

Eng201
BUSINESS AND TECHNICAL ENGLISH WRITING

Final Terms latest solve quizzes

Edition # 01

By

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What should be kept in mind while writing persuasive messages?

- Needs and appeals
- Emotions and logic
- Credibility and semantics
- All of the above

A suggestion or intention, especially one put forward formally or officially denotes.....

- Conclusion
- Recommendation
- Resources
- Proposals

Progress reports are also known as periodic reports.

- True page 127
- false

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

Select correct option:

- Application
- memorandum
- letter
- proposal page 132

Which of the following is usually submitted in the form of a letter or memorandum?

- Informational reports
- Interim progress reports
- Short reports page 104
- Long reports

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

- A clear statement of the bad news page 96
- A clear, diplomatic statement of the negative decision
- A helpful, friendly, and positive close

What should be the length of a proposal?

- Hundreds or even thousands of pages
- Less than a page
- Both a & b page 135
- None of the above

Which of the following give the customer an idea of the work that has been completed to date?

Analytical reports

Interim progress reports page 105

Long reports

Short reports

Under what type of circumstances, the letter format for a report can be the best choice?

or short reports (five or fewer pages) that are directed to outsiders. Page104

When you want to impress your readers with the breadth of your knowledge

For any report that is distributed to more than one person.

With lengthy reports (over five pages) that are directed to outsiders.

I'll _____ their children while they are away on holiday.

Select correct option:

be looking into

be looking at

be looking after http://esl.about.com/od/advancedlessonplans/a/1_arev1a.htm

be looking over

In report writing, your ----- are the individual pieces of information that underlie and support your conclusions and recommendation

opinions

facts page115

conversation

all of the above

Which of the following is not the purpose of informational reports?

To Inform or instruct the reader

Analyzing the information page104

Giving the details of events and activities

In which of the following message categories would you place sales and marketing messages?

Routine Messages

Persuasive Messages

Negative Messages

positive massege

All ----- reports share one essential characteristic: they are written to help decision-makers choose between two or more courses of action

feasibility

empirical

analytical

informational

Progress report should be detailed one in order to provide your readers with full information about your work,
 true
 false

_____ reports are often used to judge the development of a project or person doing a task before or between official reviews.
 feasibility
 empirical research
 progress http://www.ehow.com/about_6689190_progress-report_.html
 general

The reader of a/ an ----- may use this report to solve an organizational, social or a personal problem.
 business report
 technical report
 general report page 114
 academic report

_____ 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

An Attention getting device page 101

A flattering comment
 A request for action
 An explanation of benefits

Citing your sources in the body of your report helps build credibility for the report.
 true
 false

They saw a parking space _____ two cars and drove _____ it.

Between/ into
 Over/into
 By/on
 Up to/ out of

The purpose of informational report is to -----.
 recommend
 explain page 105
 contradict
 analyze

Visual aids are used to _____ the text of any report.

Illustrate page 113

negate
submit

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

A voice-mail message
A face-to-face meeting

An e-mail

While planning long reports choose a significant basis or guiding ----- for the division of topic.

Principal page 109

none

In persuasive messages, 'Emotional Appeals' call on human -----; however, such an appeal must be subtle.

intellect
logic

feeling and emotions page 99

mind

Which of the following offers information, analysis, and recommendations?

Informational reports

Analytical reports page 104

proposals
all

What is a common mistake made in writing persuasive messages?

Using emotional appeals
Using logical appeals

Failing to clarify your purpose

Using the YOU perspective

In report writing the conclusions grow out of interpretations of the facts and recommendations grow out of

.....

Facts

Recommendations

Interpretations

conclusions page 115

What is meant by chronology?

Investigating a chain of events

Information about the relevant subject

Specific goals
all

Can visual aids carry entire message?

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

No

Yes

All of the above

What is the chief advantage of the pictograph?

It is used to symbolize concretely the quantities you are talking about in the graph. Page 148

It is used to entertain your audience.

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

None of the above

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

Topic questions

Readers' questions page 115

Basic questions

Report elements

In how many categories, Specifications can be divided?

