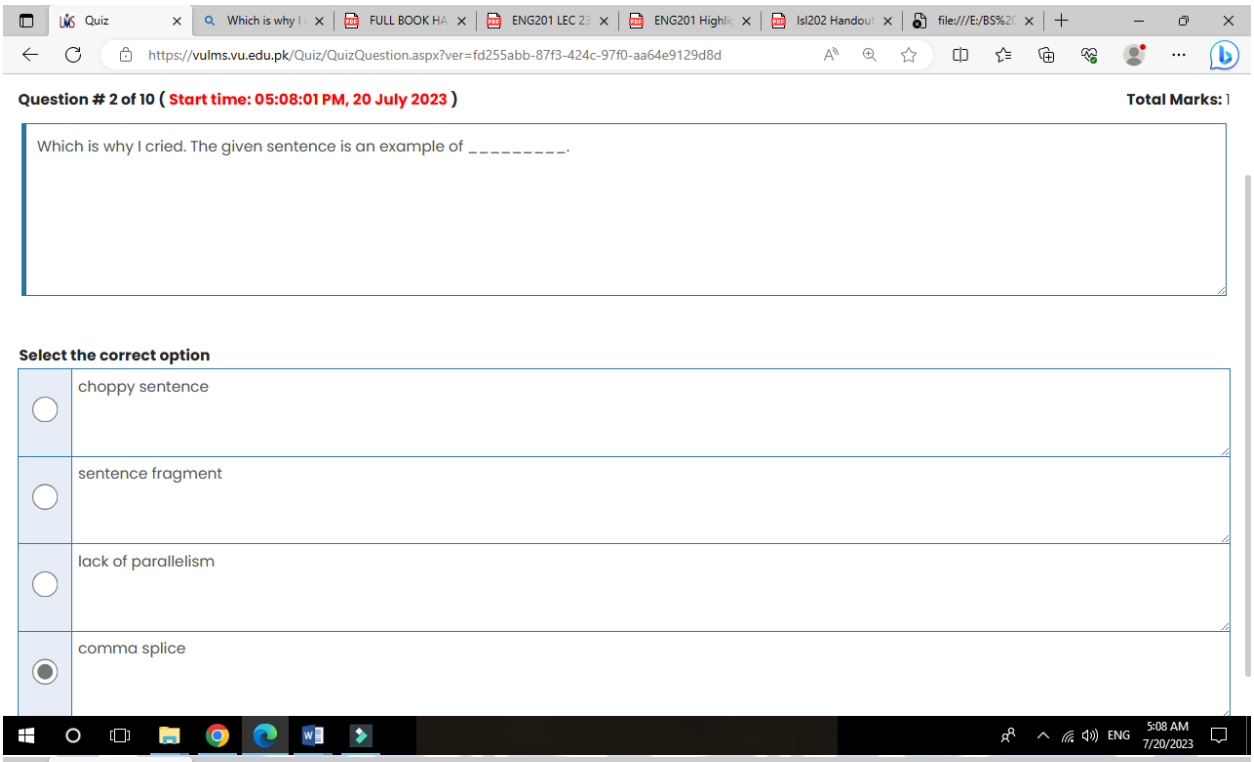
_____ specifications provides a step-by-step description of the testing

Select the correct option

- Design
- Functional
- Requirement
- Test

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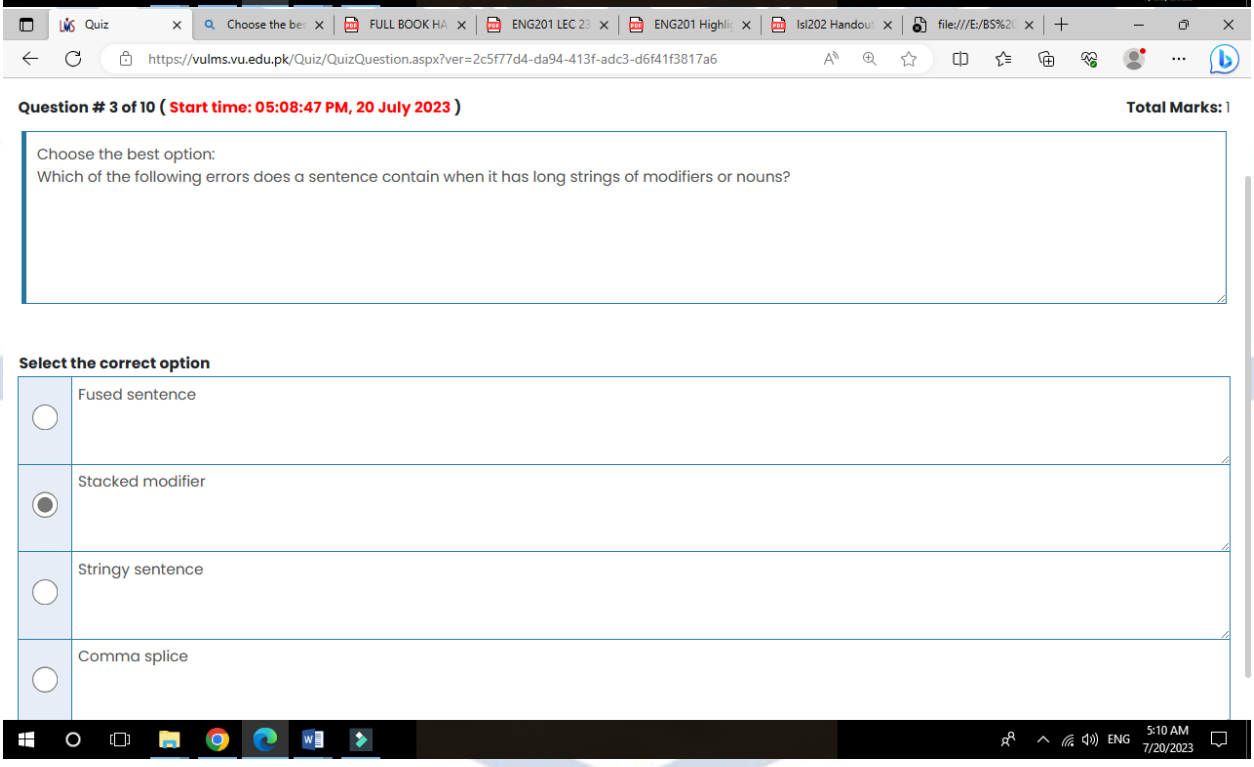
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Question # 2 of 10 (Start time: 05:08:01 PM, 20 July 2023) **Total Marks:** 1

Which is why I cried. The given sentence is an example of _____.

Select the correct option

- choppy sentence
- sentence fragment
- lack of parallelism
- comma splice



https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=2c5f77d4-da94-413f-adc3-d6f41f3817a6

Question # 3 of 10 (Start time: 05:08:47 PM, 20 July 2023) **Total Marks:** 1

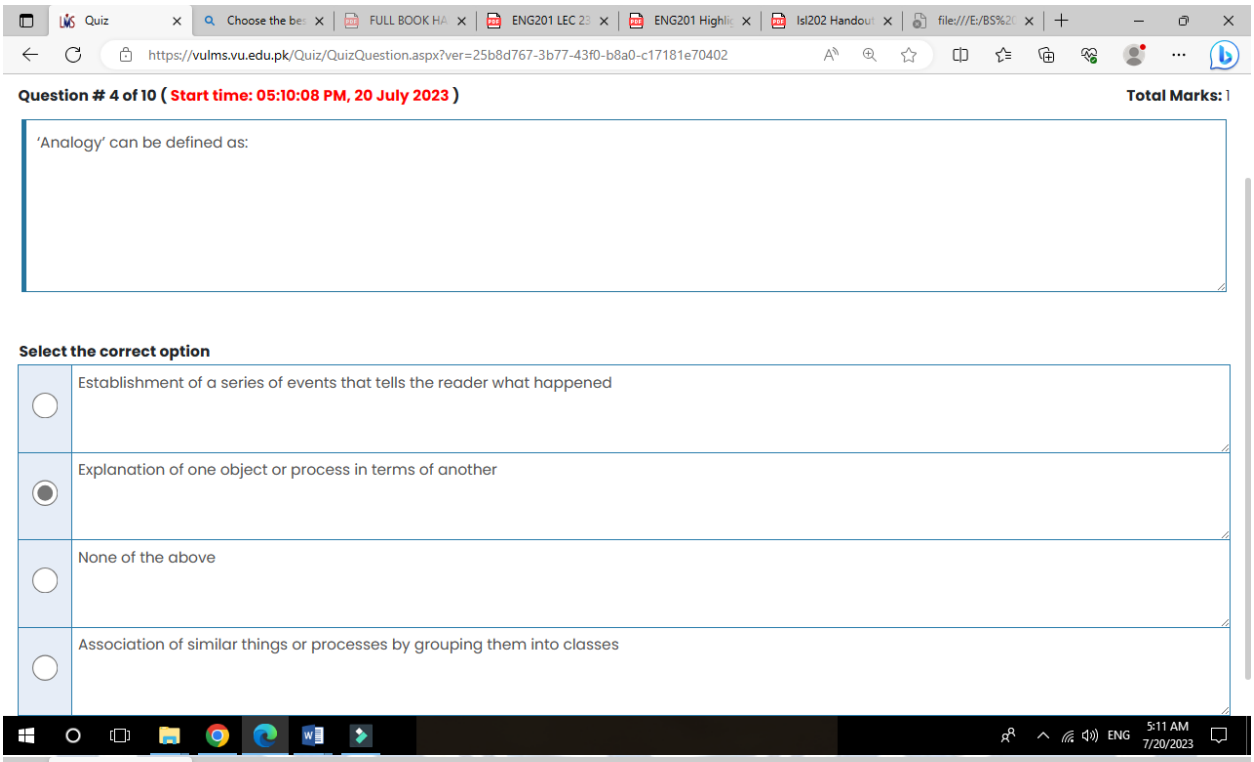
Choose the best option:
Which of the following errors does a sentence contain when it has long strings of modifiers or nouns?

