



VU STUDY WITH BRD
FINAL TERM PREPERATION



WELCOME
IN
VU STUDY WITH
BRD



Question # 1 of 10 (Start time: 10:41:12 AM, 29 November 2022)

Total Marks: 1

Fill in the gap by adding suitable transitional word.
I enjoy reading this new magazine. ____, it has good articles.

Select the correct option

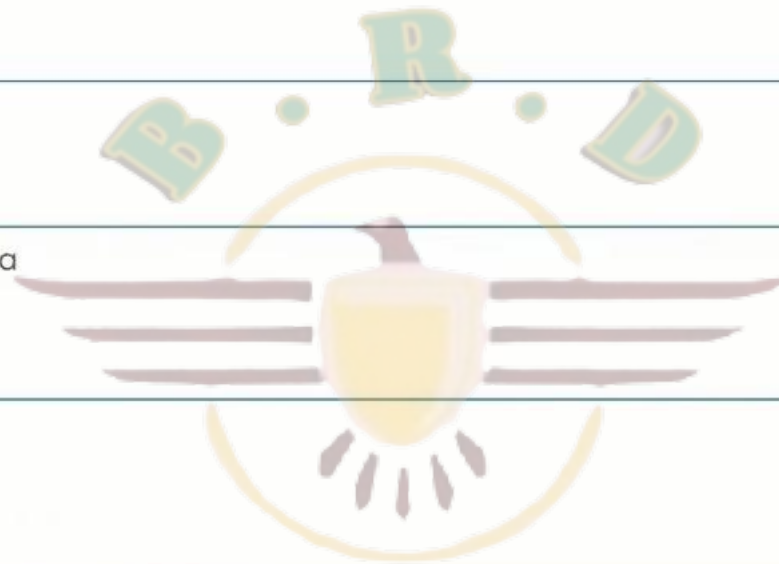
<input type="radio"/>	Thus
<input type="radio"/>	However
<input checked="" type="radio"/>	Moreover
<input type="radio"/>	Furthermore



Which of the following statements is part of persuasion in oral presentation?

► Select the correct option

<input checked="" type="radio"/>	Gaining willing acceptance of an idea
<input type="radio"/>	To explain a process of some topic
<input type="radio"/>	To inform the audience of some new theory of learning
<input type="radio"/>	To explain the marketing strategy



Question # 3 of 10 (Start time: 10:44:20 AM, 29 November 2022)

Total Marks: 1

The oral communication is ----- in its nature and brings back immediate result.

▶ Select the correct option

<input type="radio"/>	sensational
<input type="radio"/>	communal
<input type="radio"/>	conversational
<input checked="" type="radio"/>	conventional



Question # 4 of 10 (Start time: 10:45:58 AM, 29 November 2022)

Total Marks: 1

Table of contents, problem statements, and graphs play a great role in promoting -----.

Select the correct option

contextual clarity

stylistic clarity

grammatical clarity

structural clarity



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Question # 5 of 10 (Start time: 10:47:30 AM, 29 November 2022)

Total Marks: 1

Mark the Statements as true/false.

Implicit purpose means the purpose which is clearly stated.



► Select the correct option

True



False



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The role of a _____ is to say how the organization, or some part, will act when confronted with a particular situation.

Select the correct option

<input type="radio"/>	advisors
<input type="radio"/>	coordinators
<input type="radio"/>	implementers
<input checked="" type="radio"/>	decision makers



VU STUDY

The role of a _____ is to say how the organization, or some part, will act when confronted with a particular situation.

Select the correct option



advisors

coordinators

implementers

decision makers

The job of _____ is to carry out the decisions that have been taken by the executives of an organization.

Select the correct option

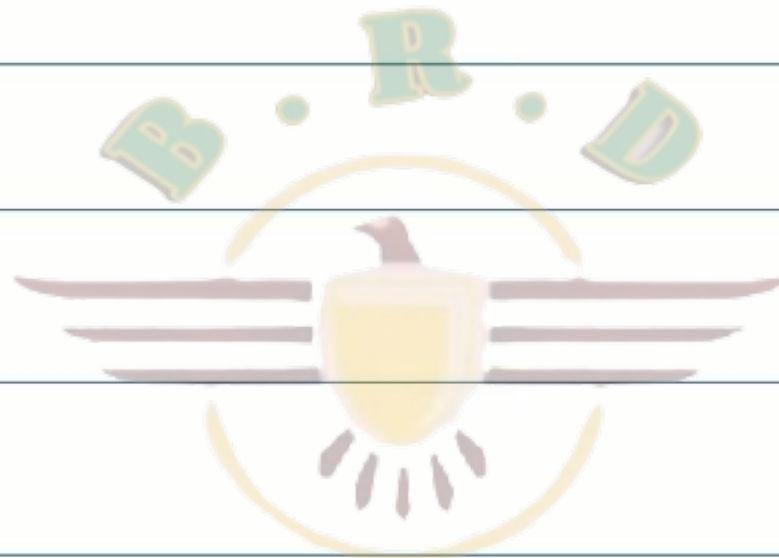
<input type="radio"/>	officials
<input type="radio"/>	advisors
<input type="radio"/>	decision makers
<input checked="" type="radio"/>	implementers



Which one of the following is NOT a quality of good business and administrative writing?

Select the correct option

<input type="radio"/>	Concise
<input type="radio"/>	Clear
<input checked="" type="radio"/>	Complimentary
<input type="radio"/>	Correct



VU STUDY

Question # 9 of 10 (Start time: 10:52:59 AM, 29 November 2022)

Total Marks: 1

----- accuracy refers to the proper coverage of your topics in appropriate detail.

Select the correct option

<input type="radio"/>	Stylistic
<input type="radio"/>	All of the above
<input type="radio"/>	Technical
<input checked="" type="radio"/>	Document



Question # 10 of 10 (Start time: 10:54:27 AM, 29 November 2022)

Total Marks: 1

Fill in the gap by adding suitable transitional word.
Karen is rich; ____, her cousin Kate is poor.

Select the correct option

however

otherwise

on the contrary

therefore



Question # 1 of 10 (Start time: 09:25:17 PM, 12 December 2022)

Total Marks: 1

'Umer is an unusually tall Sindhi.'

Which of the following types of biases does it exemplify?

Select the correct option

<input type="radio"/>	None of the above
<input checked="" type="radio"/>	Ethnic bias
<input type="radio"/>	Disability
<input type="radio"/>	Gender bias



VU STUDY

Question # 2 of 10 (Start time: 09:26:53 PM, 12 December 2022)

Total Marks: 1

E-mail messages typically take the form of _____.

Select the correct option

<input type="radio"/>	report
<input checked="" type="radio"/>	memoranda
<input type="radio"/>	letter
<input type="radio"/>	proposal



Question # 3 of 10 (Start time: 09:27:57 PM, 12 December 2022)

Total Marks: 1

There are a number of elements to a/an _____ letter. Complete the statement

Select the correct option

claim

business

inquiry

order



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Question # 4 of 10 (Start time: 09:28:55 PM, 12 December 2022)

Total Marks: 1

In _____ format the address, date, salutation, paragraphs, and closing are all lined up at the left margin.