1

2

3

4 (Requirement Specifications o Functional Specifications o Design Specifications o Test Specifications)

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

Appendix

Specifications

Recommendations

Introduction

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

Long report

Short report

Essential report

Feasibility report

Which of the following aspects represent the function of report?

Problem, purpose, background,

Limitations, sources, scope

Methods, authorization

All of the above page 112

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

References

Introduction page 127

Project description and Conclusion

All of the above

Which of the following element paraphrased from the body?

Summary

Surveys

Objectives

Assignment

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

Advisors

Implementers

Decision-makers

All of above

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

Preface

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

Table of contents

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

of a fixed length

of varied length page 136

dictated from the stake-holders

none of the above

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

Added part

Oral part

Text part page 111

Verbal part

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

fixed methodology

variety of methods page 132

prescribed norm.

none of the above

A formal report is usually more than 10 pages in length

True

False (formal reports are no more than 8 pages)

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

Bibliography

Appendix page 112

Index

Glossary

What are the best persuasive messages closely connected to

The positive aspects of your message

The direct approach

The desires and interests of the audience

The indirect approach page 70

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

True page 127

False

----- Business people inform customers about the benefits of a product/action so the customers can recognize how well the product/action will fill their need.

Unethical

Ethical page 99

Aesthetical

Unaesthetical

3. A sales letter is a document designed to generate sales; therefore, it persuades the reader to

Request additional information

Lend support to the product

Take specific action

All of the above

Detailed _____ of the course(s) of action is the heart of feasibility report.

introduction

summary

results

evaluation page 123

Which of the following ways does not ensure credibility of a persuasive message writer?

- Being sincere
- Being emotional**
- Being an expert
- Being trustworthy

Which of the following reports offers data, facts, feedback, and other information, without analysis or recommendations?

- Analytical report
- Informational report** page108
- Feasibility report
- Progress report

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

- cover
- indefinite
- concrete** page102
- conditional

.....may serve as the blueprint for a future agreement and may be accepted or rejected by the entity that receives it.

- An acceptance** letter
- A business letter
- A proposal
- A progress report

What you should avoid when refusing a claim from a customer?

- A special attention to the tone of your letter
- Blaming the customer for the situation**
- Explaining your refusal
- An understanding of the complaint

What is meant by criteria?

- An accepted standard used in making a decision.
- To evaluate the alternative course of action
- Judgment about something
- All **of the above**

We've been friends for a long time. I _____ her since we were children.

- Am knowing
- Have known** <http://www.thefriendshipblog.com/needy-friends-friend-indeed/>
- Know
- Will know

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

De-emphasizing the Bad News

Avoid overemphasizing the positive

Avoid blunt statements likely to offend

All of **the above**

An empirical research report is used to _____

answer a question or test a hypothesis page116

state the progress made towards the project's work

help decision-makers to choose between two or more alternatives

All of the above

..... are documents which present focused, salient content to a specific audience.

Select correct option:

Reports

Letters

Presentations

E-mails

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

Select correct option:

figures

appendix

recommendations

organizations

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

Problem

Finance

Cost

Product

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

Select correct option:

bibliography

index

glossary

appendix

An appendix is in the main body of a report

True

False

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

- Determine the main idea
- Define the audience
- Choose the approach and format
- All of the above**

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

- valid
- strong
- sound**
- all of the above

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

- True**
- False

Which of the following questions is not addressed by criteria?
Will the course of action really do what's wanted?
Can we implement it?
Can we afford it?
Are your facts reliable?

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

- True** http://wps.prenhall.com/bp_thill_ebc_6/18/4743/1214296.cw/index.html
- False

A progress report involvesof the project being undertaken.

- Minute details
- random details
- intensive details
- None of the above**

In feasibility reports, decision makers do not bother about the reliability of facts.

- True
- False**

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

- buffer
- blunt no
- fair decision
- negative decision**

A letter of authorization is included in ----- of a report.

- Prefatory parts
- Introductory parts
- Ending parts
- Supplementary parts

Which of the following suggests a plan of action based on findings and conclusion

- Results
- Discussions
- Recommendations
- None of the given

Studying a physical object _____ means to study it left to right, top to bottom, and inside to outside.