Select the correct option

- Fused sentence
- Stacked modifier
- Stringy sentence
- Comma splice

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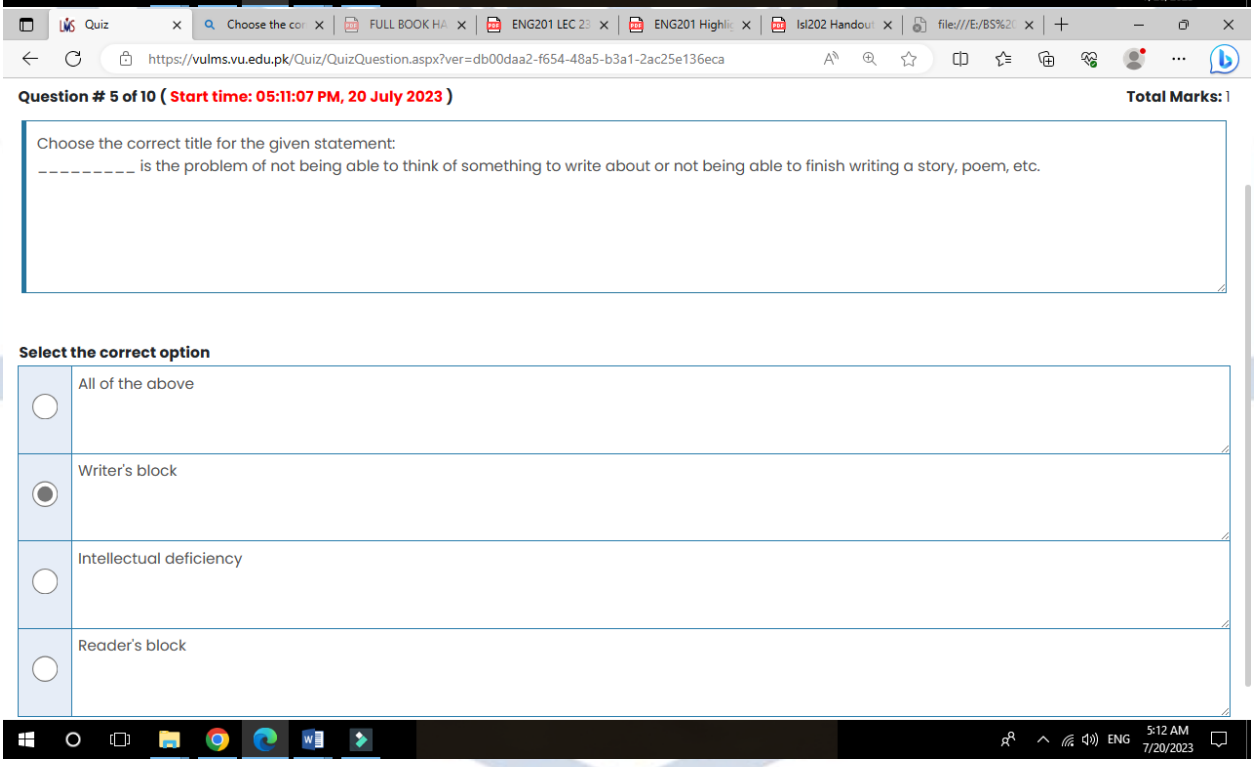
Question # 4 of 10 (Start time: 05:10:08 PM, 20 July 2023) **Total Marks:** 1

'Analogy' can be defined as:

Select the correct option

- Establishment of a series of events that tells the reader what happened
- Explanation of one object or process in terms of another
- None of the above
- Association of similar things or processes by grouping them into classes

ENG 5:11 AM 7/20/2023



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Question # 5 of 10 (Start time: 05:11:07 PM, 20 July 2023) **Total Marks:** 1

Choose the correct title for the given statement:
_____ is the problem of not being able to think of something to write about or not being able to finish writing a story, poem, etc.

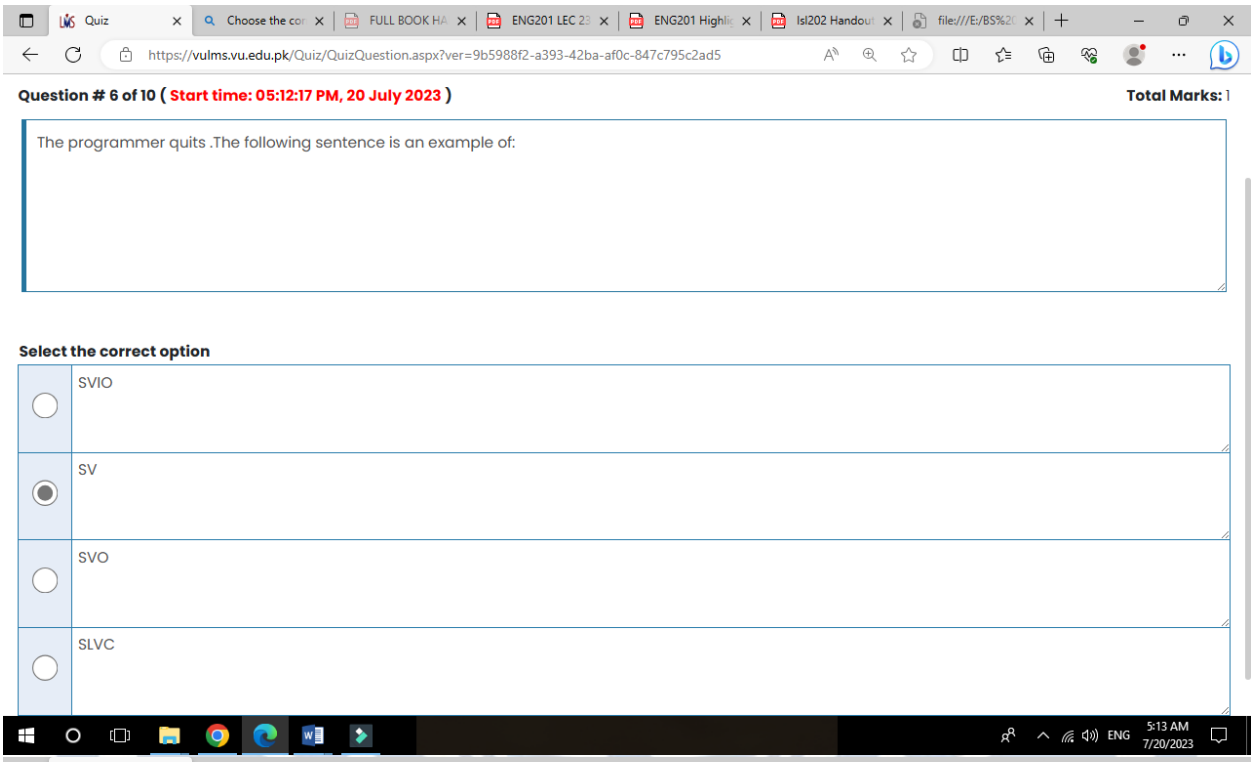
Select the correct option

- All of the above
- Writer's block
- Intellectual deficiency
- Reader's block

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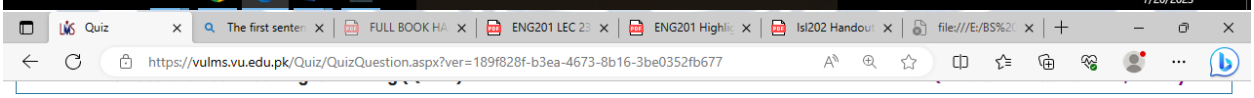


Question # 6 of 10 (Start time: 05:12:17 PM, 20 July 2023) Total Marks: 1

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

Select the correct option

- SVIO
- SV
- SVO
- SLVC



Question # 7 of 10 (Start time: 05:13:07 PM, 20 July 2023) Total Marks: 1

The first sentence is in the ACTIVE VOICE. Choose the most correct way of saying the same thing in the PASSIVE VOICE:
They were interviewing her for the job.
She _____ for the job.