Select the correct option

- | | |
|----------------------------------|---------------------|
| <input type="radio"/> | left margin |
| <input type="radio"/> | modified block |
| <input type="radio"/> | standard writing |
| <input checked="" type="radio"/> | block or full Block |



Question # 5 of 10 (Start time: 09:30:24 PM, 12 December 2022)

Total Marks: 1

Choose the correct option from the following.

-----minutes are often required by federal, state, or local law, by-laws, charters, or regulations in any organization.

Select the correct option

<input type="radio"/>	Sample
<input checked="" type="radio"/>	Formal
<input type="radio"/>	Meeting
<input type="radio"/>	Informal



'Eriq is just like all the French, so dismissive of Americans.' The sentence contains _____.

Select the correct option

<input type="radio"/>	Disability Bias
<input type="radio"/>	Gender Bias
<input checked="" type="radio"/>	Racial Bias
<input type="radio"/>	Cultural Bias



▶ Saving and loading next question...

Question # 7 of 10 (Start time: 09:33:18 PM, 12 December 2022)

Total Marks: 1

Select the right option to fill in the blank.

The children forgot their homework, _____ the teacher was angry with them.

Select the correct option

<input type="radio"/>	after
<input checked="" type="radio"/>	so
<input type="radio"/>	because
<input type="radio"/>	while



Choose the correct option from the following.

At the bottom of the last page of a business letter, '-----' may show who typed the letter, whether any material is enclosed with the letter, and who is receiving a copy of the letter.

Select the correct option

<input type="radio"/>	Closing Phrase
<input type="radio"/>	Front Matter
<input checked="" type="radio"/>	End Notations
<input type="radio"/>	Body



Question # 9 of 10 (Start time: 09:36:27 PM, 12 December 2022)

Total Marks: 1

An agenda is a simple list of _____ to be discussed.

Select the correct option

persons

techniques

topics

accessories



Question # 10 of 10 (Start time: 09:37:18 PM, 12 December 2022)

Total Marks: 1

Choose the correct option from the following.

In _____section of application letter state that you are applying for a specific job title or field.

Select the correct option

<input type="radio"/>	end Matter
<input type="radio"/>	salutation
<input checked="" type="radio"/>	front Matter
<input type="radio"/>	body



Question # 1 of 10 (Start time: 04:06:44 AM, 26 December 2022)

Step by step presentation of facts/information in a report is known as ----- order.

Select the correct option

- geographical
- sequential
- spatial
- categorical



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Question # 2 of 10 (Start time: 04:07:41 AM, 26 December 2022)

Desire is one of the four phases of AIDA plan.

Select the correct option

True



False



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Question # 3 of 10 (Start time: 04:08:46 AM, 26 December 2022)

Total Mar

Desire is one of the four phases of AIDA plan.

Select the correct option

False

True



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Question # 4 of 10 (Start time: 04:09:27 AM, 26 December 2022)

Always construct a message which addresses the _____ needs of the customer.

Select the correct option

overall

momentary

fair

partial



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Question # 5 of 10 (Start time: 04:11:13 AM, 26 December 2022)

Total Mar

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

Select the correct option

- Avoid overemphasizing the positive aspect
- De-emphasizing the Bad News
- Avoid blunt statements likely to offend
- All of the above



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Question # 6 of 10 (Start time: 04:13:05 AM, 26 December 2022)

Total Mar

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

Select the correct option



We must deny...



We appreciate...



None of the above



You are welcome to...



VU STUDY

Question # 7 of 10 (Start time: 04:14:11 AM, 26 December 2022)

Total Mar

When the presentation of information is based on the site or location then it is called as -----.

Select the correct option

- Ascending order
- Chronological
- Sequential arrangement
- Geographical arrangement



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Question # 8 of 10 (Start time: 04:15:32 AM, 26 December 2022)

Total Mar

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



Select the correct option

True

False



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Question # 9 of 10 (Start time: 04:17:11 AM, 26 December 2022)

Total Mar

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

Select the correct option

- | | |
|----------------------------------|---------------|
| <input type="radio"/> | Positive plan |
| <input type="radio"/> | Direct plan |
| <input checked="" type="radio"/> | Indirect plan |
| <input type="radio"/> | Neutral plan |



Question # 10 of 10 (Start time: 04:19:21 AM, 26 December 2022)

Total Mar

Observation is one of the tools to collect secondary data.

Select the correct option

True

False



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What is the chief advantage of the pictograph?

Select the correct option



It is used to entertain your audience.



It is used to symbolize concretely the quantities you are talking about in the graph.



It is used to draw the attention of your executives towards your skills.



None of the above



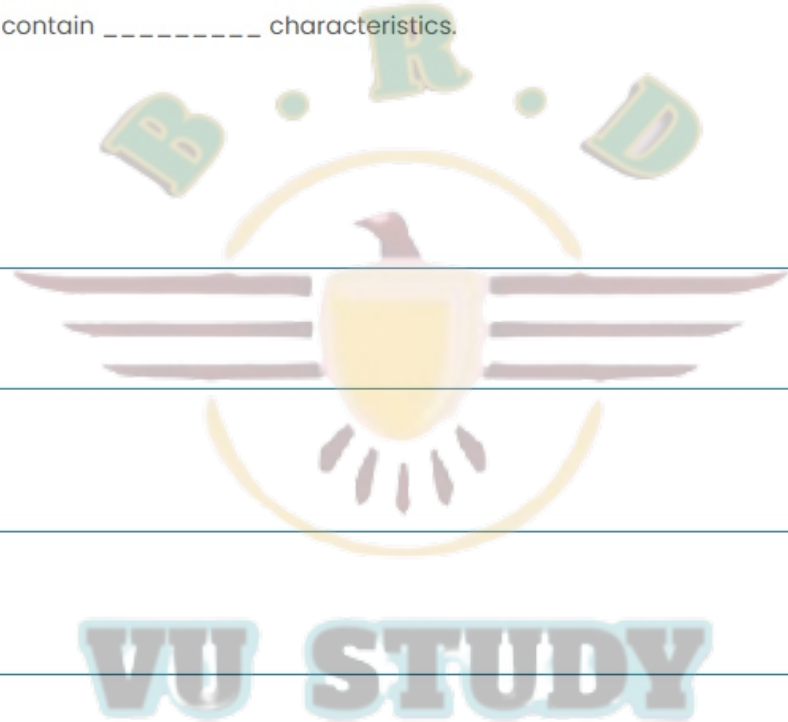
VU STUDY

Click to Save Answer & Move to Next Question

Question # 2 of 20 (Start time: 12:20:52 AM, 31 January 2023)

Total Marks: 1

Hardware functional specifications as a rule should contain _____ characteristics.



