

ENG201 100+ MCqs

Quiz 1 2022

**#Midterm Preparation Most
repeated MCqs**

Orange Monkey Team

Important NOTE:-

**Like share and comment too ..ager koi mistake
hogaye ho to sorry and comment main lazmi
mention kr dijiye ga takey main correction
krlon file main And like zaroor krein is
hamein or bhe apsab keyliye files makes krny
ke himat milti hey ...JAZAKALLAG**

Orange Monkey Team



1. Oral Presentations can be formal or informal.
True
2. Oral presentations can be formal or informal, depending upon their ___ and ___
purpose and the delivery situation.
Explicit, Implicit
3. _____ audience is a specified audience or demographic group for whom a
message is designed.
Target
4. A _____ resume emphasizes the functions and tasks the applicant can perform
Functional
5. Our readers feel _____ if they know, we as writers understand their needs.
Exposed
6. Advisors provide information and advice for the _____.
Decision makers
7. Which three types of readers usually exist?
Phantom readers, Future readers, Complex readers
8. Explicit purpose means the purpose which is ambiguously stated
False
9. Explicit purpose means the purpose which is clearly stated.
True

10. In ____ type of resume, you may place your name along the bottom or side
Non-conventional

11. The _____ flow of information follows the official chain of command.
Formal

12. Which of the following statements is part of persuasion in oral presentation?
Gaining willing acceptance of an idea

13. The role of _____ is to provide information for the decision makers.
Advisors

14. The performance of our players was rather _____.
Worse than I had expected

15. To establish a relationship create trust and credibility and document actions are examples of implicit goals
True

16. It is usually really handy to have letters of _____ from previous employers.
Recommendation

17. Which of the three components is part of the human communication process?
Message, recording, feedback

18. Informative speaking and persuasive speaking are examples of _____ presentation.

Oral

19. While writing a document _____ is written at the beginning of the document.
Statement of objective

20. Introduce and background information should be _____ when your reader is a technician.

Brief

21. Messages are also sent to the speaker from the listener. These are called _____.

Feedback

22. The key to successful communication is to make the reader feel that the most important person in our business relationship is the _____.

(Reader, writer, producer)...none option correct

23. Why document's objective should be stated at the beginning?

(To motivate readers to read further, to make them interested

To gain readers attention)... All option correct

24. Which of the following levels of communication is most formal?

Public

25. Interpersonal communication helps one to _____.

To know what others are thinking.

26. Informative speaking and persuasive are examples of _____ Presentation.

Oral

27. Why Experts read technical and scientific documents?

All options

28. _____ is an informal interpersonal channel of information not officially approved by the organization.

Grapevine

29. Procedures and work plan in a document show _____.

Instructions

30. The essence of decision-making is _____.

Problem solving

31. Content words (nouns, verbs, adjectives, adverbs) have only denotative meanings.

True

32. _____ is important, not only because it genuinely improves the reader's ability to understand your material but also because it gives the reader confidence in your ability to assert control over detail.

Consistency

33. General Experts possess extensive knowledge about a field in general but they might be unfamiliar with particular technical terms specific equipment or recent advances in your document's subject matter.

Specific experts

34. Phantom readers are called _____ readers.

Unnamed

35. Howard could not _____ the job

Accept

36. Which of the following is synonymous to implicit?

Hidden

37. It has been stated that the world of Communication is the world of _____.

Coordination

38. When asked to deliver a speech at the last moment the type of delivery style you will use is _____.

Impromptu

39. Implicit purpose means the purpose which is clearly stated.

False

40. Explicit purpose means the purpose which is clearly stated.

True

41. The conclusion or ending paragraph should bring the communication to a polite and _____ close

Businesslike

42. Procedures and work plans are the sections of _____

Proposals

43. Which of the following levels of communication is most formal?

Public

44. In resume, the best way to list your jobs is in _____.

Reverse chronological order

45. Often a business document will be read by readers with different levels of expertise.

True

46. Objectives should always be _____.

(Specific, attainable, measureable)....All options

47. _____ use their voices (pitch, rhythm, stress) and their bodies to communicate their message.

Speakers

48. Using specific facts and figures helps in securing the _ of a message.

Clarity

49. Communicating concretely does not mean being _____.

All options

50. Which one of the following is TRUE in a business or professional world?

All options

51. Courtesy means not only thinking about receiver but also valuing his

Feelings

52. Complex readers are the readers who may use your communication after weeks, months or even years later

True

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

Document

54. While writing a document _ is written at the beginning of the document.

Statement of objective

55. A _____ is a suggestion separate from the usual definition of a word.

Description

56. Choose the correct form of verb

The clock is slow

It isn't slow, it (stop).