- Chronologically
- Spatially
- Categorically
- Geographically

Choose the correct option from the following: How many elements do the general superstructure of reports has?

- Six elements page 114
- Five elements
- Four elements
- Three elements

Any information against the expectations of _____ is considered bad news.

- writer
- audience
- communicator
- all of the above

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

- We must reject your proposal
- we have accepted the proposal from another builder.
- We are not interested in your proposal.
- We do not find your proposal of any value.

20. The AIDA model is an abbreviation for:

- Attention
- interest
- desire
- and appreciation

Attention
interest
desire
and action

21. What is the first step in making your recommendations for an analytical report?

Start with the most important recommendation.

Provide justification for your recommendations.

Introduce the benefit for the reader from your recommendations.

Briefly describe the problem or opportunity that's addressed in the recommendations.

_____ is used at the end of a sentence or remark to express strong emotion.

An exclamation mark

A question mark

A quotation mark

Which of the following aspects are covered by the word 'report'?

Preprinted forms to brief Informal letters

Memos to three-volume manuscripts

Both a & b

None of the above

The first element of the superstructure of a report is -----.

fact

discussion

introduction page 114

recommendation

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

Empirical research report page 116

Short research report

Progress report

Long research report

The most common way to present a schedule is to provide a _____.

bar graph

line graph

pie chart

schedule chart page 137

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

Buffer

Giving reasons for the bad news

Deemphasizing the bad news
Emphasizing the positive aspects

In report writing, the discussion of the criteria tells the readers a great deal about the scope of the study.

true
false

----- are often used to display the result of an experiment, investigation, or inquiry.

Reports
E-mails
Applications
All of the above

Prefatory parts, body of report, and supplementary parts are part of ----- report.

informal
formal page 111
both 1 & 2
none of the above

Which one of the following formats can be used for writing Business Proposals?

Letter
Book
Memo
All of the above

A literature review should be -----.

arbitrary
random but factual
well arranged
none of above

Proposal readers make the investment decisions _____.

Calmly
casually
cautiously
immediately

One of the main objectives of a progress report is project _____.

calculation
feasibility
monitoring page 127
estimation

The unnecessary elaborated language and absence of specific facts lead to the use of _____.

vague language

dense language

factual language

appropriate language

Choose the correctly punctuated option.

I don't often go swimming; I prefer to play tennis.

I don't often go swimming I prefer to play tennis.

I don't often go swimming, I prefer to play tennis.

I don't often go swimming: I prefer to play tennis.

Where do we not use comma?

to separate a dependent clause from a main clause

to separate two independent clauses

within the letters of abbreviation that can not be pronounced *

to separate a list

Choose the most relevant description from the following for the phrase given in commas. 'The nature of the interview questions depends on':

The purpose of the interview and nature of the participants.

The situation in hand.

Applicant's abilities.

None of the given options.

..... is a collection of items that is a complete, ordered listing of all of the items in that collection.

Abbreviation

Enumeration

Enunciation

Pronunciation

In interviews, you are asked to explain how you would handle a specific set of circumstances.

group

structured

situational

stress

Which of the following problem/s is/are discovered during 'Editing'?

Phonotactic problems

Organizational problems

Phonological problems

All of the above

Which of the following is not correctly abbreviated?

COB - Close of Business

CEO – Chief Executive Officer

SWOT- Strategy, Weaknesses, Opportunities, Threats.

ANOVA- Analysis of variance

In technical writing for avoiding ambiguity and vagueness, it is appreciated that a writer adds a few words especially _____ instead of stacked modifiers, to make the relationships between nouns clear to the reader.

Verbs and Modifiers

Prepositions and Conjunctions page 166

Adverbs and Adjectives

What do you understand by Paragraph Coherence?

Sense should be clear

Logical fact should be organized

Have a proper beginning and ending.

All of the above

Choose the correctly punctuated option.

Winners in the competition were Bill, first place; Amy, second place; and Jeff, third place.

Winners in the competition were Bill, first place; Amy, second place and Jeff, third place.

Winners in the competition were Bill first place; Amy, second place; and Jeff, third place.

Winners in the competition were Bill, first place, Amy, second place; and Jeff, third place.