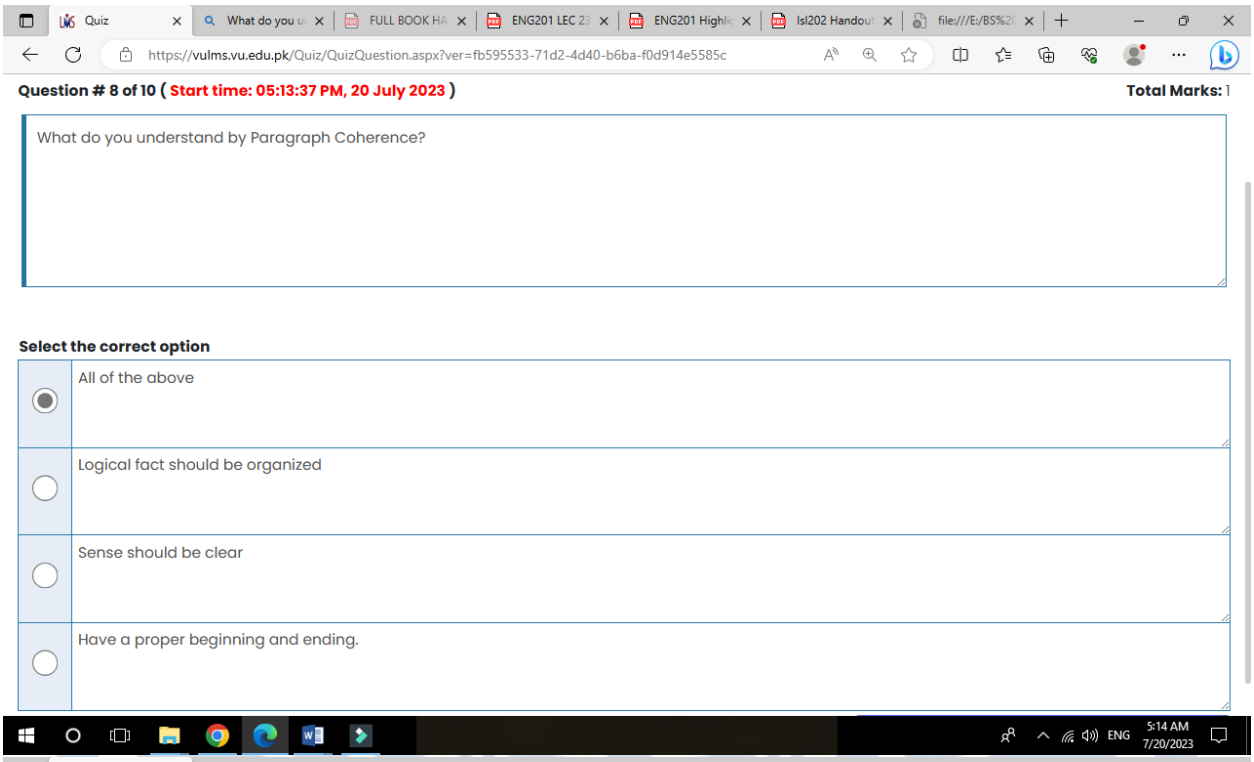
Select the correct option

- was interviewed
- had been interviewed
- was being interviewed
- has been interviewed



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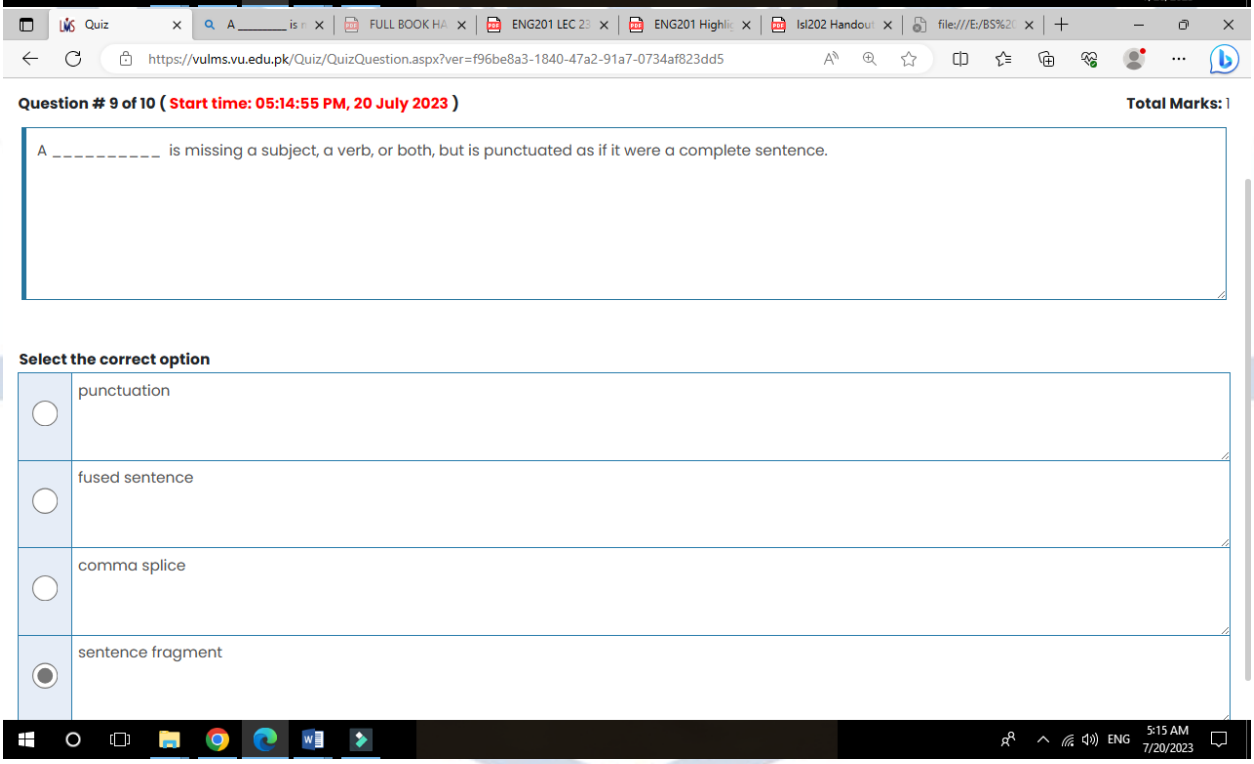
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Question # 8 of 10 (Start time: 05:13:37 PM, 20 July 2023) **Total Marks:** 1

What do you understand by Paragraph Coherence?

Select the correct option

- (●) All of the above
- ( ) Logical fact should be organized
- ( ) Sense should be clear
- ( ) Have a proper beginning and ending.



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Question # 9 of 10 (Start time: 05:14:55 PM, 20 July 2023) **Total Marks:** 1

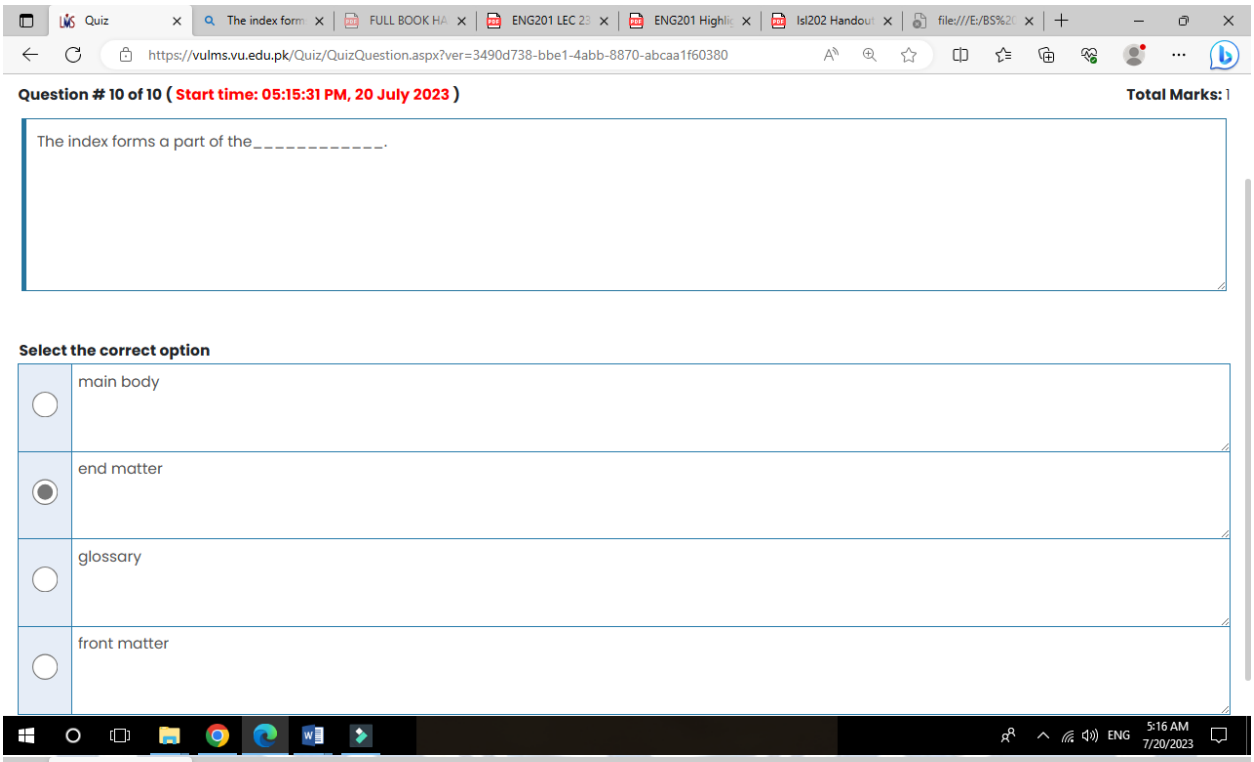
A _____ is missing a subject, a verb, or both, but is punctuated as if it were a complete sentence.