Has stopped

57. Which of the following is not an implicit purpose of a document?

To provide information

58. The need of your audience can be ___ keeping in view their purpose in reading the document.

Controlled

59. Advisors provide information and advice for the _____.

Decision makers

60. We're having a lunch next week _____?

Will you come

61. Which of the following levels of communication is most formal?

Public

62. Procedures and work plans are the sections of ___-.

Proposals

63. It's getting very late _____.

I'll have to speed you

1. Feedback can come in the form of _____.

1. Environmental noise
2. Nonverbal communication only
3. Verbal and nonverbal listener responses
4. Verbal communication only

2. _____ stems from a sincere you-attitude. It is not merely politeness with mechanical insertion of 'please' and 'thank you', but applying socially accepted manners is also a form of it.

1. Courtesy
2. Coherence
3. Consideration
4. Complete

3. Select the right option to fill in the blank.

My brother likes maths _____ he doesn't like history.

1. but
2. rather
3. or
4. because

4. Everyone on the bus _____ annoyed by the little boy running up and down the aisle.

1. was
2. were

5. Which change can make the sentence correct?

"Both an essay and a paragraph is required for successful graduation."

1. Change "is" to "are"
2. Change "is" to "will being"
3. Change "is required" to "would have been requiring"
4. Change "is required" to "had requiring"

6. Choose the correct option from the following.
Letters of _____ are typically related to employment, admissions to institutions of higher education or scholarship eligibility.

1. references
2. inquiry
3. recommendation
4. job application

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

1. Keeping lines of communication open
2. Making a big apology
3. Acknowledging receipt of customer's claim
4. Sympathizing with the customer's inconvenience

8. Which of the following is not a part of indirect plan for bad news messages?

1. A buffer
2. A clear statement of the bad news
3. A clear, diplomatic statement of the negative decision
4. A helpful, friendly, and positive close

9. Oral communication is also known as _____.

1. non-verbal communication
2. face-to-face communication
3. impersonal communication
4. verbal communication

10. The readers perform the tasks of locating, understanding, and using information in many ways while reading a business document.

1. False
2. True

11. Why important observations, suggestions, or objections should be written?

1. To persuade the reader
2. To create permanent records
3. To make communication more effective
4. All of the given

12. Which of the following can be achieved by expressing ideas logically and in a specific pattern?

1. Clarity
2. Coherence
3. Conciseness
4. Accuracy

13. Which of the three components is part of the human communication process?

1. Feedback, message, critiquing
2. Message, recording, feedback
3. Message, noise, feedback
4. Noise, feedback, jargon

14. Fill in the gap by adding suitable transitional word.
Phil was not thirsty: _____, he drank five glasses of water.

1. however
2. moreover
3. furthermore
4. thus

15. Accuracy, which is the careful conforming to truth or fact, has three main aspects which include document accuracy, stylistic accuracy and _____.

1. technical
2. structural
3. contextual
4. grammatical

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

1. therefore
2. however
3. otherwise

4. on the contrary

17. Which of the following guidelines does not ensure completeness in a message?

1. Provide all necessary information.
2. Eliminate wordy expressions.
3. Answer all questions asked.
4. Give something extra, only when desired.

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

1. To explain a process of some topic
2. To inform the audience of some new theory of learning
3. To explain the marketing strategy
4. Gaining willing acceptance of an idea

19. It is better to state your document's objective at/in the _____.

1. end
2. beginning
3. middle
4. last line

20. What is the main purpose of seven C's business communication?

1. To communicate easily and effectively with your readers
2. To improve non verbal skills
3. To avoid unnecessary repetition
4. To eliminate personal view

21. Solicited and unsolicited are types of _____.

1. memos
2. informal reports
3. letters
4. formal reports

22. _____ is considered to be the best attitude in business environment.