<http://www.lrc.com/tips/punctuation.htm>

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

Comma splice

Fused sentence

Stringy sentence

Stacked modifier page 166

What is the optional part of analysis reports?

Introduction *

Discussion

Conclusion

Recommendations page 154

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

Stringy Sentences

Sentence fragment page 167

Fused Sentence

Which of the following writing techniques should be used in paragraphs to develop sequences that describe how an action is carried out or how something works?

Cause and Effect

Definition

Narration

Process page 161

Which of the following sentences is an example of comma splice?

The colorfully adorned notice board in the workshop.

They were preparing their CVs to apply for the job.

Ran across the street and reached to a tall, newly constructed restaurant.

Thanks for your help, it's exactly what I needed.

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

The boy played a trick on his classmates.

mischief

violence

malevolence

mischievous (shreer)

Choose the correct option.

It was a close call: if he had been in a worse mood, I don't think I'd still be here.

It was a close call if he had been in a worse mood, I don't think I'd still be here.

It was a close call--if he had been in a worse mood I don't think I'd still be here.

It was a close call--if he had been in a worse mood, I don't think I'd still be here.

(Use a dash to mean namely, in other words, or that is before an explanation.)

The comparative form of the word "careful" is:

much careful

more careful

most careful

carefuller

(Two-syllable adjectives use the word "more" to make the comparative form and "most" to make the superlative. For example, "careful" becomes "more careful" in the comparative form and "most careful" in the superlative form.)

Commas are used to set off transitional.....

words and phrases

introductory clauses

Introductory phrases to signal where the introductory element finishes

All of the above page 173

To punctuate a prose writing _____.

makes the prose easier to understand

makes it appear attractive

adds more meaning to it

enlarges the length of the prose writing

Fill in the blank with a suitable conjunction. Hand in your work the bell rings.

till

but

unless

before (Hand in your work before the bell rings.)

Listening is a _____

Physiological (**process that occurs without effort**)

natural habit.

complex process that involves steps.

reflex.

Choose the best option: _____ is a paragraph writing technique which attempts to show how events are influenced by or caused by others.

Cause and effect page 162

Description

Narration

Which section of report provides an outline of analysis reports for readers who do not wish to read the entire report?

Conclusion

Table of Contents page 153

Introduction

Appendix

A type of word formation in which a verb or an adjective (or other part of speech) is used as (or transformed into) a noun is labeled as _____.

Nominalization

Wordiness

Fused Sentences

Stringy Sentences

<http://grammar.about.com/od/mo/g/nominalterm.htm>

The basic characteristic of good specification is..... that makes it more likely to be read, used and understood

to **improve**

to search

to enhance
to navigate

31. For many writers the worst part of the writing experience in the

middle

conclusion

beginning

beginning and conclusion

http://grammar.ccc.commnet.edu/grammar/composition/brainstorm_block.htm

33. Choose the correct option. “Sim” stands for:

Subscriber indentation module

Subscribe identity module

Subscriber identity model

Subscriber identity module

35. I shall tell her more about him my next. Here in this sentence “next” has been used as:

adjectivwe

noun

adverb

pronon

pronoun

(The part of speech (or word class) that is primarily used to modify a verb, adjective, or other adverb.

Adverbs can also modify prepositional phrases, subordinate clauses, and complete sentences.

Adjective: adverbial.)

Which of the following is NOT one of the guidelines for conducting an interview?

Ask both open- and closed-ended questions.

Prepare questions ahead of time.

Be considerate of time constraints.

Buy a gift or dinner for the interviewee in thanks.

Choose the most relevant option from the following for the phrase given below. Semicolon is used:

to join two independent clauses. Page176

as a link between the dependent clauses.

to express emotions.

The two most important skills of language communication are

speaking and listening

Which one of the following options produces a fused sentence?

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

Select the statement which shows perfect example of Parallelism.

Air travel is safe, fast and convenient

Air travel is safe, fast and it is convenient

Air travel is safe, fast and that is convenient

Air travel is safe, fast and which is convenient

Conducting an interview with an expert requires:

Having place to conduct the interview

Preparing a list of question

Communicating your purpose to the interviewee

all of the above

Choose the correct sentence Option.