Select the correct option

- ( ) punctuation
- ( ) fused sentence
- ( ) comma splice
- (●) sentence fragment

For Paid contact: 03044756496

Student Info 5



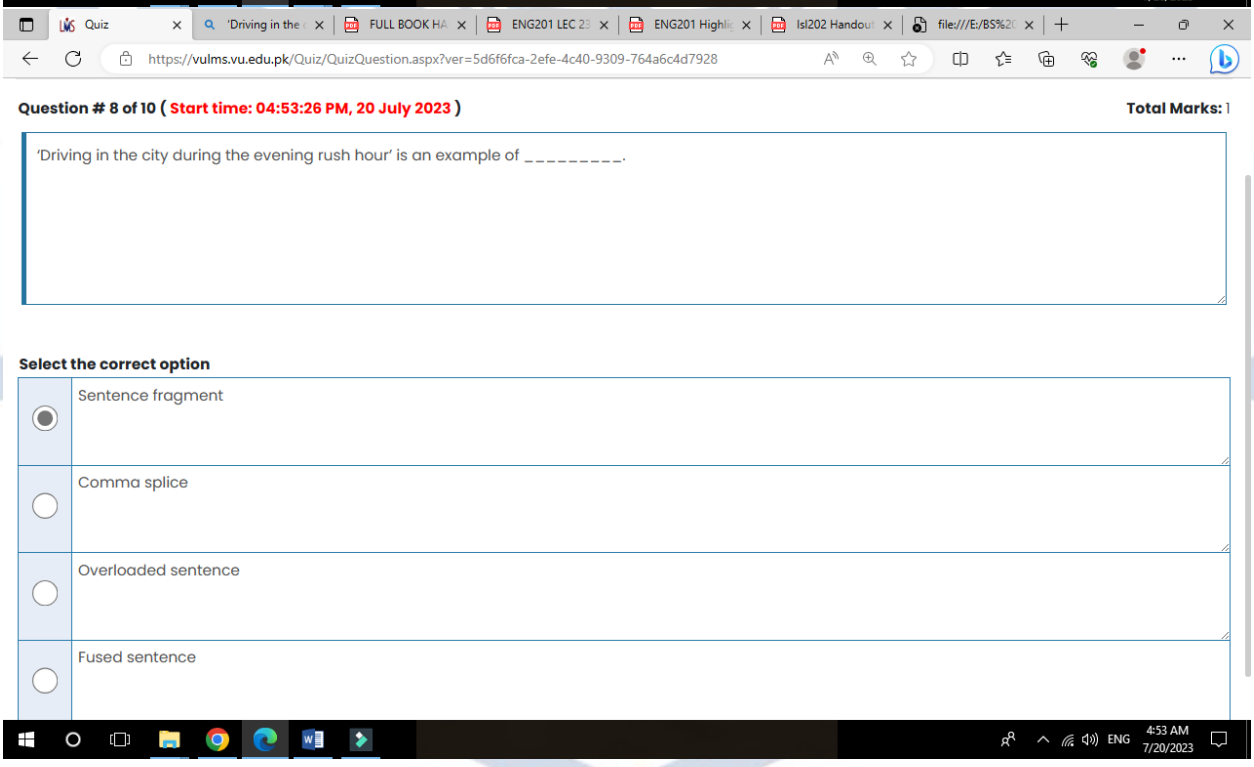
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Question # 10 of 10 (Start time: 05:15:31 PM, 20 July 2023) **Total Marks:** 1

The index forms a part of the_____.

Select the correct option

- main body
- end matter
- glossary
- front matter



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Question # 8 of 10 (Start time: 04:53:26 PM, 20 July 2023) **Total Marks:** 1

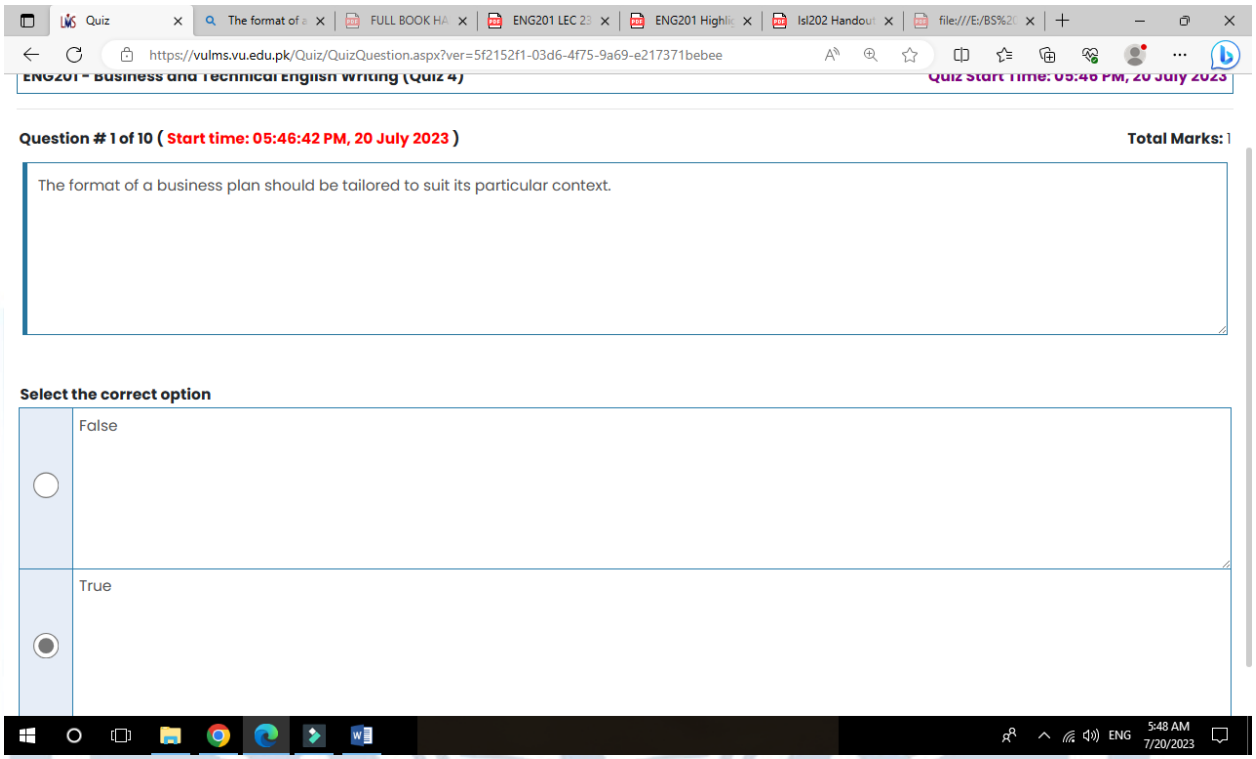
'Driving in the city during the evening rush hour' is an example of _____.

Select the correct option

- Sentence fragment
- Comma splice
- Overloaded sentence
- Fused sentence

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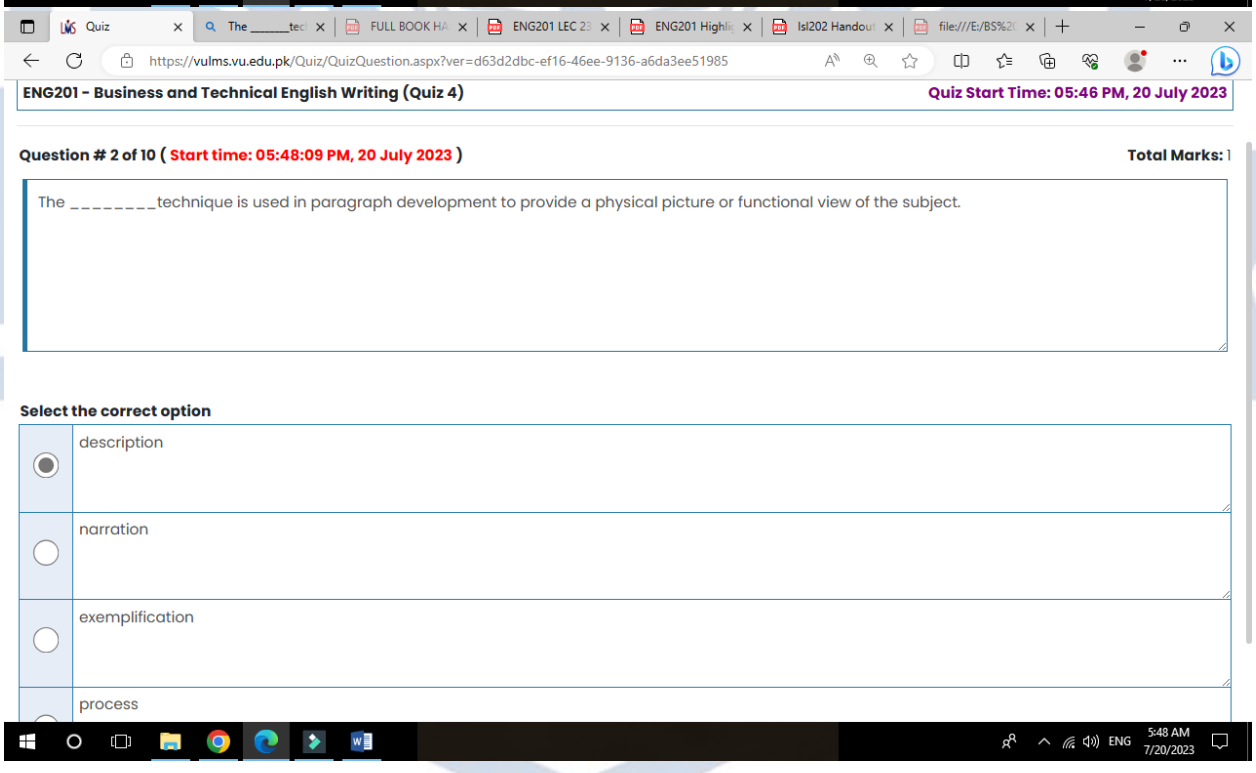
ENG201 - Business and Technical English Writing (Quiz 4) Quiz Start Time: 05:46 PM, 20 July 2023

Question # 1 of 10 (Start time: 05:46:42 PM, 20 July 2023) **Total Marks:** 1

The format of a business plan should be tailored to suit its particular context.

