

MCQS

ENG201 midterm preparation file

ZB

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the name of God , Most
Gracious, Most merciful



ENG201

MCQS

Q1: What is the main purpose of business communication?

- a) Entertainment
- b) Sharing opinions
- c) Exchange of information to achieve goals
- d) Persuasion only

Answer: c) Exchange of information to achieve goals

Q2: The "7 Cs" of communication do NOT include:

- a) Clarity
- b) Creativity
- c) Conciseness
- d) Completeness

Answer: b) Q3: Which of the following is an example of non-verbal communication?

- a) Sending an email
- b) Gestures and facial expressions
- c) Writing a report
- d) Making a phone call

Answer: b) Gestures and facial expressions

Q4: Which communication channel is the fastest for immediate feedback?

- a) Email
- b) Face-to-face
- c) Letter
- d) Report

Answer: b) Face-to-face

) Creativity

Q5: What is the primary goal of a business memo?

- a) To entertain
- b) To provide detailed research
- c) To convey concise, important information
- d) To persuade investors

Answer: c) To convey concise, important information

Q6: Which of the following is a formal way to end a business letter?

- a) Cheers
- b) Yours sincerely
- c) See you soon
- d) Thanks

Answer: b) Yours sincerely

Q7: Which type of listening involves understanding the speaker's emotions?

- a) Critical listening
- b) Empathetic listening
- c) Passive listening
- d) Selective listening

Answer: b) Empathetic listening

Q8: A listener who is trying to analyze and evaluate a message is engaging in:

- a) Active listening
- b) Critical listening
- c) Casual listening
- d) Reflective listening

Answer: b) Critical listening

Q9: Identify the correct sentence:

- a) The team has completed their work.
- b) The team has completed its work.
- c) The team have completed its work.
- d) The team has completing their work.

Answer: b) The team has completed its work.

Q10: Choose the correct word to complete the sentence: "She is ___ to complete the task."

- a) ability
- b) able
- c) abled
- d) enables

Answer: b) able

Q11: What is the purpose of an executive summary in a business report?

- a) To provide a detailed explanation of the report**
- b) To summarize the key points for quick reading**
- c) To include supporting data and analysis**
- d) To include personal opinions**

Answer: b) To summarize the key points for quick reading

Q12: A good business report should be:

- a) Biased and opinionated**
- b) Concise and well-structured**
- c) Creative and informal**
- d) Lengthy and detailed**

Answer: b) Concise and well-structured

Q16: Why is audience analysis important in business communication?

- a) To impress the audience**
- b) To tailor the message according to the audience's needs**
- c) To avoid giving details**
- d) To simplify the communication process**

Answer: b) To tailor the message according to the audience's needs

Q17: What should you avoid when analyzing an audience?

- a) Stereotyping**
- b) Understanding demographics**
- c) Considering cultural differences**
- d) Identifying preferences**

Answer: a) Stereotyping

Q18: Which part of a business letter contains the main message?

- a) Introduction**
- b) Body**
- c) Salutation**
- d) Closing**

Answer: b) Body

Q19: Which layout style aligns all parts of a business letter to the left margin?

- a) Modified block format**
- b) Semi-block format**
- c) Full block format**
- d) Indented format**

Answer: c) Full

Q20: Choose the correct sentence:

- a) The CEO and the manager is arriving soon.**
- b) The CEO and the manager are arriving soon.**
- c) The CEO and the manager am arriving soon.**
- d) The CEO and the manager be arriving soon.**

Answer: b) The CEO and the manager are arriving soon.

Q21: Identify the sentence with correct punctuation:

- a) "Please find the report attached", she said.**
- b) Please find the report attached, she said.**
- c) "Please find the report attached," she said.**
- d) "Please find the report attached." she said.**

Answer: c) "Please find the report attached," she said.
block format

Q22: What is the primary characteristic of technical writing?

- a) Subjective and emotional
- b) Descriptive and creative
- c) Clear and concise
- d) Informal and persuasive

Answer: c) Clear and concise

Q23: A user manual is an example of:

- a) Persuasive writing
- b) Narrative writing
- c) Technical writing
- d) Reflective writing

Answer: c) Technical writing

Q24: Active listening involves:

- a) Judging the speaker's message
- b) Passively hearing the speaker
- c) Providing feedback and understanding
- d) Interrupting the speaker when necessary

Answer: c) Providing feedback and understanding

Q25: Feedback is important in communication because:

- a) It helps clarify the message
- b) It hinders the communication process
- c) It reduces the need for communication
- d) It is optional in business settings

Answer: a) It helps clarify the message

Midterm preparation file

Q26: Which of the following is essential for an effective presentation?