When you go to training, take these items: paper, pencil, and an alert mind

When you go to training, take these items: paper, pencil, and an alert mind

Use a colon to mean "note what follows."

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

Writing potential

Writing technique

Writing Style

Creative writing

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

the topic sentence

theme

summary

central idea

Choose the correct sentence.

Some teachers argue that students who are used using a calculator may forget how to do mental calculation.
Some teachers argue that students who used to using a calculator may forget how to do mental calculation.
Some teachers argue that students who are used to using a calculator may forget how to do mental calculation.

Some teachers argue that students who are used to using a calculator forget how to do mental calculation.

Choose the correct option.

I am ready for my dad, a hard working man, to come home and we will set to work in no time.

I am ready for my dad a hard working man, to come home and we will set to work in no time.

I am ready for my dad: a hard working man to come home and we will set to work in no time.

I am ready for my dad: a hard working man to come home and we will set to work in no time.

Which of the following is helpful for improving a document while editing?

Organizational logic

Mechanical development of the topic

Quality of the manuscript

All page155 (4th element Writer's Style)

Select correct option:

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

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

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

David won fight even though he was smaller in size.

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?

Select correct option:

Sentence Fragments page 167

Overloaded Sentences

Complete Sentence

Incomplete Sentence

_____ problems are discovered during the editing phase in writing.

Select correct option:

Punctuation

Readability

Organizational page 156

Writing style

Which of the following is generally organized by direct approach and receives a favorable reaction?

▶ Business message

▶ Bad news message

▶ Good news message (Page 72)

▶ Routine message

Which of the followings are real but unnamed readers?

▶ Phantom Readers (Page 23)

- ▶ Future Readers
- ▶ Complex Readers
- ▶ Technical Readers

Choose the correct sentence.

- ▶ You may not enter Mr. Harris office without his permission.
- ▶ You may not enter Mr.Harris's office without his permission.
- ▶ You may not enter Mr.Harris' office without his permission.
- ▶ You may not enter Mr. Harris's office without his permission.

http://www.grammarbook.com/grammar_quiz/apostrophes_1.asp

Question: 4

Choose the sentence with the correct punctuation.

- ▶ The American flag has three colors: namely, red, white, and blue.
- ▶ The American flag has three colors, namely; red, white, and blue.
- ▶ The American flag has three colors; namely, red, white, and blue.
- ▶ The American flag has three colors namely, red, white, and blue.

http://www.grammarbook.com/grammar_quiz/semicolons_and_colons_1.asp

Choose the correct option.

Feasibility reports are used:

- ▶ To analyze problems and predict practical alternatives.
- ▶ To control problems, sell products and services.
- ▶ To monitor and control production, sales, shipping, etc.
- ▶ To solve problems and supply facts.

Which of the following should be avoided while writing business message?

Pompous language (Page 34)

Intimacy

Preaching and bragging

All of the above

Which of the following is the process of draft your message?

- ▶ Planning
- ▶ Composing (Page 53)
- ▶ Editing
- ▶ Revising

Which of the following is achieved through a balance between precise language and familiar language?

- ▶ Clarity (Page 36)
- ▶ Correctness
- ▶ Concreteness
- ▶ Conciseness

Which of the following is the first thing you must consider while writing a resume?

- ▶ defining your objectives (Page 11)
- ▶ Planning your objectives

- ▶ Evaluating your objectives
- ▶ Revising your objectives

Which of the following is associated with scholarly writing?

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

Which one of the following questions that produce specific information, save time, requires less effort to answer, and eliminate bias and prejudice in answer?

- ▶ Open-ended questions.
- ▶ Close-ended questions. (Page 155)
- ▶ Subjective questions.
- ▶ Objective questions.

Choose the correct sentence.

- ▶ I am asking if you would like to rollerblade together tomorrow?
- ▶ I am asking "if you would like to rollerblade together tomorrow"?
- ▶ I am asking "if you would like to rollerblade together tomorrow."
- ▶ I am asking if you would like to rollerblade together tomorrow.

http://www.grammarbook.com/grammar_quiz/punctuation_mastery.asp

Which of the following proposal section is related to researcher's investigation?