Select the correct option

- ○ False
- ◉ True



https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=d63d2dbc-ef16-46ee-9136-a6da3ee51985

ENG201 - Business and Technical English Writing (Quiz 4) Quiz Start Time: 05:46 PM, 20 July 2023

Question # 2 of 10 (Start time: 05:48:09 PM, 20 July 2023) **Total Marks:** 1

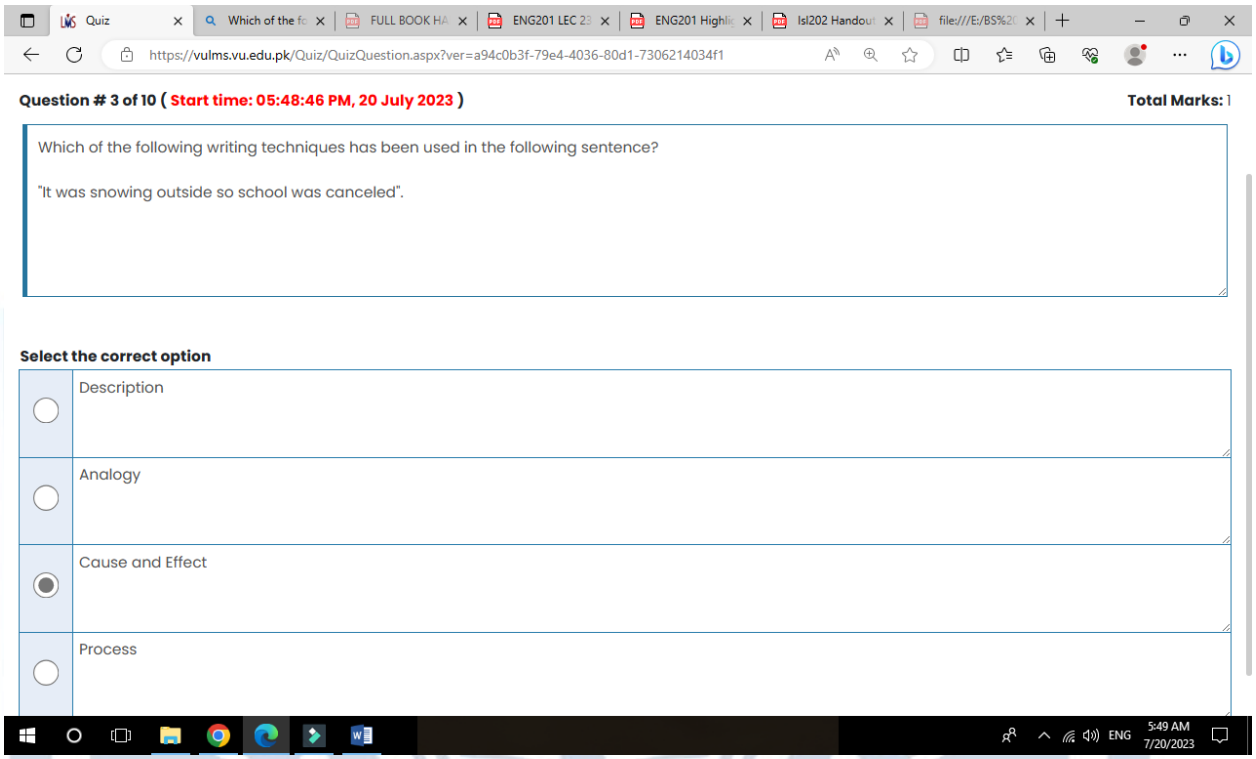
The _____technique is used in paragraph development to provide a physical picture or functional view of the subject.

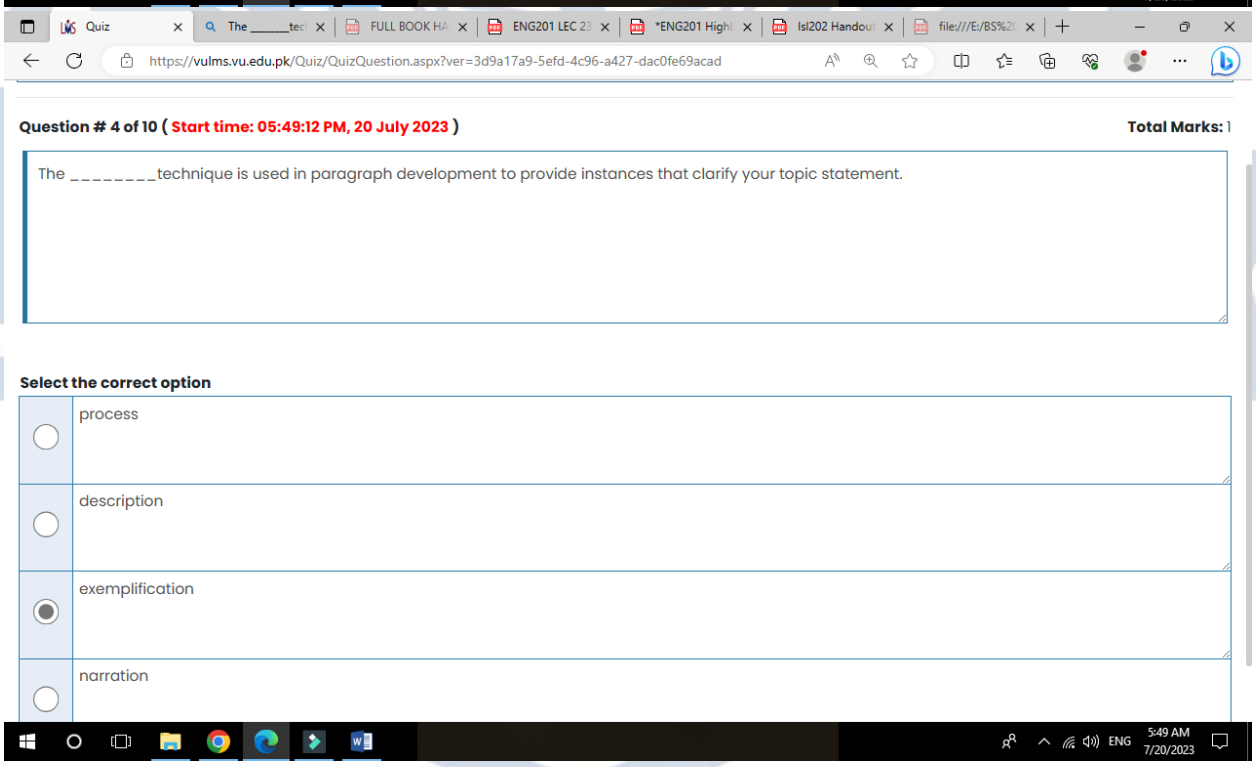
Select the correct option

- ◉ description
- ○ narration
- ○ exemplification
- ○ process

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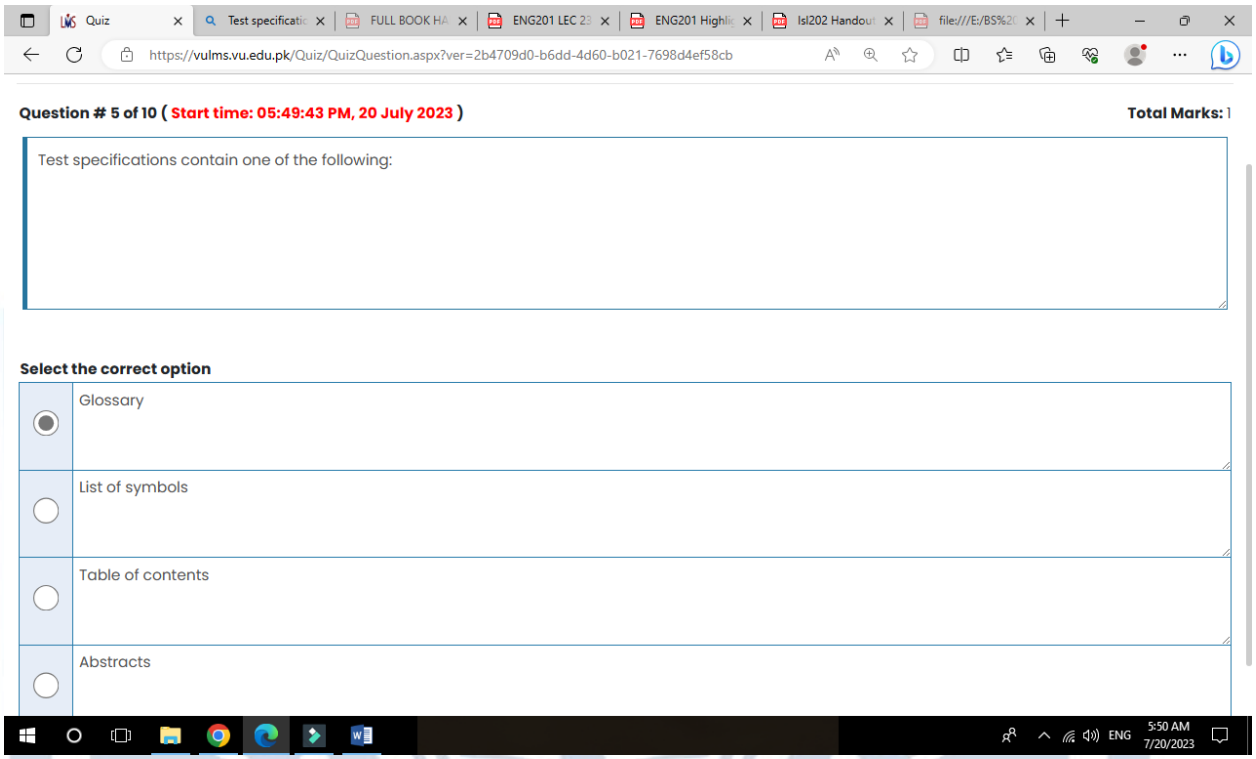
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Question # 5 of 10 (Start time: 05:49:43 PM, 20 July 2023) **Total Marks:** 1

Test specifications contain one of the following:

Select the correct option

- (●) Glossary
- ( ) List of symbols
- ( ) Table of contents
- ( ) Abstracts

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Question # 6 of 10 (Start time: 05:50:16 PM, 20 July 2023) **Total Marks:** 1

Which is why I cried. The given sentence is an example of _____.