- a) Complex vocabulary**
- b) Clear structure with an introduction, body, and conclusion**
- c) Long, detailed explanations**
- d) Memorization of the entire speech**

Answer: b) Clear structure with an introduction, body, and conclusion

Q27: In presentations, visual aids should be:

- a) Overloaded with information**
- b) Simple and relevant**
- c) Colorful but unrelated to the topic**
- d) Avoided entirely**

Answer: b) Simple and relevant

Midterm preparation file

29. The resistance of a conductor depends on:

- a) Material, length, and area**
- b) Voltage only**
- c) Temperature only**
- d) None of these**

Answer: a) Material, length, and area

30. The SI unit of magnetic flux is:

- a) Weber (Wb)**
- b) Tesla**
- c) Ampere**
- d) Ohm**

Answer: a) Weber (Wb)

31. A device used to measure electric current is called a:

- a) Ammeter**
- b) Voltmeter**
- c) Galvanometer**
- d) Multimeter**

Midterm preparation file

Q35: What is the most effective way to design a presentation slide?

- a) Overload slides with text**
- b) Use minimal text and incorporate visuals**
- c) Make every slide full of color and animations**
- d) Use small font sizes for readability**

Answer: b) Use minimal text and incorporate visuals

Q36: The purpose of using bullet points in a presentation is to:

- a) Provide long, detailed explanations**
- b) Highlight key points in a concise format**
- c) Fill up space on the slide**
- d) Distract the audience from the message**

Answer: b) Highlight key points in a concise format

19. Business Meetings

Q37: The main objective of a business meeting is to:

- a) Discuss personal matters**
- b) Share ideas and make decisions**
- c) Pass time**
- d) Share entertainment**

Answer: b) Share ideas and make decisions

Q38: What is the role of an agenda in a business meeting?

- a) To outline the topics to be discussed**
- b) To confuse the attendees**
- c) To distract the meeting participants**
- d) To keep the meeting informal**

Answer: a) To outline the topics to be discussed

Midterm preparation file

Q39: In persuasive writing, the writer should:

- a) Ignore the reader's concerns
- b) Present a strong argument with supporting evidence
- c) Use emotional language only
- d) Avoid addressing counterarguments

Answer: b) Present a strong argument with supporting evidence

Q40: Which of the following is a common technique in persuasive writing?

- a) Neutral tone
- b) Emotional appeal
- c) Overuse of statistics
- d) Avoiding clear conclusions

Answer: b) Emotional appeal

21. Proofreading and Editing

Q41: When proofreading, it is important to:

- a) Focus only on the content
- b) Ignore grammar and spelling errors
- c) Review the document for clarity, grammar, and spelling
- d) Skip over complex sentences

Answer: c) Review the document for clarity, grammar, and spelling

Q42: Which of the following is an effective editing tip?

- a) Edit your document immediately after writing
- b) Edit your document in the same sitting
- c) Take a break and then review the document with fresh eyes
- d) Skip the editing process if you're short on time

Answer: c) Take a break and then review the document with fresh eyes

Midterm preparation file

Q43: Which of the following words is most appropriate in a formal business context?

- a) Thing**
- b) Stuff**
- c) Product**
- d) Cool**

Answer: c) Product

Q44: The term "ROI" in business stands for:

- a) Rate of Interest**
- b) Return on Investment**
- c) Rate of Investment**
- d) Return on Insurance**

Answer: b) Return on Investment

23. Email Communication

Q45: When sending a business email, the tone should be:

- a) Informal and friendly**
- b) Formal and professional**
- c) Sarcastic and humorous**
- d) Aggressive and critical**

Answer: b) Formal and professional

Q46: The "Reply All" function in an email should be used when:

- a) You want to respond only to the sender
- b) You want to respond to the sender and all other recipients
- c) The email contains personal information
- d) You don't want others to see your response

Answer: b) You want to respond to the sender and all other recipients

ZB +92 300 5427579

WhatsApp:

<https://whatsapp.com/channel/0029VaODheTDp2Q8YVco0N2p>

Second WhatsApp channel
channel on WhatsApp:

<https://whatsapp.com/channel/0029VafvOcy90x2tPbUaX02l>

YouTube:

<https://youtu.be/-AMj4iNz0UE?si=hg29pJZ1kujzg57J>

Phone no : +92 300 5427579

Phone no: +92 330 3869586

Email: asktozb@gmail.com

Passing criteria of this course

Letter Grade	Grade Points	Equivalent Percentage
A+	4.00	90-100
A	4.00	85-89
A-	3.66 - 3.99	80-84
B+	3.33 - 3.65	75-79
B	3.00 - 3.32	71-74
B-	2.66 - 2.99	68-70
C	2.00 - 2.65	61-67
D	1.00 - 1.99	50-60
F	0.00	00-49

Passing Criteria for a Course:

The passing criteria is defined in such a way that it ensures the student shall be consistent in his studies throughout the semester.