- ▶ Justification of the study
- ▶ Research question (Page 93)
- ▶ Definition of terms
- ▶ Purpose of the study

<http://quizlet.com/3955580/introduction-to-research-methods-chapter...>

The comparative form of the word "Bright" is:

Much bright

Brightest

Brighter <http://www.talkenglish.com/Grammar/comparative-superlative-adjectives.aspx>

More brighter

Communicating orally needs to work on _____.

Speaking and listening

Only speaking

Only listening

None of given

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

Analysis

Comparison and contrast

Casual and effect

Definition

Choose the most relevant definition for the words given in commas. 'The function of enumeration is':

To identify the sequence in any document

To identify the change in any document

To illustrate the document

None of given

The first word of a sentence _____ even if the sentence is enclosed in quotation marks.

Should not be capitalize

Should be capitalize

Should be omitted

Should remain unchanged

16. The Internet comprises of:

E-mail

The World Wide Web

Newsgroups

All of the above

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

Intellectual deficiency

Reader's block

Writer's block

All of above

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

Cause and Effect

Comparison and Contrast page42

Classification and Division
Enumeration.

The goal of _____ listening is to understand and retain information imparted by a speaker.

compound

contented page188

coordinate

content

The part of speech (or word class) that is primarily used to modify a verb, adjective, or other adverb. Adverbs can also modify prepositional phrases, subordinate clauses, and complete sentences. Adjective: adverbial.

Choose the correct option: The title page of a report should be ----- from top to bottom and from left to right.

unbalanced

haphazard

balanced page153

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

Glossary

Recommendation

Appendix page154

all of the above

Exclamation points are used in _____ to give warning or caution.

Technical and scientific writing page176

prose writing

speeches

confidential writings

Choose the most relevant option from the following for the phrase given below. Semicolon is used:

to join two independent clauses. Page176

as a link between the dependent clauses.

to express emotions.

How many categories of role playing are used in meetings?

▶ Three (Page 22)

▶ Two

▶ Four

▶ Five

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

Discussion (not sure)

Choose the correct option

I still need to take a test; write an essay, and check out a book,
 I still need to take a test, write an essay and check out a book.

Which sign of punctuation is used to link certain prefixes, suffixes, letters and numbers with nouns?

- Apostrophes
- Semicolons
- Quotation marks
- Hyphens

The scientists disputed not only the newspaper article but also they disputed the university's official statement. It is an example of_____.

- Non parallelism
- Parallelism
- Faulty parallelism
- Comparative parallelism

In a sentence _____ verbs de-emphasize or even eliminate mention of the performer of the action conveyed by the verb.

- Main
- Active
- Passive page 166
- Helping

Apostrophes are used to form.....

- the nominative case of nouns
- the objective case of nouns
- the possessive case of nouns
- All

Which of the following expression does show sexist language?

- Human being
- person
- individual
- mankind, men

The sequence of numbers assigned to pages in a book or periodical is termed as_____.

- Select correct option:
- symbols
 - pagination
 - numeration
 - numbers

When we link two independent clauses with just a comma; this is known as a _____ error.

- Select correct option:
- fused sentences
 - comma splice page 167
 - stringy sentences
 - wordiness

In how many ways a comma splice error can be corrected?

Select correct option:

- 1
- 2
- 3

4 **page167**

Question # 6 of 10 (Start time: 10:40:53 PM) Total Marks: 1

Which of the following is NOT appropriate when choosing support for a speech?

Select correct option:

- A. relying on one's own personal experience
- B. conducting interviews or contacting experts
- C. making use of the library
- D. using the **evidence even if it is extremely outdated**

To preview your speech, do the following except_____.

indicate the order in which you will develop these points.

summarize the main idea.

identify the supporting points.

establish credibility. Page 202

Choose the sentence with the correct punctuation.

- ▶ The American flag has three colors: namely, red, white, and blue.
- ▶ The American flag has three colors, namely; red, white, and blue.
- ▶ **The American flag has three colors; namely, red, white, and blue.**
- ▶ The American flag has three colors namely, red, white, and blue.

http://www.grammarbook.com/grammar_quiz/semicolons_and_colons_1.asp

Question No: 13

Choose the correct sentence.