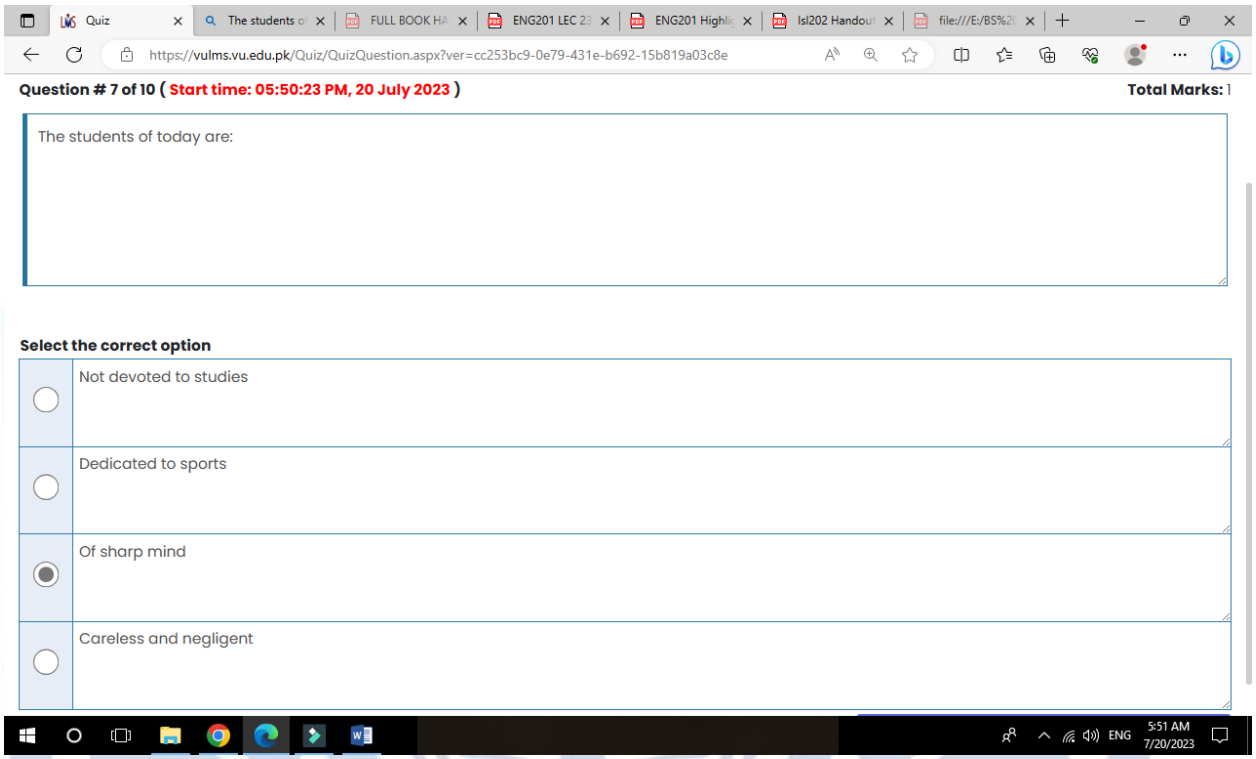
Select the correct option

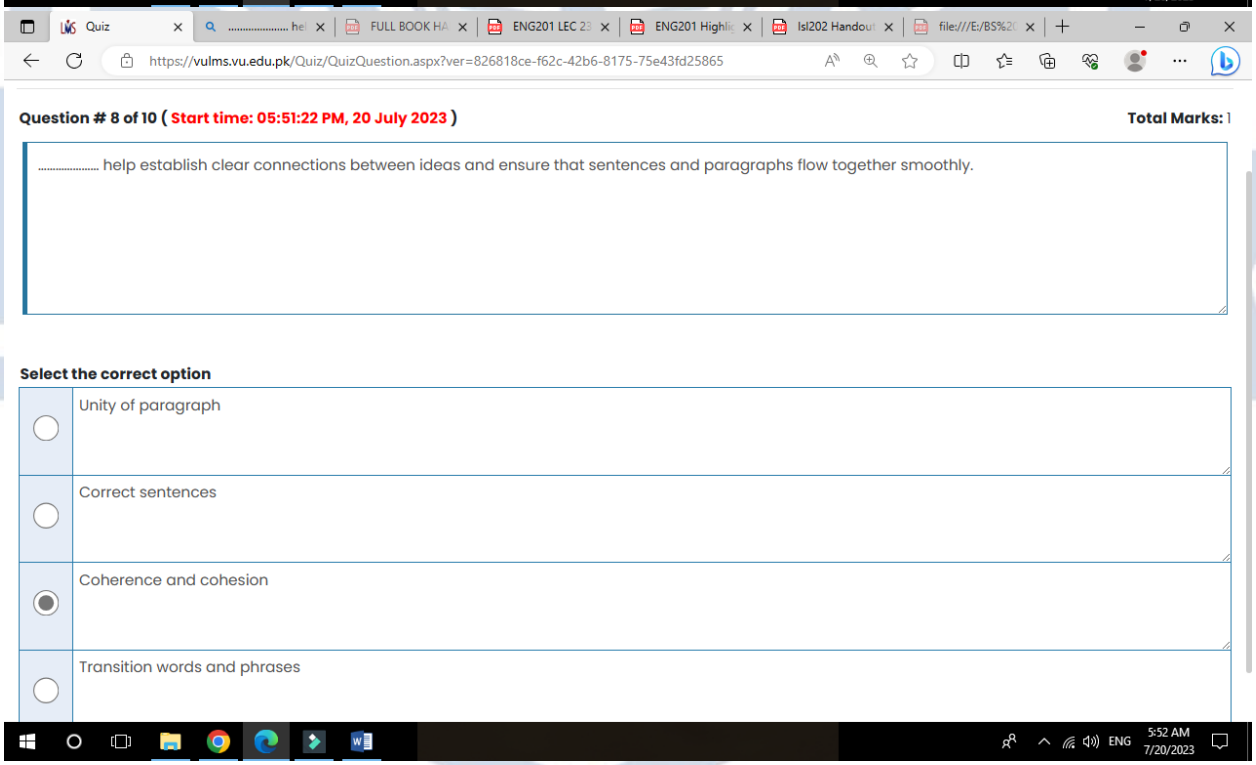
- ( ) sentence fragment
- (●) comma splice
- ( ) lack of parallelism
- ( ) choppy sentence