1. We-attitude
2. You-attitude
3. I-attitude
4. None of the given

23. To improve organizational communication, _____ need to recognize and overcome communication barriers.

1. subordinates
2. directors
3. managers
4. employers

24. A good technical communication is _____.

1. accurate
2. clear
3. concise
4. all of the given

25. Mark the statement as true/false.
The paragraph is one of the most powerful instruments of coherence.

1. True
2. False

26. Kareem is rich; _____, his cousin Kate is poor.

1. but
2. and
3. so

4. however

27. Generally speaking, in business we communicate _____.

1. only to persuade
2. only to entertain
3. to both persuade and inform
4. only to inform

28. A clear problem statement and a preliminary outline play an important part in cultivating document accuracy.

1. True
2. False

29. Phantom readers are called _____ readers.

1. fake
2. unnamed
3. named
4. original

30. Which one of the following establishes a series of observations and emphasizes each element?

1. Exemplification
2. Analysis
3. Enumeration
4. Comparison and contrast

31. Word choice plays a major role in _____. You should use directly worded sentences to promote this type of clarity.

1. structural clarity
2. stylistic clarity
3. technical clarity
4. contextual clarity

32. Which 'transitional word' is used to show 'comparison and contrast'?

1. in other words
2. at the same time
3. especially
4. conversely

33. Stylistic accuracy is one of the main aspects of written accuracy.

1. False
2. True

34. I _____ your gift if you let me pay for my lunch.

1. except
2. accept

35. The concept of time is _____ specific.

1. space
2. location
3. culture
4. person

36. An underlying goal of all technical and scientific writing is to get the reader to trust the writer's _____.

1. credibility
2. authority
3. authenticity
4. honesty

37. Which of the following sentences contains figurative expression?

1. She was a good team player.
2. She presented good leading skills.
3. Her work in groups was exemplary.
4. She could be called the spark plug of the group.

38. In the communication process, a receiver is _____.

1. A message pathway
2. Message interference
3. The person who encodes an idea
4. The person who decodes a message

39. Don't worry what other people think _____.

1. just take no note of them
2. just take no sign of them
3. just take no hint of them
4. just take no notice of them

40. The _____ of the message contents for both the sender and receiver ensures success.

1. exactness
2. wordiness
3. thoughtlessness
4. recklessness

41. Identify the most concise statement from the given options.

1. We appreciate the confidence you have reposed in us.
2. We appreciate your confidence.
3. We want to tell you that your confidence is appreciated.
4. Your confidence is appreciated by us.

42. Fill in the blank with appropriate option to ensure concreteness.
The contract _____.

1. had a requirement of 2 years
2. required 2 years
3. has a requirement of 2 years
4. require 2 years

43. **Communicating concretely does not mean being**

_____.

1. vague and general in one's writing
2. direct and explicit in one's writing
3. specific and definite in one's writing
4. All of the given

44. **Which one of the following is TRUE in business or professional world?**

1. We should let the company just run smoothly and see where it gets without setting the objective.
2. Nothing runs without a plan and a plan cannot run without having its objectives set.
3. Stating the objective at the very outset can de-motivate the leaders and their teams if they fail to achieve the desired goals
4. All of the given

45. **Courtesy means not only thinking about receiver but also valuing his** _____.

1. Feeling
2. Proposal
3. Goodwill
4. All of the given

46. **Complex readers are the readers who may use your communication after months or even years later.**

1. True
2. False

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

1. Document
2. Stylistic
3. Technical
4. All of the given

48. While writing a document _____ is written at the beginning of the document.

1. personal detail
2. statement of objective
3. experience
4. educational qualification

49. A _____ is a suggestion separate from usual definition of a word.

1. denotation
2. description
3. connotation
4. specification

50. Which of the following is synonymous to 'implicit'?

1. unambiguous
2. hidden
3. precise
4. specific

51. _____ use their voices (pitch, rhythm, stress) and bodies to communicate their message.

1. Writers
2. Speaker

52. Using specific facts and figures helps in securing the _____ of a message.

1. conciseness
2. concreteness
3. consideration
4. clarity

53. While writing a document, include extensive explanations of your conclusions if your audience _____.

1. has a trust relationship with you
2. does not consider you an expert
3. is easily convincible
4. considers you credible

54. When you turn your ideas into a message, you are the _____.

1. receiver
2. encoder
3. decoder
4. analyzer

55. The reactions of a colleague or a prospective customer to an incomplete answer are likely to be _____.

1. unfavorable
2. furious
3. upset
4. violent

56. Documents that are meant to 'enact' something include authorization memoranda and _____.

1. resumes
2. acceptance letters
3. recommendation letters
4. inquiry letters

57. Briefing, goodwill, information and report are part of _____ speaking.

1. informative
2. public
3. analytical
4. persuasive

58. **Effective business communication is not _____.**

1. audience-focused
2. purpose-driven
3. writer-focused

4. concise

59. **The performance of our players was rather _____.**

1. worst than I had expected
2. bad as I had expected
3. worse than I had expected
4. worse than expectation

60. **_____ is not one of the 7 C's of communication.**

1. Character

2. Clarity
3. Conciseness
4. Correctness

61. **Creativity is a measure of your believability based on how much trust you evoke and how reliable you are.**

1. True

2. False

62. **Written language is more _____ and generally follows a standardized grammar, structure, organization, and vocabulary.**

1. restricted

2. free

63. **Courtesy means only thinking about receiver and not valuing his feelings.**

1. True

2. False

64. Which of the following statements is more 'Vivid'?

1. This is a long better
2. The length of the letter doesn't meet your claim.
3. This letter is three times as long as you said it would be
4. All of the given

65. _____ accuracy depends on the writer's conceptual mastery of the subject and its vocabulary, as well as on his or her ability to analyze and shape data with a minimum of distortion.