- ▶ That is a problem who can't be solved without a calculator.
- ▶ That is a problem that can't be solved without a calculator.
- ▶ That is a problem whom can't be solved without a calculator.
- ▶ **That is a problem which can't be solved without a calculator.**

http://www.grammarbook.com/grammar_quiz/who_vs_which_1.asp

Question No: 15

Which method is a bottom-up or generative approach to research?

- ▶ Pattern method
- ▶ Hypothesis method
- ▶ **Inductive method**
- ▶ Deductive method

<http://quizlet.com/3955580/introduction-to-research-methods-chapter...>

A top-down or confirmatory approach to research. (Starts with theory)

Deductive Method

Scientific and technical writing styles omit the between most prefixes, especially prefixes that are not words themselves.

parentheses

colon

semicolon

hyphen page177

The superlative form of the word "careful" is:

much careful

carefullest

most careful

more careful

Which word of the following sentence should be capitalized? "The people living near the river usually like to have marlin fish before the sun sets"

river

sun

marlin

people

_____ is anything that links one sentence or paragraph to another

Cohesion

Coherence

Unity

Transition

Use ____ to form the possessive case of nouns and indefinite pronouns, and contractions.

brackets

hyphens

dash

apostrophes

He ____ will remind everyone of what took place in the meeting and will provide a reference for future actions.

meeting proposal

meeting time

meeting minutes page196

agenda

Choose the most relevant option from the following for the phrase given in commas. 'Open ended questions':

Provide less space to the respondent

Provide more space to the respondent

Can be time specific only
None of the given options

Choose the best description from the following for 'Speaking and Listening'.

These are the most often used skills in communication.

Communication is complete without them.

One can manage all the situations without their usage.

All of the given options.

Fill in the blank with a suitable interrogative pronoun. are you asking to run the errand?

which

who

whome

whose

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

stringy sentence

sentence fragment

fused sentence

overloaded sentence

Which of the following is not the category of role-playing in meetings?

Self-oriented roles

Group-maintenance roles

Task-facilitating roles

Group hierarchy role - page194

Which word in the given title should not be capitalized? Aviation Week And Space Technology

Aviation

Week

And - page183

Technology

What type of sentence requires a question mark?

a sentence having request

a sentence having command

a sentence having inquiry

a sentence having entreaty

Clear writing consists of specific, carefully chosen words, not and language

concrete and vague

ornate and general

abstract and general - page172

_____ language includes expressions that demean or exclude people because of age, sex, race, ethnicity, social class, or certain physical or mental traits.

Sexist
Ageist
Ornate
Biased

<http://grammar.about.com/od/ab/g/biased-language-term.htm>

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

Metaphor

Analogy <http://quizlet.com/19707917/english-9-literary-terms-to-know-semester-2-review-flash-cards/>
Simile
Image

We use to shorten phrases in order to save space or to avoid awkward repetition of phrases.

synonyms
acronyms
metaphors
similes

Acronyms are abbreviations of the things they represent and are formed by combining the first, and sometimes other, letters of the principal words.

67. I did have neither her address nor her phone number. It is an example of _____.

misplaced modifier
misplaced adverb
none of the above
double negative

Your speaking style depends on the _____ between you and the other person and on the nature of your conversation

Level of intimacy
Level of discrimination
Level of judging
None of given

the best purpose of _____ is to clarify the meanings of word when voice or “body language” cues are removed.

Writing style
Grammar
Punctuation
Punctuation and grammar

Laser stands for

Light Amplification by Stimulated Emission of Radiation

Test specification not contain one of the following

Glossary

Abstracts

List of symbols

Table of contents

_____ is a quick checking for errors

Editing

Reading

Proofreading page 157

All of given

fill in the blank with a suitable conjunction _____ you have not asked for permission to access.

do it now.

Whether

If

Either

Nether

What is a buffer in a negative message?

It clearly state the negative message

It expaline the reason for negative message

It is a natural and possitive statement

It closes the message

Which of the following is not basic division of a formal report?

Oral part

Test part

Supplementary part

Prefatory part

Inbox me for, if you found any mistake or error.

@

Mc110203182@vu.edu.pk

Inbox.ahmad.a@gmail.com