

ENG 516 Quiz 2 (2021)

(Teaching of Business communication)

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1. In a business English training course, language and communication is not an end itself – but a bridge to _____ world. real
2. In business English, during the training of a course, as the _____ progresses towards a more central position the trainer allows more involvement of trainee. program
3. Vocabulary presents the main building block of functional meaning in _____. language
4. Ethics are _____ objective in technical writing. final
5. In business world, usually a _____ call catches you when you are in the middle of something else. telephone
6. If the writing is not _____, a negative impression is conveyed to the reader. accurate
7. In the business communication class, the teacher should ensure that there is no _____ contact between students when role-playing telephone calls. eye
8. In business communication, words are bound together by _____ but without words normal communication fails. grammar
9. The _____ in technical communication refers to grammatical and contextual correctness. accuracy

10. While teaching business communication, the teacher divided the _____ up into three or four parts, and asks learners to put the parts in the right order. Story

11. In business messages, one way to achieve _____ is to provide specific and quantified information. clarity

12. Most experienced business people would agree that _____ is/are important when meeting someone.

First impression

13. When people are engaged in a business situation, they are not talking _____ all the time. Business

14. In business teaching, _____ is a receptive skill which is as important as speaking. listening

15. In business communication, the process of _____ is cyclic. writing

16. Business people spend _____ of their time in communicating whether written or oral. 30%

17. The _____ in technical communication creates problems through omission, unequal treatment, and stereotyping or the choice of words. Sexism

18. In business communication, _____ organization is used for giving instructions and to tell about steps in a process analysis. chronological

19. 10. The consultant training style gives advice, analyzes and carry out _____ of courses whether objectives are met are not. assessment

20. In business communication, a fluent reader reads _____ words per-minute. 200

21. Individual training is ideally suited to ESP as it offers program _____. Customization

22. For the teaching/training of business English course, the classroom should help students to acquire a good foundation of _____ which they can use in real life. Language

23. In business world, _____ may be vital in establishing rapport with a business partner, and good rapport is often considered essential to good business. socializing

24. The main difference in _____ and group learners is the context itself. individual learner

25. In business English, for the consideration of individualization during training, the procedures adopted for teaching include: all of the given options

(Textbook exercises, varied tasks, readers)

26. In business communication, _____ is a productive skill which happens in real life. Speaking

27. The structure of the telephone call can be seen as _____ parallel building blocks which follow a pattern.

Two

28. Principles for teaching _____ to business English learners should integrate inductive and deductive methods. grammar