1. Stylistic
2. Document
3. Technical
4. Grammatical

66. Common implicit goals are to establish a relationship, create trust and establish credibility, and _____.

1. give instructions
2. persuade the reader
3. document actions
4. to enact

67. Readers consisting of diverse groups with widely varying backgrounds and responsibilities can be named _____ readers.

1. Primary
2. Complex
3. Phantom
4. Future

68. Choose the correct option for the following wordy expression.

_____ is a short, familiar and conversational word for 'have need for'.

1. Desire
2. Need
3. Soon

4. Because

69. If a memo is typed by a person other than the memo writer, _____ should be used.

1. a company logo
2. a personal stamp
3. reference initials
4. signature line

70. Which type of letter can be used as a legal document to show the transaction between the customer and vendor?

1. Order letter
2. Transmittal letter
3. Request letter
4. Inquiry letter

71. When your letter extends onto a second page you should use _____ for the second page.

1. Plain Paper
2. plain or colored paper
3. colored paper
4. letterhead

72. During the purpose of the document helps the writer to _____.

1. establish a channel and medium
2. focus on the content
3. respond to the audience
4. All of the given

73. Identify the statement which should NOT be included in 'NECESSARY DETAILS' section of a positive message.

1. Provide buffer statement.
2. Satisfy reader's information needs.
3. Reinforce positive tone.
4. Emphasize positive aspects of the news.

74. A _____ sentence expresses one independent clause and one or more dependent clauses.

1. compound
2. single
3. complex
4. simple

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

1. appreciation
2. doubt
3. awe
4. wonder

76. Communication that seems inconsequential can become very important if information it contains is _____.

1. inappropriate but grammatically correct
2. complete and effective
3. full of facts and business jargons
4. concise but incomplete

77. Choose appropriate preposition to fill in the blank:
Did the doctor look _____ your leg?

1. over
2. through
3. at
4. on

78. If you expect your audience to _____ with you, use a structure that focuses attention on conclusion.

1. argue
2. confront
3. disagree
4. agree

79. Choose the correct option from the following:
_____ share a general document architecture, which is usually modified to suit specific circumstances.

1. Proposals
2. End matter
3. Introduction
4. Report

80. Recommenders must be _____ people.

1. respectable
2. notorious
3. wealthy
4. worthless

81. Choose the best option:
Usually technical-information letters announce _____.

1. list of the urgent tasks
2. company's procedures
3. technical information
4. information for the customers

82. The purpose of _____ is to get the meaning from your head accurately to the reader.

1. clarity
2. coherence
3. conciseness
4. unity

83. _____ includes Doctoral dissertations, scholarly articles, top-level government agreements etc.

1. Formal writing
2. Informal writing
3. Conventional writing
4. Prosaic writing

84. Choose the correct option from the following:
An Order letter is also known as a _____ or purchase order letter. It begins the paper trail of a specific purchase.

1. OL
2. LO
3. PO
4. OP

85. An effective oral presentation is carefully planned with your objectives in mind and pays close attention to the _____.

1. Demands of your audience
2. Reader questions
3. Professional objectives
4. None of above

86. _____ carry out the decisions that have been made.

1. Implementers
2. Decision makers
3. Advisors
4. All of the given

87. _____ can be achieved if the document is theoretically accurate and represents the subject very well.

1. Document Accuracy
2. Stylistic Accuracy
3. Technical Accuracy
4. Structural clarity

88. Choose the correct option from the following: The seven C's apply to _____.

1. Both written and oral communications
2. Only oral communication
3. Only written communication
4. None of above

89. True courtesy involves being aware not only of the perspectives of others, but also their _____.

1. mood
2. emotion
3. feelings
4. tone

90. Which of the following can be defined as follows? "It is not merely politeness with mechanical insertion of 'please' and 'thank you', rather it is politeness that grows out of respect and concern for others."

1. Clarity
2. Courtesy
3. Consideration
4. Credibility