Select the correct option

- | | |
|----------------------------------|---------------|
| <input type="radio"/> | Chemical |
| <input type="radio"/> | Compositional |
| <input checked="" type="radio"/> | Physical |
| <input type="radio"/> | Formal |

Question # 3 of 20 (Start time: 12:22:15 AM, 31 January 2023)

Total Marks: 1

Choose the most relevant option from the following for the phrase given below.
In business communication there should be a balanced focus on:



Select the correct option

the message only.

the audience only.

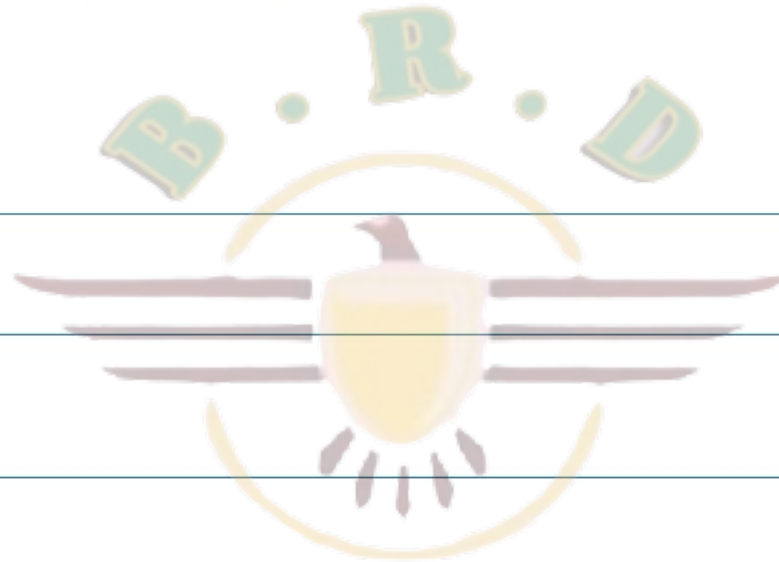
both the message and grammar.

the grammar only.

Question # 4 of 20 (Start time: 12:22:47 AM, 31 January 2023)

Total Marks: 1

----- specifications form the basis of the highly precise design specifications.



Select the correct option

<input type="radio"/>	Test
<input type="radio"/>	Design
<input type="radio"/>	Requirement
<input checked="" type="radio"/>	Functional

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Question # 5 of 20 (Start time: 12:24:29 AM, 31 January 2023)

Total Marks: 1

Turning verbs into nouns is called _____.



Select the correct option

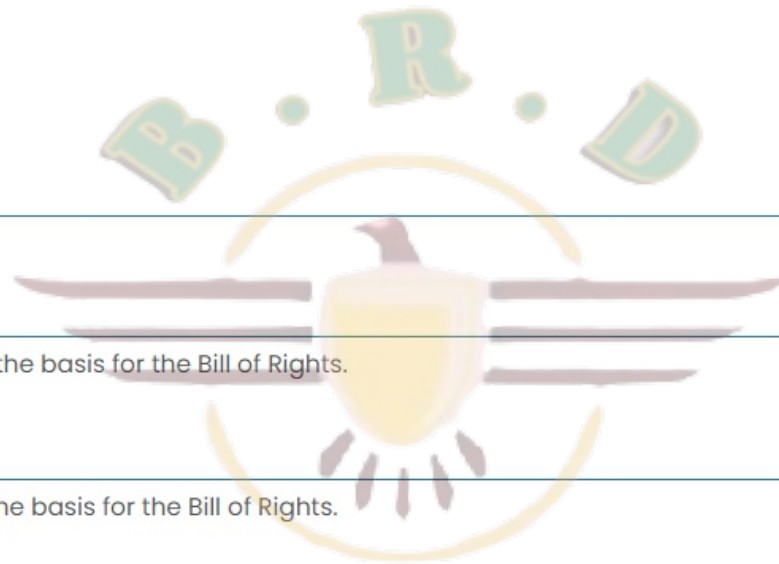
- gerund formation
- nominalization
- verbalization
- none of the above

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Question # 6 of 20 (Start time: 12:25:16 AM, 31 January 2023)

Total Marks: 1

Which sentence is punctuated correctly?



Select the correct option

The Magna Carta, which was signed in 1215, is the basis for the Bill of Rights.

The Magna Carta which was signed in 1215 is the basis for the Bill of Rights.

The Magna Carta, which was signed in 1215 is the basis for the Bill of Rights.

The Magna Carta that was signed in 1215 is the basis for the Bill of Rights.

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Question # 7 of 20 (Start time: 12:26:24 AM, 31 January 2023)

Total Marks: 1

"In addition "is an example of.....

Select the correct option

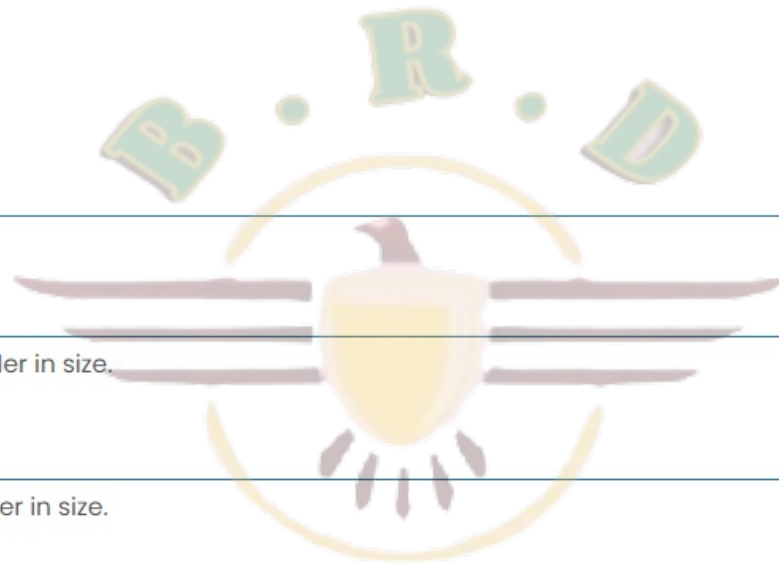
<input type="radio"/>	Adjective
<input type="radio"/>	Adverb modifier
<input type="radio"/>	Adverb
<input checked="" type="radio"/>	Transition word



Question # 8 of 20 (Start time: 12:27:53 AM, 31 January 2023)

Total Marks: 1

Choose the correct option.



