Virtual University of Chakwal
Muhammad Aaqib Saleem
Muhammadaaqibsaleem@gmail.com
ENG201 Grand Quiz ScreenShots
MidTerm 2020
Question # 1 of 30 (Start time: 03:01:36 AM, 20 July 2020) Total Marks: 1

Courtesy 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.

Select the correct option

- Courtesy
- Coherence
- Consideration
- Complete

Click to Save Answer & Move to Next Question
Choose the correct option from the following:
Letters of ________ are typically related to employment, admissions to institutions of higher education or scholarship eligibility.

Select the correct option:

- references
- inquiry
- recommendation
- job application

Total Marks: 1
Which of the following is not a part of indirect plan for bad news messages?

Select the correct option:

- A buffer
- A clear statement of the bad news (Correct)
- A clear, diplomatic statement of the negative decision
- A helpful, friendly, and positive close
The message senders need to assess their message from the eyes of the ____ to be sure that they have included all the relevant information.

Select the correct option

- writers
- administrators
- receivers (Correct)
- employers
A better organized message has ________ chances of understanding on the part of the audience.

Select the correct option:

- [ ] low
- [ ] increased
- [ ] fewer
- [ ] medium

Click to Save Answer & Move to Next Question
Any information against the expectations of ________ is considered bad news.

Select the correct option

- writer
- audience
- communicator
- all of the above
The subject of a business report ________ its format and vocabulary.

Select the correct option:

- affects
- does not affect
- supports
- does not support
Concreteness does not make use of denotative words instead of connotative words.

Select the correct option:

- True
- False

Click to Save Answer & Move to Next Question
Question # 13 of 30 ( Start time: 03:14:31 AM, 20 July 2020 )

Which change can make the following sentence correct?
“There have been a lot of rain in the Lower Mainland in the last twenty-four hours.”

Select the correct option

- Change “have been” to “has”
- Change “have been” to “has in being”
- Change “have been” to “is been”
- Change “have been” to “has been”
Question # 14 of 30 (Start time: 03:15:16 AM, 20 July 2020)

In the body of a business letter, what goes between each paragraph?

Select the correct option

- One space if hand written
- Two space if hand written
- Two spaces if typed
- Both A and C

Click to Save Answer & Move to Next Question
Which of the following is not the purpose of informational reports?

Select the correct option:

- To Inform or instruct the reader
- Analyzing the information
- Giving the details of events and activities
- None of the above
Question # 16 of 30 ( Start time: 03:18:54 AM, 20 July 2020 )

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

Select the correct option

True

False

Click to Save Answer & Move to Next Question
Question # 17 of 30 ( Start time: 03:19:42 AM, 20 July 2020 )

Fill in the blank with appropriate option to ensure concreteness.
He _______ with his boss tomorrow.

Select the correct option

- will have discussion
- shall discuss
- will discuss
- shall have discussion

Click to Save Answer & Move to Next Question
A letter of inquiry asks someone for specific information.

Select the correct option

- False
- True
Choose the correct option.

_____ is one of the cores of concreteness.

Select the correct option

- Grammar
- Formal writing
- Informal writing
- Clarity
Choose the correct option.
There are _______ types of writing.

Select the correct option

- five
- four
- three
- two
A message organized by using direct plan starts with a buffer statement.

Select the correct option

- True
- False
Question # 24 of 30 ( Start time: 03:30:22 AM, 20 July 2020 )

Communicating concretely does not mean being ____________________

Select the correct option

- vague and general in one's writing
- direct and explicit in one's writing
- specific and definite in one's writing
- All of the above

Click to Save Answer & Move to Next Question
Which of the following parameters defines demographics of consumers?

Select the correct option:

- Personality
- Attitude
- Lifestyle
- Income

Click to Save Answer & Move to Next Question
In a business message, talk to your audience in a way that they are left with no -----.

Select the correct option:

- certainty
- hope
- confusion
- none of the above

Click to Save Answer & Move to Next Question
are considered binding contracts, so one should avoid implying offers or promises that can’t be delivered.

Select the correct option

- Acceptance letters
- Sales letters
- Claim letters
- Job applications letters

Click to Save Answer & Move to Next Question
In many organizations the final piece of writing is a team effort, with more than one writer working on a single document is called ________.

Select the correct option:

- collaboration
- scheduling
- technology
- all of above
In the composition of a business message technology like Microsoft Word affects the composing process by ________.

Select the correct option

- decreasing productivity
- increasing effectiveness
- decreasing both productivity and effectiveness
- increasing both productivity and effectiveness

Click to Save Answer & Move to Next Question
virtual university of chakwal
Muhammad Aaqib Saleem
Muhammadaaqibsaleem@gmail.com

ENG201 Grand Quiz ScreenShots
MidTerm 2020