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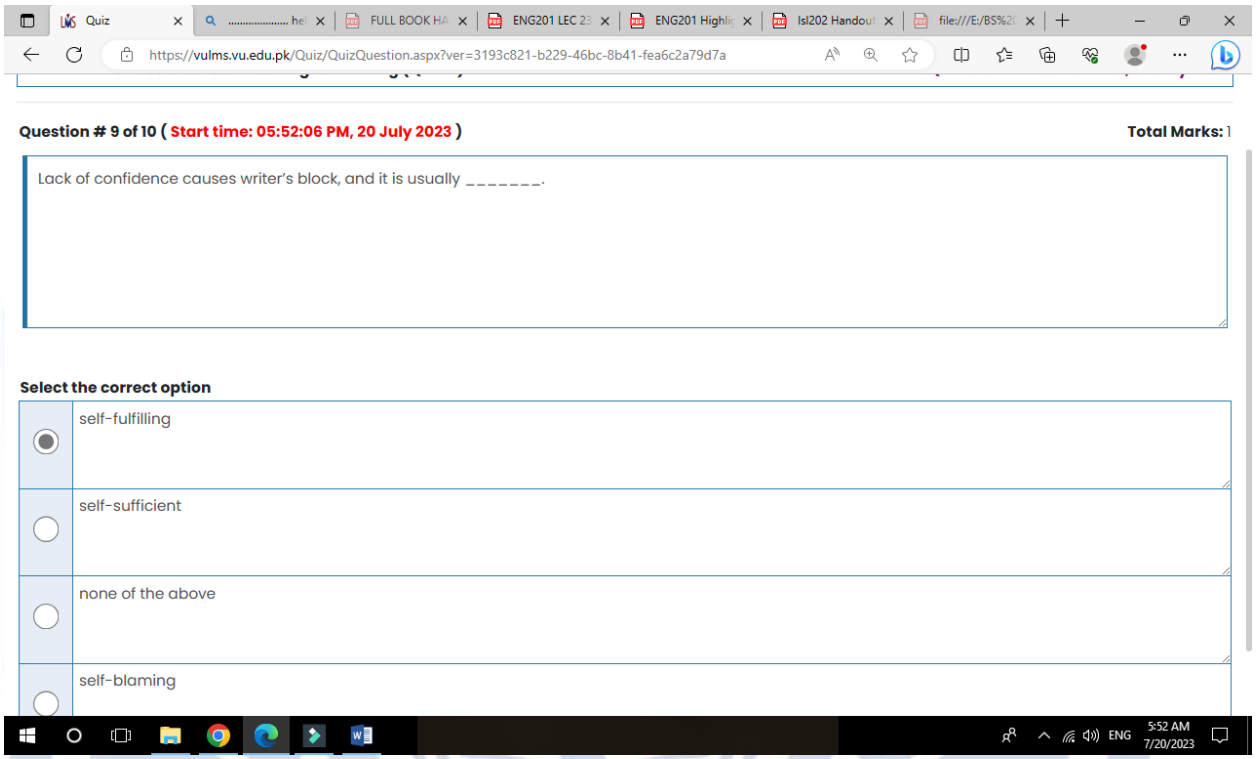
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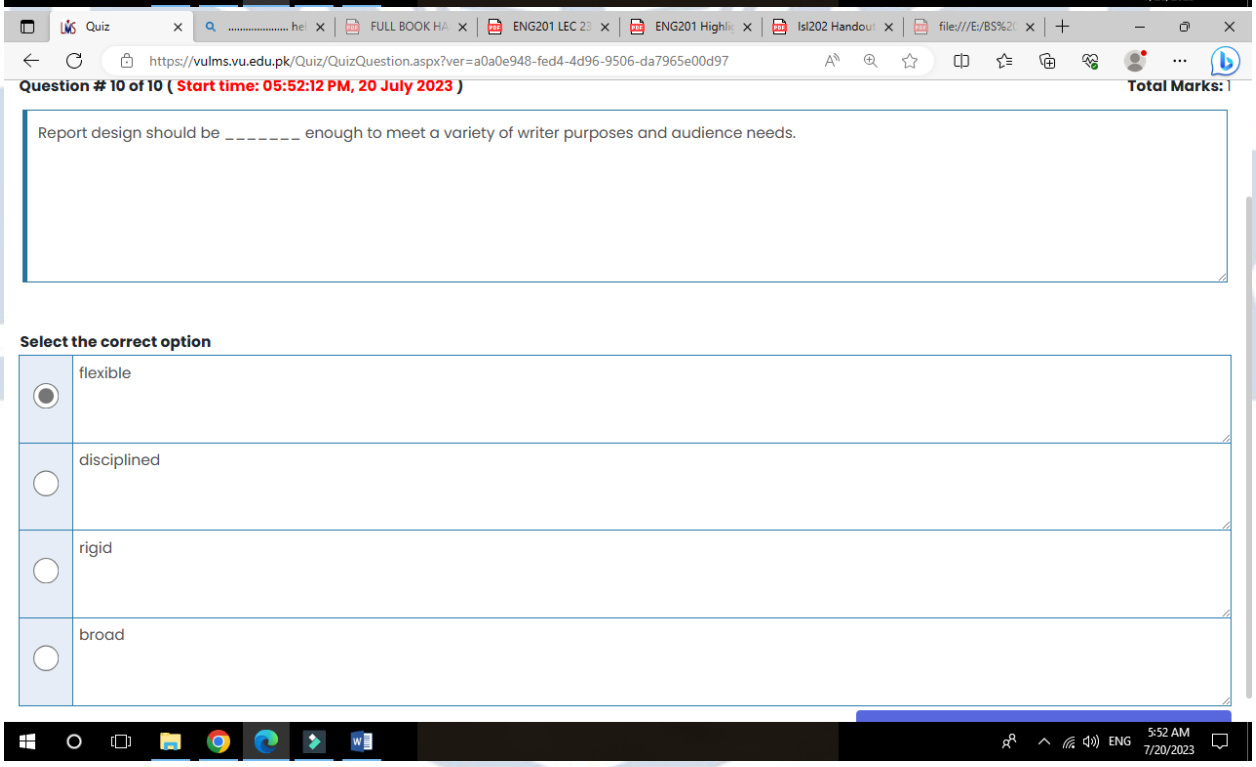
Question # 9 of 10 (Start time: 05:52:06 PM, 20 July 2023) **Total Marks:** 1

Lack of confidence causes writer's block, and it is usually _____.

Select the correct option

- (●) self-fulfilling
- ( ) self-sufficient
- ( ) none of the above
- ( ) self-blaming

ENG 5:52 AM 7/20/2023



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Question # 10 of 10 (Start time: 05:52:12 PM, 20 July 2023) **Total Marks:** 1

Report design should be _____ enough to meet a variety of writer purposes and audience needs.

Select the correct option

- (●) flexible
- ( ) disciplined
- ( ) rigid
- ( ) broad

ENG 5:52 AM 7/20/2023

For Paid contact: 03044756496

Student Info 5

Muhammad Zaman

03044756496

Remember me in you Precious Prayer

Jazak Allah

For Paid contact: 03044756496

For Paid contact: 03044756496

Eng201 for final term

UPDATED Quiz 3 for final term

Provide by Orange4 Monkey team

1. **Writers usually announce the _____ of their instructions in the first sentence.**

   Subject….confirm

2. **Which term is used for the sentences missing a subject a verb or both but even then it is punctuated as if it were a complete sentence?**

   Sentence fragments….confirm

3. **Which term is used for the sentences never link two independent clauses with just a comma this is known as a comma splice error?**

   Comma splice….confirm

4. **Use narration to establish a series of _____ that tells the reader what happened.**

   Events……confirm

5. **In order to ensure _____ closely link the pronouns to their antecedents (pronoun reference).**

   Clarity…..confirm

6. **Which term is used for a modifier whose connection to the sentence is implied or intended but not actually made explicit?**

   Dangling modifier……confirm

7. **Which term is used for should be placed as close as possible to the words or phrases that they modify?**

   Adverb modifiers…..confirm

8. **Which term is used for should be placed either immediately before or immediately after the noun?**

   Modifiers of noun……confirm

9. **Which term is used for Use only one negative word to express a negative idea. In English, using two negative words to express one negative idea creates a positive rather than a negative interpretation.**

   Double negative…….confirm

10. **Which term is used for Comparing one item with another can be a very powerful way to describe an object or a process (see the discussion of comparison and contrast).**

    Faulty comparison…..confirm

11. **Which term is used for When you construct a comparison, you must make the two items being compared parallel in structure.**

    Non parallel comparisons……confirm

12. **Which term is used for Incomplete comparisons should be avoided to ensure clarity in your writing. To be complete, a comparison must include both the item being compared and the item it is being compared with.**

    Incomplete comparison…..confirm

13. **What is the optional part of analysis reports?**

    Recommendation…..... confirm

14. **Hoping to gamer favor, my parents were sadly unimpressed with the gift. The given sentence is an example of _____.**

    Dangling modifier…..confirm from net

15. **The programmer quits it is an example of _____ type of sentence.**

    Subject-verb sentences (SV)…….confirm

16. **In addition is an example of _____.**

    Transition word……confirm from net

17. **Which sentence is punctuated correctly?**

    The CEO was not optimistic “Profits are down 18% from last year”……confirm

18. **_____ is a paragraph writing technique which attempts to show how events are influenced by or caused by others.**

    Cause and effect……confirm

19. The report design should be _____ enough to meet a variety of writer purpose and audience needs.

Flexible……confirm

20. The writer attempts to solve a problem by evaluating options and suggesting solution in _____

An analysis report….confirm

21. For many tasks, visual aids are much _____ than prose for readers to use.

Easier…..confirm

22. _____ is condensation of entire reports, focusing on the main issues what was done. What was found out, and its significance?

Abstract….confirm

23. Which sentence is correct?

If you're self-employed, it's a whole new world out there…..confirm from net

24. Rules for visual aids include all of the following except.

Make your aid visually neat and attractive…..confirm from net

25. While it is important for you to eliminate unnecessary details from your visual aids, it is also critical to include labels for the _____ content.

Important……confirm

26. Excessive use of modifiers sometimes creates _____.

Ambiguity

27. The _____ technique is used in paragraph development to provide a physical picture or functional view of the subject.

Description…..confirm

28. He likes cricket and playing football. The given sentence is an example of _____.

Nonparallel comparison

29. Analogy can be defined as

Explanation of an object or process in terms of another……confirm

30. From the following pairs of sentences, select the one which contains Dangling modifier.

While john was talking on the phone, the doorbell rang

31. Which sentence is punctuated correctly?

The chairman asked "why are our profits down?"….confirm

32. For many writers the worst part of the writing experience in the way _____.

Beginning…..confirm from net

33. _____verbs from concise prose.

Active……confirm

34. How can we correct a Comma Splice Error?

ALL Options……confirm

35. Which of the following errors does a sentence contain when it has long strings of modifiers or nouns?

Stacked modifiers…….confirm

36. Choose the correct option.

David won the fight even though he was smaller in size.

37. The length of an analysis report depends on _____.

The type and extent of the analysis

38. Appendix of an analysis report usually includes.

All options …..confirm

39. Which term is used for sentences that contain more information that a reader can easily follow?

Overloaded sentences…..confirm

40. Select the correct sentence from the following

A small piece of pie will do no harm to your diet

41. The president as well as several other _ executives _____ of our proposal.

Top-level, approve

42. The title page of a report should be _____ from top to bottom and from left to right.

balanced ….confirm

43. The boss smiled.

SV

44. The first sentence in the ACTIVE VOICE. Choose the most correct way of saying the same thing in the passive voice.
They were interviewing for the job. She _____ for the job

Was being interviewed

45. A body infection is compared with an invading army of attacking organisms is an example of _____.

Analogy……confirm

46. Which sentence is punctuated correctly?

The chairman asked "Why are our profits down?"

47. Functional specifications will form the basis for the higher precise _____ specifications.

Design…….confirm

48. While it is important for you to eliminate unnecessary details from your visual aids, it is also critical to include labels for the ___ constant.

Important……confirm

49. _____ specifications are used as the basis for the test plans and user documentation.