Select the correct option

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

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

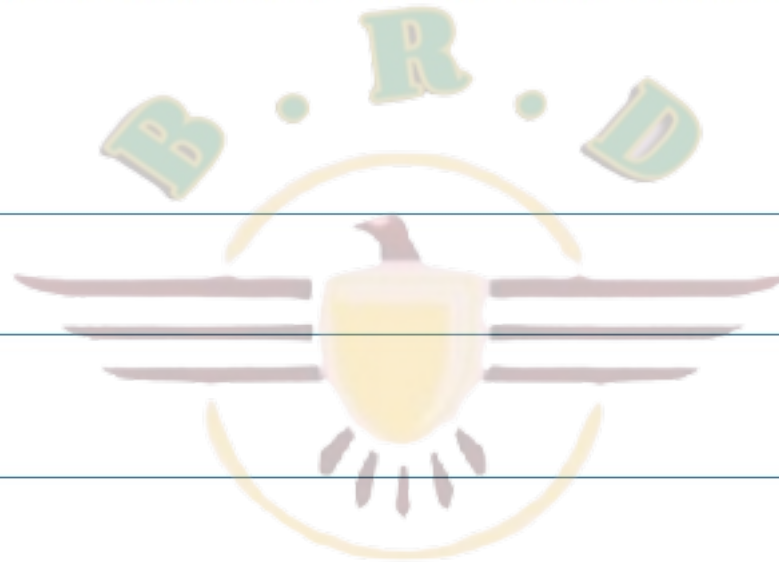
David won fight even though he was smaller in size.

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

Question # 9 of 20 (Start time: 12:28:27 AM, 31 January 2023)

Total Marks: 1

A/An _____ uses rectangles and lines to represent the arrangement of people and departments in an organization. It also indicates who reports to whom and who gives direction to whom.



Select the correct option

- | | |
|----------------------------------|----------------------|
| <input type="radio"/> | schedule chart |
| <input type="radio"/> | flow chart |
| <input type="radio"/> | none of the above |
| <input checked="" type="radio"/> | organizational chart |

Question # 10 of 20 (Start time: 12:29:26 AM, 31 January 2023)

Total Marks: 1

From the following pairs of sentences, select the one which is free of 'Dangling Modifier'.



Select the correct option

- | | |
|----------------------------------|---|
| <input type="radio"/> | Piled up next to the washer, I began doing the laundry. |
| <input type="radio"/> | While talking on the phone, the doorbell rang. |
| <input type="radio"/> | Standing on the balcony, we had a magnificent ocean view. |
| <input checked="" type="radio"/> | Standing on the balcony, the ocean view was magnificent. |

Question # 11 of 20 (Start time: 12:30:21 AM, 31 January 2023)

Total Marks: 1

Choose the correct option:

The report design should be ----- enough to meet a variety of writer purposes and audience needs.

Select the correct option

<input type="radio"/>	stubborn
<input checked="" type="radio"/>	flexible
<input type="radio"/>	inflexible
<input type="radio"/>	brief



Question # 12 of 20 (Start time: 12:30:44 AM, 31 January 2023)

Total Marks: 1

It is commonly believed that is the manner in which a writer chooses to write to his or her audience.



Select the correct option

writing potential

writing style

creative writing

writing technique

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Question # 13 of 20 (Start time: 12:31:54 AM, 31 January 2023)

Total Marks: 1

If you do not think you can communicate effectively, you will not be able to _____.



Select the correct option

- | | |
|----------------------------------|-------------|
| <input type="radio"/> | think |
| <input type="radio"/> | write |
| <input type="radio"/> | read |
| <input checked="" type="radio"/> | communicate |

Question # 14 of 20 (Start time: 12:32:11 AM, 31 January 2023)

Total Marks: 1

Megan read three novels last week, Sue read four short stories. The given sentence is an example of _____.

Select the correct option

choppy sentence

dangling modifier

sentence fragment

comma splice



Question # 15 of 20 (Start time: 12:33:56 AM, 31 January 2023)

Total Marks: 1

Writer's _____are his overall views on the progress of your work.



Select the correct option

<input type="radio"/>	Statistics
<input type="radio"/>	Analysis
<input type="radio"/>	Introduction
<input checked="" type="radio"/>	Conclusion

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Question # 16 of 20 (Start time: 12:35:32 AM, 31 January 2023)

Total Marks: 1

Fill in the blank with a suitable interrogative pronoun.
..... is the leader?



Select the correct option

<input checked="" type="radio"/>	who
<input type="radio"/>	whose
<input type="radio"/>	Which
<input type="radio"/>	whom

Question # 17 of 20 (Start time: 12:35:48 AM, 31 January 2023)

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

<input type="radio"/>	True
<input checked="" type="radio"/>	False



Question # 18 of 20 (Start time: 12:37:55 AM, 31 January 2023)

Total Marks: 1

If organizational problems are not fixed by the writer, the readers experience a complete breakdown in _____.



Select the correct option

<input checked="" type="radio"/>	communication
<input type="radio"/>	discussion
<input type="radio"/>	innovation
<input type="radio"/>	conversation

Question # 19 of 20 (Start time: 12:39:47 AM, 31 January 2023)

Total Marks: 1

Simplifying visual aids also means removing _____ details.



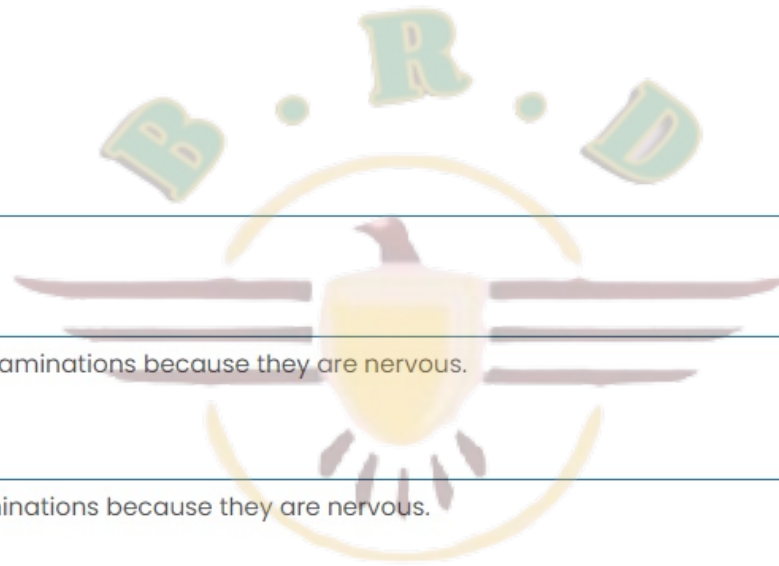
Select the correct option

- | | |
|----------------------------------|-------------|
| <input type="radio"/> | all |
| <input checked="" type="radio"/> | unnecessary |
| <input type="radio"/> | necessary |
| <input type="radio"/> | some |

Question # 20 of 20 (Start time: 12:39:59 AM, 31 January 2023)

Total Marks: 1

Choose the correct sentence.



Select the correct option

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

Sometimes students fail to score well on examinations because they are nervous.