Therefore, for passing a course/subject, student shall fulfill the following:

- a) Secure minimum **20%** score in Formative Assessments/Mid terms
- b) Secure minimum **20%** score in Final Term Examinations.
- c) Secure at least **40%** marks in aggregate while fulfilling the above requirements

Course Selection and Credit Hours

Q: How do I select courses when the course selection is open?

A: Follow these steps:

- 1. Check the credit hours allowed by your university (e.g., 21, 18, or 15 credit hours).**
- 2. Each subject typically has 3 credit hours.**
- 3. Divide the total allowed credit hours by 3 to determine how many subjects you can select.**

Examples:

21 credit hours = 7 subjects

15 credit hours = 5 subjects

Remember, the university may allow different credit hours for each student, so check your specific allowance.

By following these steps, you can make informed decisions during course selection and manage your credit hours effectively.

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Advice

Hmaesha relax ho ke parha kryn panic mat hua kryn apky parents ky bohat khawab hoty hn wo pura krny ki puri koshish kea kryn kbi b ksi pe depend na kea kryn apko bs ak insan success kr saqta ha or wo insan ap khud hn apky elawa koi nahe ap bs koshish kryn Allah pak pe strong yakeen rakha kryn or mehnat krke sb Allah ke hawaly kr dea kryn everything is possible be brave be strong stay blessed

Hum insan hamesha moat se darty or bhagty hn or moat se bachny ki koshish krty hn jabke moat ny ana hi ana ha hum

moat se nahe bach saqty humy jahanam se bachny ki koshish
krni chaheay hum jahanam se bach saqty hn
Insan ko 3 chezo se dar lagta ha Moat Risk/Dolat Ezat Shohrat
Fame

Moat

**Humy pta hona chaheay Moat tab ani ha jab Allah
chahy us se pehly puri dunya bi ak taraf ho ke apko
marna chahy to apka kuch nahe beggar saqti**

Risk/Dolat

**Risk Dolat sb Allah pak ke hath m ha puri dunya ak
taraf b ho jay na apsy apka risk cheen saqti ha na de
saqti ha Ye sirf ALLAH pak ky hath m ha**

Izat Zilat shohrat Fame

**Izat Zilat Sirf Allah de saqty hn puri dunya mel ke b
apko zra brabr b damage nahe kr saqti Agr ALLAH**

**Apko izat dena chahay to puri dunya ak taraf ho ke
b apko 1% b nuksan nahe pohancha saqti**

Phr Dar ks bat ka ??????????????????

**Be brave be strong Just put your trust To ALLAH
Hamesha Confident or himat se raho kbi ksi k samne
mat jhuko puri dunya mel k b apka kuch b nahe
beggar saqti**

ZB
MY REQUEST FROM ALL OF YOU

ZB Request from All of you My family

Mjy ap sbki help or support ki zarort ha or wo ye k hum sb Mel kr Allah ka Quran ki Urdu translation logo tak pohanchy or Quran ko samjna asaaan kryn dosro k leay sb tak Allah ka Quran pohanchy it's my campaign hum log 70+ age k ho jaty hn phr b hmy namaz tak ki translation nahe pta hoti k hum Allah pak se

Kya Dua kr rhy hn so hum youngster's ko Mel kr puri takat or energy ke sath Allah ka Quran spread krna ha

Hum puri Koshish kr rhy hn k hum sb Mel k Quran ki translation or most important topics ko maximum share kry with translation hmara maksad Quran ko spread krna ha be a part of us

m apni pocket se ye sb kr rha ho Allah ka Quran spread krny k leay apne or mene sbny Marna ha ak din to q na Allah k leay Kuch kryn apni energies apni power ko bajay negative use krny k Allah k leay invest kryn khud ko be a part of us

Agr m 23 ki age m apny sare sources use kr rha ho pocket se heavy amounts give away kr rha ho Quran spread krny k leay to ap just share to kr saqty hn itna e kr dyn

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Agr ap mujsy contact na kr sky too b ap jo b hn jaha bi hn waha Allah ka quran pheelay zada se zada with urdu translation jitni himat ha utna share kryn

..... **MY Family**

**Just Relax and focus! Exams are not difficult. Put in your
100% effort and trust in Allah.**

..... **AL-Quran**

**"And indeed, with hardship comes ease." (Quran 94:5)
Remember, I'm here to support you! Stay brave and strong!"**

May Allah bless you