Design….confirm

50. Select the statement which shows perfect example of parallelism.

Pakistan's travel industry is suffering as a result of a sluggish economy, a stretch of hot weather and the chilling effects of persistent terrorist activity.

51. _____ is anything that links one sentence or paragraph to another.

Transition….confirm from net

52. In _____ pronoun case the pronoun functions as an object.

Objective…..confirm

53. In _____ pronoun case the pronoun functions as an subject.

Subjective…confirm

54. In _____ pronoun case the pronoun functions as an processor.

Possessive…….confirm

55. The table of contents provides an outline of analysis reports for readers who do not wish to read the entire report.

True…..confirm

56. Lack of information is the result of poor_____.

Research…confirm

57. In paragraph writing _____ is a series of events that tells about different happenings.

Narration…confirm

58. It includes derivations of equations, tables of raw data, sample equations, and so forth.

Appendix…..confirm

59. What do you understand by paragraph Coherence?

All options…confirm from net

60. _____ do you consider to be better teacher?

Who

61. Functional specifications will form the basis for the highly precise _____ specifications.

Design ……..confirm

62. Which of the following writing techniques should be used to associate similar things or processes by grouping them into classes?

Classification…….confirm

63. Writing style is a result of ___ structure

Sentence…..confirm

64. While writing the business proposal the writer should keep in mind that the readers of proposal are_____.

Employees

65. _____is a writing technique, to develop a topic, by examining to similarities or dissimilarities to another thing process or state

Comparison and contrast……confirm

66. Report design should be _____ enough to meet a variety of writer purposes and audience needs.

Flexible…..confirm

67. The ____technique is used in paragraph development to establish a series of events that tells the reader what happened.

Narration…..confirm

68. If___ analysis is performed poorly or not at all, it can cause writer's block

Audience……confirm

69. ___ refer to non-alphabetical symbols.

Punctuation problems

70. In a sentence ____ verbs de-emhasize or even eliminate mention of the performer of the action conveyed by the verb.

Passive….confirm

71. Audio visual aids help ____ students in the class.

Slow learning…confirm from net

72. _____ is the leader?

Who

73. ____ verbs from concise prose

Active…..confirm

74. A poorly defined _____ of your communication will inevitably make writing more difficult.

Purpose……confirm

75. _____prose often serves as the raw material for more elaborate forms of analytical prose

Descriptive…..confirm

76. Use _____ technique in paragraphs writing when you want to itemize or list a set of topics or a series of some kind.

Enumeration……confirm

77. She likes cooking, jogging and to read. The given sentence is an example of_____.

Lack of parallelism

78. Which of the following sections of an analysis report serves to orient its readers to the main issue(s) of the report?

Introduction…..confirm

79. Humma likes strawberry ice cream.

Complete sentence

80. During the time that

Wordy

81. The writer attempts to solve a problem by evaluating options and suggesting solutions in _____.

An analysis report

82. Choose the correct sentence.

Sometimes students fail to score well in examinations because they are nervous

83. How many students in your class _ from Lahore

Are coming

84. Agreement between subject and verb and between pronoun and its antecedent is important for paragraph _____.

Conherence

85. Which of the following techniques should be used to track the development of one situation or event out of another?

Cause and effect

86. _____ is anything that links one sentence or paragraph to another.

Transition

87. _____ use of long strings of modifiers or nouns

Avoid

88. _____ would usually include derivations of equations, table of raw data, sample equations.

Appendix

89. Lack of information often leads a writer towards the production of a/an _ text

Irrelevant

90. I feel like a fish out of water

Cause and effect

91. The best way to write business plan is to use a standard template provided by one of the banks or specialist business planning software.

False

92. Went to the market to buy a pair of sandals is an example of _____.

Sentence fragment

93. _____ is the problem of not being able to think of something to write about or not being able to finish writing story, poem etc

Writer's block

94. Which one of the following options produces a fused sentence?

Two independent clauses linked with just a comma

95. A body infection is compared with an invading army of attacking organisms is an example of _____

Analogy

96. Which of the following is not a recognized type of plan?

Ad-hoc

97. Which of the following is discovered during the Editing phase?

Organizational problems

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

Optional

99. Narration follows ____ pattern of development.

Chronological…..confirm

100. A comparison between two things, typically on the basis of their structure and for the purpose of explanation or clarification is known as _____.

Analogy….confirm from net

101. While writing your business proposal, you should have sufficient information about the particular _____ you are going to adopt.

Format….confirm

102. Test specifications contain one of the following;

Glossary…..confirm

103. In how many cases a pronoun can appear?

3…….confirm

104. Choose the correct option

The government has cut university budgets; consequently. The dean has increased the size of most classes.

105. How can we correct a Comma Splice Error?

All options….confirm

106. By arranging the events chronologically or spatially a writer will be able to achieve _____ in his manuscript.

Organizational logic……confirm

107. Excessive use of modifiers sometimes creates _____.

Ambiguity…..confirm

108. The ___technique is used in paragraph development to provide instances that clarify your topic statement.

Exemplification…….confirm

109. The result of market research is called _____.

Requirement specifications……confirm

110. _____ are you asking to run the errand?

Who

111. The gunning's fog index is a test designed to measure the readability of a sample of English writing.

False

112. _____ will inevitably make writing more difficult, and may block it together.

A poorly defined purpose…….confirm

113. Which one of the following options produces a fused sentence

Two independent clauses run together without punctuation

114. The fire has destroyed the house
The house _____ by the fire.

Has been destroyed…….confirm

115. Use prescriptive prose to provide a ____ view of the subject.

Functional……confirm

116. _____ help establish clear connections between ideas and ensure that sentences and paragraph flow together smoothly.

Transition words and phrases

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

Function list……confirm

118. _____ is what we call the experience of getting stuck while writing.

Writer's block……confirm

119. Visual aids can be a great way of enhancing a presentation _____ when they are used sensibly and with a clear purpose.

Visually…..confirm

120. Choose the correct sentence

The reason of his being such a success is that he never gives up…confirm from net

121. Use ___ to explain one object or process in terms of another.

Analogy…..confirm

122. Lack of a well defined purpose leads to the experience of getting stuck while writing known as the ___ block

Writer's……..confirm

123. Modifiers of noun

Should be placed before the noun

124. _____ is condensation of entire reports, focusing on the main issues what was done, what was found out, and its significance?

Abstract….confirm

_____ is a quick checking for errors.

All of the above

It includes derivations of equations, tables of raw data, sample equations, and so forth.

Appendix

The result of market research is _____ specifications..

Requirement

Fill in the blank with a suitable interrogative pronoun. …… are you laughing at?

Who.

Communication with a poorly defined purpose will make writing more difficult and may block it altogether.

True

While writing the business proposal the writer should keep in mind that the readers of proposal are _____.

Writers

Can visual aids carry entire message?
In some situations, visual aids can carry the entire message. Page 144

What is the chief advantage of the pictograph?
It is used to symbolize concretely the quantities you are talking a... Page 148

Which one of the following are answered in the introduction part of a report?

Report elements
Choose the correct option. Feasibility reports are used to:
To analyze problems and predict practical alternatives.
In how many categories, Specifications can be divided?

3

It includes derivations of equations, tables of raw data, sample equations, and so forth.

Appendix

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

Feasibility report

Which of the following aspects represent the function of report?

All of the above page 112

Identify the section from the following that should be included in a progress report:

Project description and Conclusion

Which of the following element paraphrased from the body?

Summary

Choose the correct option from the following:

In report writing the summaries are often called executive summaries because they are usually addressed to…….

All of above

_____ is a plane sheet with only the title of the report on it.

Title fly is a plain sheet of paper with only the title of the report on it. (Page 84)

In the introduction of a proposal, the announcements are _____.

of varied length page 136

What is third basic division of a formal report other than prefatory and supplementary parts?

Text part page111

Once the proposal is submitted to the readers, they may follow a/the _____ to evaluate it.

variety of methods page 132

A formal report is usually more than 10 pages in length

True

_____ may include tables, pictorials, graphs, charts or some additional information related to the text of a report.

Appendix

What are the best persuasive messages closely connected to

The indirect approach page70

The progress report states the progress made towards the goal during the reporting period, discusses significant costs and scheduling issues

True page 127

The conventional superstructure for writing progress reports consists of introduction, facts, discussion, conclusions and_____.

Recommendations

In the introduction part of a Business Proposal, the description of the ---------- is crucial.

Problem

A/An ----- is an alphabetic listing of special terms and words with their meaning and definitions.

Glossary

An appendix is in the main body of a report.

fALSE

What is meant by chronology?

Investigating the chain of event

Which of the following steps are involved in planning a sales letter?

All of the above

In report writing, the writer needs to assure the readers that the facts form a ----- basis for the decision-making.

Strong

For the report covering several projects, discussion section should be organized around time periods.

True

Which of the following questions is not addressed by criteria?

No idea

Making a strong statement at the beginning of a report may be misconstrued as arrogance.

True

A _____ is missing a subject, a verb, or both, but is punctuated as if it is a complete sentence.

Sentence fragment

_____prose often serves as the raw material for more elaborate forms of analytical prose.

Descriptive

Which of the following writing techniques has been used in the following sentence?

"It was snowing outside so school was canceled".

Cause and Effect

Turning verbs into nouns is called

Nominalization

A well-organized paragraph supports or develops a single controlling idea, which is expressed in a sentence called …….

the topic sentence

Communication with a poorly defined purpose will make writing more difficult and may block it altogether.

True

A _____ is missing a subject, a verb, or both, but is punctuated as if it is a complete sentence.

sentence fragment

When we link two independent clauses with just a comma; this is known as a _____ error.

comma splice