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

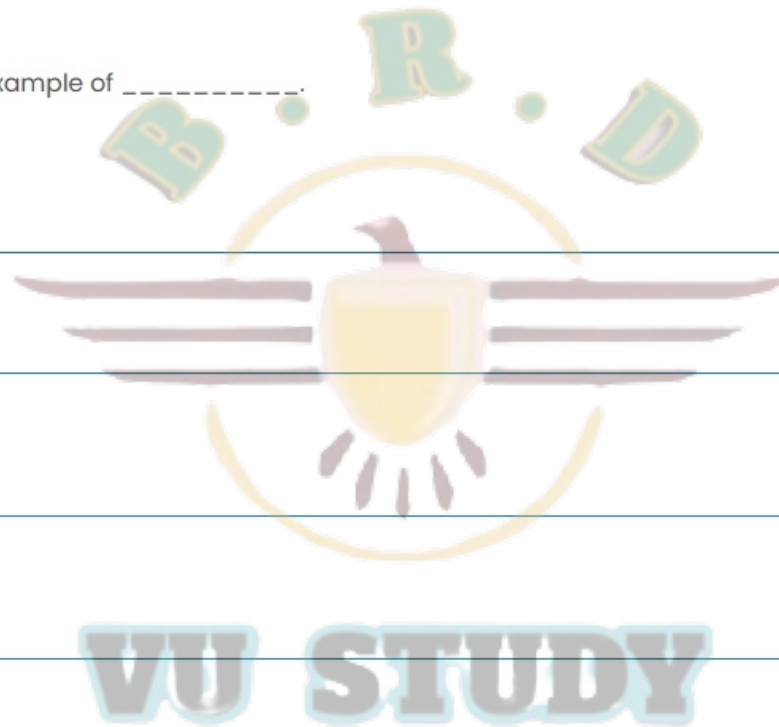
Sometimes students fail score well in examinations because they are nervous.

Question # 1 of 20 (Start time: 01:41:47 AM, 31 January 2023)

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

- | | |
|----------------------------------|-------------------|
| <input type="radio"/> | adjective phrase |
| <input type="radio"/> | simple sentence |
| <input type="radio"/> | compound sentence |
| <input checked="" type="radio"/> | sentence fragment |

Choose the correct option:
You can show your readers exactly what they would see if they personally were to look at an object.

Select the correct option

- Photographs
- Schedule charts
- Chats
- Organizational charts



Quiz x +
https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=390c4606-be0c-4ccf-8d31-ff434311ea1f
Import favorites | Gmail | Maps | YouTube

Question # 3 of 20 (Start time: 01:43:43 AM, 31 January 2023)

Total Marks: 1

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

Select the correct option

- | | |
|----------------------------------|-------------------------|
| <input type="radio"/> | cause & effect |
| <input type="radio"/> | narration |
| <input checked="" type="radio"/> | analogy |
| <input type="radio"/> | comparison and contrast |



What do you understand by Paragraph Coherence?

Select the correct option

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



Question # 5 of 20 (Start time: 01:45:14 AM, 31 January 2023)

Total Marks: 1

Excessive use of the passive voice, excessive nominalization and unnecessary words and phrases are some common causes of _____ writing.

Select the correct option

- thoughtful
- complete
- wordy
- perfect



Question # 6 of 20 (Start time: 01:45:37 AM, 31 January 2023)

Total Marks: 1

Met with the people.

It is an example of_____.



Select the correct option

- | | |
|----------------------------------|-------------------|
| <input type="radio"/> | Compound sentence |
| <input checked="" type="radio"/> | Sentence Fragment |
| <input type="radio"/> | A choppy sentence |
| <input type="radio"/> | A run on sentence |

Question # 7 of 20 (Start time: 01:46:05 AM, 31 January 2023)

Total Marks: 1

A/An _____ uses rectangles and lines to represent the arrangement of people and departments in an organization. It also indicates who reports to whom and who gives direction to whom.

Select the correct option

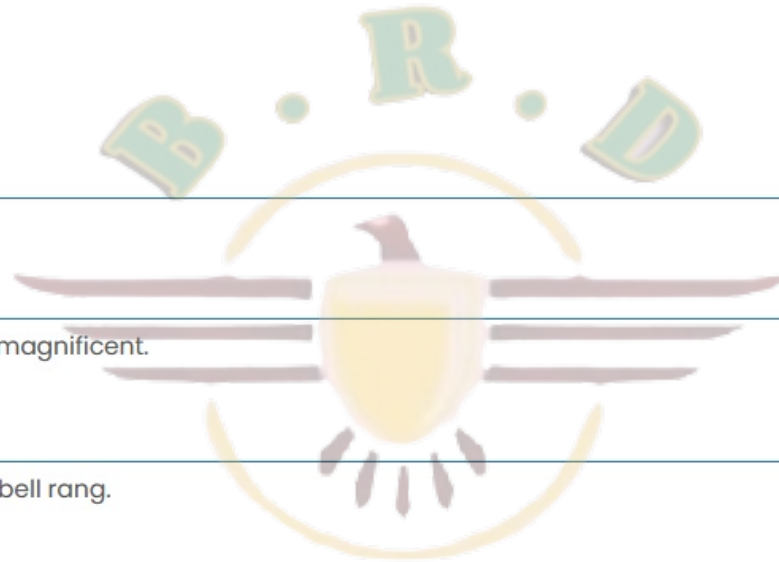
- none of the above
- organizational chart
- flow chart
- schedule chart



Question # 8 of 20 (Start time: 01:46:20 AM, 31 January 2023)

Total Marks: 1

From the following pairs of sentences, select the one which contains 'Dangling Modifier'.



Select the correct option

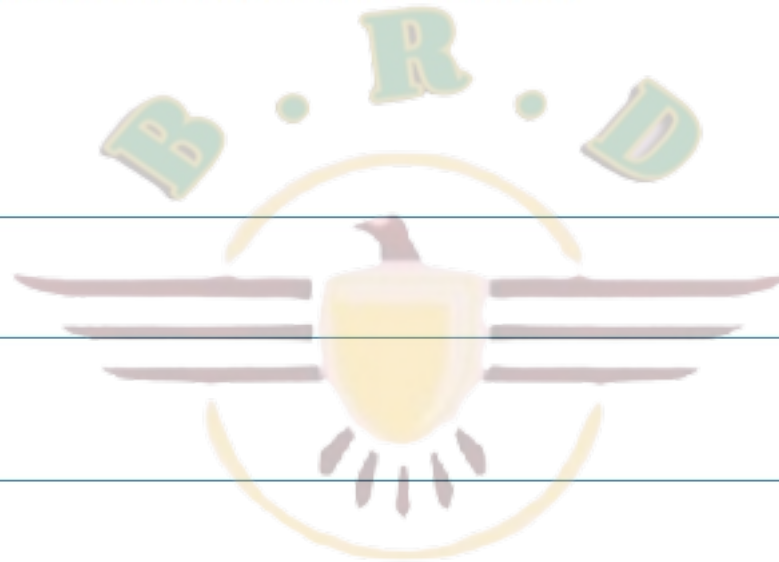
- | | |
|----------------------------------|---|
| <input type="radio"/> | Standing on the balcony, the ocean view was magnificent. |
| <input type="radio"/> | While John was talking on the phone, the doorbell rang. |
| <input type="radio"/> | I began doing the laundry piled up next to the washer. |
| <input checked="" type="radio"/> | Standing on the balcony, we had a magnificent ocean view. |

VU STUDY

Question # 9 of 20 (Start time: 01:46:49 AM, 31 January 2023)

Total Marks: 1

Which of the following components is an optional addition to the front matter of an analysis report?



Select the correct option

- Table of contents
- Abstract
- Appendix
- List of symbols

VU STUDY

Question # 10 of 20 (Start time: 01:47:44 AM, 31 January 2023)

Total Marks: 1

Choose the correct sentence.



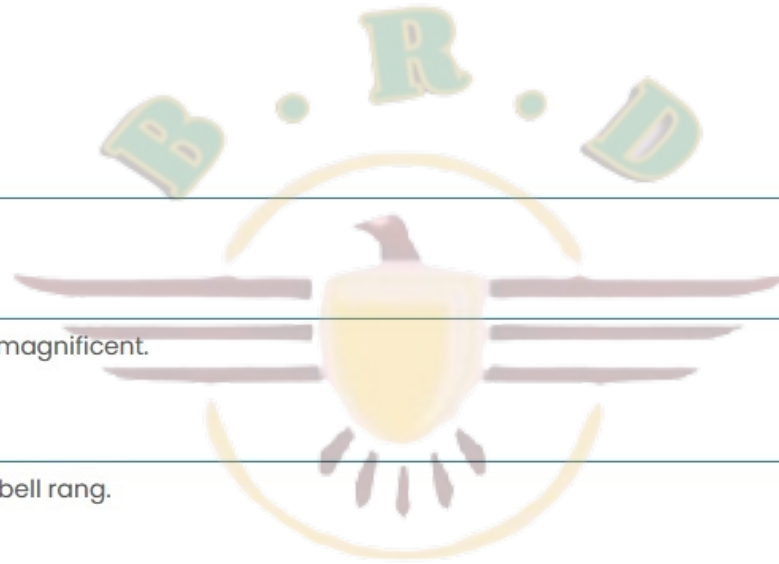
Select the correct option

- Where is the person whom you wanted to see?
- Where is the person which you want to see?
- Where is person which you wanted to see?
- Where is the person which you wanted to see?

Question # 8 of 20 (Start time: 01:46:20 AM, 31 January 2023)

Total Marks: 1

From the following pairs of sentences, select the one which contains 'Dangling Modifier'.



Select the correct option

- | | |
|----------------------------------|---|
| <input type="radio"/> | Standing on the balcony, the ocean view was magnificent. |
| <input type="radio"/> | While John was talking on the phone, the doorbell rang. |
| <input type="radio"/> | I began doing the laundry piled up next to the washer. |
| <input checked="" type="radio"/> | Standing on the balcony, we had a magnificent ocean view. |

VU STUDY

Quiz x ENG201 Highlighted Handout By x +

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Question # 11 of 20 (Start time: 01:48:26 AM, 31 January 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

- | | |
|----------------------------------|-------------------------|
| <input type="radio"/> | Intellectual deficiency |
| <input type="radio"/> | All of the above |
| <input type="radio"/> | Reader's block |
| <input checked="" type="radio"/> | Writer's block |



Question # 12 of 20 (Start time: 01:48:59 AM, 31 January 2023)

Total Marks: 1

Writer's _____are his overall views on the progress of your work.

Select the correct option

- Statistics
- Analysis
- Introduction
- Conclusion



Question # 13 of 20 (Start time: 01:49:20 AM, 31 January 2023)

Total Marks: 1

In _____ pronoun case the pronoun functions as a possessor.

Select the correct option

- subjective
- relative
- possessive
- objective



Question # 14 of 20 (Start time: 01:54:14 AM, 31 January 2023)

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

- | | |
|----------------------------------|------------------|
| <input checked="" type="radio"/> | balanced |
| <input type="radio"/> | unbalanced |
| <input type="radio"/> | haphazard |
| <input type="radio"/> | all of the above |

Question # 15 of 20 (Start time: 01:54:38 AM, 31 January 2023)

Total Marks: 1

Choose the correct option.

Select the correct option

- He asked his teacher whether he may go home as he had finished the assigned task.
- He asked his teacher whether he might go home as he had finished the assigned task.
- He asked his teacher whether he might go home as he will have finished the assigned task.
- He asked his teacher whether he might go home as he has finished the assigned task.

Question # 16 of 20 (Start time: 01:55:18 AM, 31 January 2023)

Total Marks: 1

She likes cooking, jogging, and to read. The given sentence is an example of _____.

Select the correct option

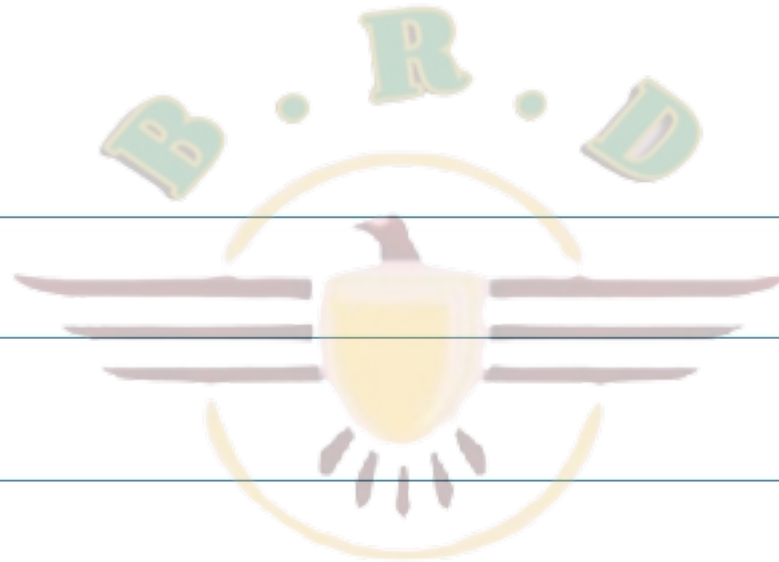
- sentence fragment
- comma splice
- lack of parallelism
- choppy sentence



Question # 17 of 20 (Start time: 01:56:07 AM, 31 January 2023)

Total Marks: 1

Which of the following is an audio-visual aid?



Select the correct option

- | | |
|----------------------------------|---------------|
| <input type="radio"/> | Radio |
| <input type="radio"/> | Tape-recorder |
| <input type="radio"/> | Projector |
| <input checked="" type="radio"/> | Television |

Quiz ENG201 Highlighted Handout By

https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=86e523c3-7869-4c29-8dc6-f56ac60b0aab

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Question # 18 of 20 (Start time: 01:57:09 AM, 31 January 2023)

Total Marks: 1

Accurate communication is tremendously enhanced by accurate _____.



Select the correct option

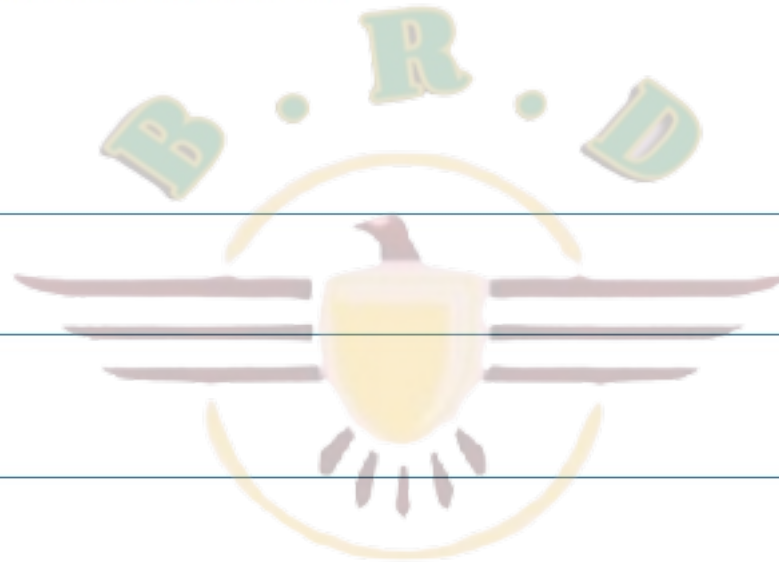
- numbering
- enlisting
- filing
- punctuation

VU STUDY

Question # 19 of 20 (Start time: 01:57:33 AM, 31 January 2023)

Total Marks: 1

Choose the most relevant option from the following for the phrase given below.
Modifiers of noun:



Select the correct option

- should be placed before the noun.
- should be placed within the noun.
- none of the given options.
- should be placed after the noun.

Question # 20 of 20 (Start time: 01:57:59 AM, 31 January 2023)

Total Marks: 1

Rules for visual aids include all of the following except:



Select the correct option



Make your aid small and portable.



Simplify your aid



Choose an appropriate aid for your audience and topic



Make your aid visually neat and attractive

Question # 1 of 20 (Start time: 01:04:55 PM, 31 January 2023)

Total Marks: 1

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

Select the correct option

- | | |
|----------------------------------|-------------|
| <input type="radio"/> | similie |
| <input checked="" type="radio"/> | analogy |
| <input type="radio"/> | verb |
| <input type="radio"/> | conjunction |



Question # 2 of 20 (Start time: 01:05:15 PM, 31 January 2023)

Total Marks: 1

Choose the correct option:
'Appendix' of an analysis report usually includes...



Select the correct option

- | | |
|----------------------------------|-------------------------|
| <input checked="" type="radio"/> | All of the above |
| <input type="radio"/> | sample equations |
| <input type="radio"/> | tables of raw data |
| <input type="radio"/> | derivation of equations |

Question # 3 of 20 (Start time: 01:05:56 PM, 31 January 2023)

Total Marks: 1

_____ is a writing technique, to develop a topic, by examining its similarities or dissimilarities to another thing, process, or state.

Select the correct option

- Cause and Effect
- Enumeration.
- Comparison and Contrast
- Classification and Division



Question # 4 of 20 (Start time: 01:06:27 PM, 31 January 2023)

Total Marks: 1

What is the optional part of analysis reports?



Select the correct option

- | | |
|----------------------------------|-----------------|
| <input type="radio"/> | Discussion |
| <input type="radio"/> | Conclusion |
| <input checked="" type="radio"/> | Recommendations |
| <input type="radio"/> | Introduction |

Question # 5 of 20 (Start time: 01:06:43 PM, 31 January 2023)

Total Marks: 1

Which of the following is an audio-visual aid?



Select the correct option

<input type="radio"/>	Projector
<input type="radio"/>	Tape-recorder
<input type="radio"/>	Radio
<input checked="" type="radio"/>	Television

Question # 6 of 20 (Start time: 01:07:08 PM, 31 January 2023)

Total Marks: 1

Choose the correct passive voice response for the following sentence:

"He wrote the letter".



Select the correct option

- | | |
|----------------------------------|-------------------------------------|
| <input type="radio"/> | The letter has been written by him. |
| <input type="radio"/> | The letter will be written by him. |
| <input checked="" type="radio"/> | The letter is written by him. |
| <input type="radio"/> | The letter was written by him. |

VU STUDY

Question # 7 of 20 (Start time: 01:07:39 PM, 31 January 2023)

Total Marks: 1

How can you integrate your visual aids with your prose so that they work together harmoniously to create a single, unified message?



Select the correct option

- by introducing your visual aids in your prose
- by making your visual aids easy to find
- All of the above
- by stating the conclusions you want your readers to draw

Question # 8 of 20 (Start time: 01:07:59 PM, 31 January 2023)

Total Marks: 1

In essence a is a statement of the attributes of a product, process or service a user wishes to purchase, and consequently, which the supplier is expected to supply.



Select the correct option

- | | |
|----------------------------------|-------------------|
| <input type="radio"/> | requirement |
| <input type="radio"/> | guarantee |
| <input checked="" type="radio"/> | specification |
| <input type="radio"/> | none of the above |

VU STUDY

Question # 9 of 20 (Start time: 01:08:51 PM, 31 January 2023)

Total Marks: 1

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

Select the correct option

- Bibliography
- Appendix
- Glossary
- Abstract



Question # 10 of 20 (Start time: 01:09:13 PM, 31 January 2023)

Total Marks: 1

Which one of the following refers to the principle that parts of a sentence which are same in function should be same in structure?



Select the correct option

- | | |
|----------------------------------|--------------------|
| <input type="radio"/> | Pronoun Case |
| <input type="radio"/> | Pronoun Reference |
| <input checked="" type="radio"/> | Parallelism |
| <input type="radio"/> | Sequence of tenses |

VU STUDY

Question # 11 of 20 (Start time: 01:09:42 PM, 31 January 2023)

Total Marks: 1

What is the excellent tool for groups of detailed facts in a concise and readable form?



Select the correct option

- | | |
|----------------------------------|------------|
| <input type="radio"/> | Drawing |
| <input checked="" type="radio"/> | Table |
| <input type="radio"/> | Flow chart |
| <input type="radio"/> | Diagram |

VU STUDY

Question # 12 of 20 (Start time: 01:10:55 PM, 31 January 2023)

Total Marks: 1

The sentence in which two independent clauses run together without a conjunction or punctuation between them is called -----.

Select the correct option

- sentence fragment
- stringy sentence
- fused sentence
- overloaded sentence



Question # 13 of 20 (Start time: 01:11:25 PM, 31 January 2023)

Total Marks: 1

The programmer kicked the terminal.
It is an example of _____ type of sentence.



Select the correct option

- | | |
|----------------------------------|---|
| <input checked="" type="radio"/> | Subject-verb-object sentences (SVO) |
| <input type="radio"/> | Subject-verb sentences (SV) |
| <input type="radio"/> | Subject-linking verb – complement sentence (SLVC) |
| <input type="radio"/> | Subject-verb-indirect object – object (SVIO) |

Question # 14 of 20 (Start time: 01:11:56 PM, 31 January 2023)

Total Marks: 1

It is commonly believed that is the manner in which a writer chooses to write to his or her audience.



Select the correct option

- | | |
|----------------------------------|-------------------|
| <input checked="" type="radio"/> | writing style |
| <input type="radio"/> | writing potential |
| <input type="radio"/> | creative writing |
| <input type="radio"/> | writing technique |

Question # 15 of 20 (Start time: 01:12:11 PM, 31 January 2023)

Total Marks: 1

_____ is used in paragraphs to provide instances that clarify topic statement.

Select the correct option

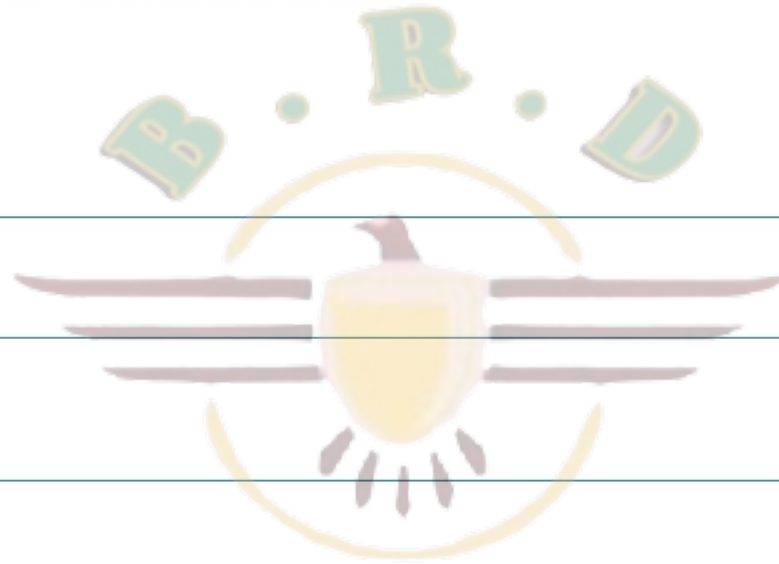
- Listing
- Glossary
- Exemplification
- Enumeration



Question # 16 of 20 (Start time: 01:12:33 PM, 31 January 2023)

Total Marks: 1

Visual aids should be _____ with the prose to create a single, unified message.



Select the correct option

- | | |
|----------------------------------|------------|
| <input checked="" type="radio"/> | integrated |
| <input type="radio"/> | withdrawn |
| <input type="radio"/> | parted |
| <input type="radio"/> | hidden |

Question # 17 of 20 (Start time: 01:12:52 PM, 31 January 2023)

Total Marks: 1

The _____ contains an analysis of the technical issues important to the report.

Select the correct option

- glossary
- table of contents
- discussion
- introduction



Question # 18 of 20 (Start time: 01:13:11 PM, 31 January 2023)

Total Marks: 1

In which of the following sections will you place 'derivations of equations' in an analysis report?



Select the correct option

- Appendix
- Introduction
- Abstract
- Discussion

Question # 19 of 20 (Start time: 01:13:24 PM, 31 January 2023)

Total Marks: 1

Excessive use of modifiers sometimes creates _____.



Select the correct option

- | | |
|----------------------------------|-----------|
| <input checked="" type="radio"/> | ambiguity |
| <input type="radio"/> | rhythm |
| <input type="radio"/> | boredom |
| <input type="radio"/> | absurdity |

Question # 20 of 20 (Start time: 01:14:07 PM, 31 January 2023)

Total Marks: 1

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

Select the correct option

<input checked="" type="radio"/>	Abstract
<input type="radio"/>	Summary
<input type="radio"/>	Table of contents
<input type="radio"/>	Introduction



Question # 1 of 20 (Start time: 12:58:32 PM, 02 February 2023)

Total Marks: 1

Visual aids should be selected by carefully considering the_____.



Select the correct option

- None of above
- thesis of the speech and the size of the room
- audience and the purpose of the speech
- supporting material, the reasoning and the claim

Choose the most relevant option from the following for the phrase given below.
In business communication there should be a balanced focus on:



Select the correct option

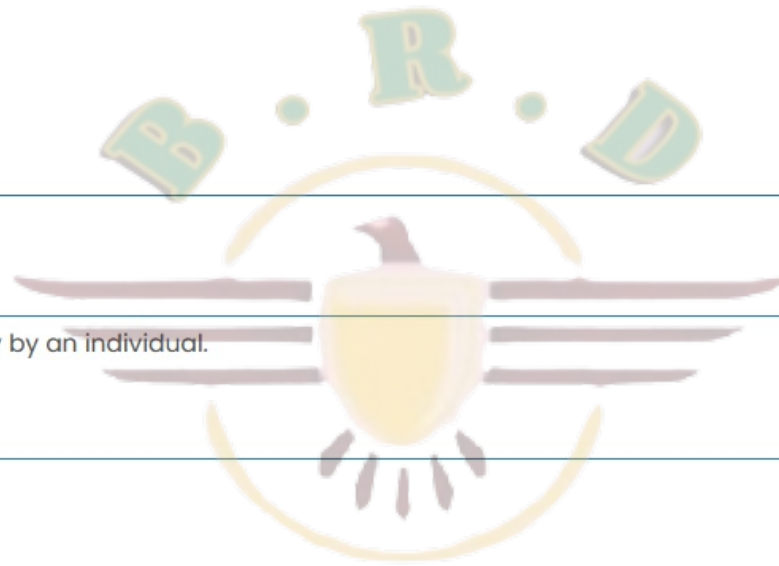
- the grammar only.
- the audience only.
- both the message and grammar.
- the message only.

VU STUDY

Question # 4 of 20 (Start time: 01:00:07 PM, 02 February 2023)

Total Marks: 1

A schedule chart identifies the major steps.....



Select the correct option

- in the process of personality grooming activity by an individual.
- in a business report and tells it's prospective.
- taken by peers in a business house last year.
- in a project and tells when they will be performed.

Question # 5 of 20 (Start time: 01:00:33 PM, 02 February 2023)

Total Marks: 1

_____ is a quick checking for errors.

Select the correct option

- Reading
- All of the above
- Editing
- Proofreading

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



Select the correct option

- Appendix
- Recommendations
- Specifications
- Introduction

VU STUDY

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



Select the correct option

- exemplification
- narration
- process
- description

VU STUDY

The Gunning's Fog Index is a test designed to measure the readability of a sample of English writing.



Select the correct option

- | | |
|----------------------------------|-------|
| <input checked="" type="radio"/> | True |
| <input type="radio"/> | False |

VU STUDY

While using specialized visual aids, you need to consider the reader's _____.



Select the correct option

- place
- well-being
- knowledge
- finances

VU STUDY

What is Requirements Specification?

Select the correct option

- This will form the basis for the highly precise design specifications
- This is a description of what the desired product should be capable of doing
- All of the above
- Attempt of marketing people to specify what the market is looking for

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

Select the correct option

- format
- grammar
- punctuation
- language

