

ENG 516 Grand Quiz

Teaching of Business Communication

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1. English training course language and communication is not an end itself but-a bridge to _____ world.
 - a) business
 - b) imaginary
 - c) **real**
 - d) scientific
2. Individualized training is ideally suited to ESP as it offers program _____.
 - a) Rationalization
 - b) **customization**
 - c) **synchronization**
 - d) casualization
3. Stage six of lesson planning of business English presents a flexible lesson plan which can be varied according to:
 - a) Teachers' teaching style
 - b) Learners' learning style
 - c) Resources
 - d) **All the given options**
4. Stage four of teaching of business English look at models for a particular communication mode to raise awareness of the following except:
 - a) Procedures
 - b) **Pronunciation**
 - c) Behaviors
 - d) Associated language
5. In business English, for the consideration of individualization during training, the procedures adopted for teaching include:
 - a) readers
 - b) textbook exercises
 - c) varied task
 - d) **All the given options**

6. A business English model includes the following flexible stages except:
- a) Communication
 - b) **Analysis**
 - c) Practice
 - d) Output
7. In business English during the evaluation of fluency the evaluator evaluates the_____ of speaking
- a) flow
 - b) effort
 - c) speed
 - d) **All the given options**
8. In the teaching of business English, trainee is evaluated according to:
- a) Accuracy
 - b) Fluency
 - c) Effectiveness
 - d) **All the given options**
9. Learning strategies are_____ connected to the learning style of the learner. **a) directly**
- b) indirectly
 - c) partially
 - d) A, B, &C
10. In the category of teaching strategies, while teaching business English, the teacher should adapt their _____ according to learning style of learners. **a) lessons**
- b) activities
 - c) knowledge
 - d) A, B, &C
11. In business English during course's evaluation, _____ gets feedback from participants and integrates it back into other phases of the course, the material and the implementation.
- a) trainer**
 - b) trainee**
 - c) customer**
 - d) manager**
12. The consultants training style gives advice, analyzes and carry out_____ of courses is whether objectives are met or not.
- a) development
 - b) **assessment**
 - c) accomplishment
 - d) A, B, & C
13. While teaching business English, the feedback of accuracy tells that there is a need of a _____ closed-loop training system.
- a) four-phased**
 - b) five-phased**

- c) six-phased
- d) seven-phased

14. In the business English, during the training of a course, as the _____ progresses towards a more central position the trainer allows more involvement of trainee.

- a) **program**
- b) assessment
- c) analysis
- d) measurement

15. In the category of language learning styles and strategies, the _____ employ strategies concerned with searching for and communicating meaning. a) thinkers

- b) feelers
- c) **perceivers**
- d) judgers

16. At stage six while teaching business English, lesson evaluation criteria will vary according to:

- a) Motivation
- b) Planning
- c) Communication
- d) **All the given option**

17. Varying component of lesson planning of business English include:

- a) Topic
- b) Mood
- c) Skills
- d) **All of the given options**

18. In Neuro-Linguistics Programming (NLP) the word 'Neuro' refers to how we perceive the world through our _____ system and draw attention to how we use our senses. a) Visual

- b) **Nervous**
- c) Touch
- d) Auditory

19. In business English, to be effective, feedback needs to be:

- a) Constructive
- b) Balanced
- c) Reasonable
- d) **All the given option**

20. In business English, _____ is information given to the learner about his/her performance with the objective of improving performance. a) Input

- b) Output
- c) **Feedback**
- d) a, b and c

21. For the teaching/ training of a business English course, the class should help students to acquire a good foundation of _____ which they can use in real life. a) Phonetics
b) Phonology
c) **Language**
d) Grammar
22. The metacognitive strategies used for learning consists of:
a) Planning
b) Monitoring
c) Evaluating
d) **All the given options**
23. While teaching of business English, presentation of language points at stage two might include:
a) Grammar
b) Vocabulary
c) Pronunciation
d) **All the given options**
24. Tactile Learners learn with _____ through manipulation of resources, such as writing, drawing, building a model, or conducting a lab experiment: a) Eyes
b) **Hands**
c) Brain
d) a, b and c
25. In business English, in one-to-one/ grouping training a trainer must have: a) flexibility
b) curiosity
c) pacing
d) **All the given options**
26. In business English, learners have which of the following language levels: a) Beginners
b) Advanced
c) Level three
d) **All the given options**
27. The acronym ESS stands for:
a) English for Space Sciences
b) English for Solar Sciences
c) **English for Social sciences**
d) All the given options
28. The principle _____ in effective writing refers to the correct use of language form:
a) Fluency
b) Effectiveness
c) Consciousness
d) **Accuracy**

29. Practice of _____ should be based on the course objectives and the building blocks of the presentation: **a) Presentations**
- b) Interviews
 - c) Dialogues
 - d) Conversation
30. In business English, printed authentic items 'examples excluded expect':
a) Report
- b) Vocabulary
 - c) History
 - d) Formality
31. In learning strategies, the specific means which learners use to learn or improve learning:
- a) Metacognitive
 - b) Cognitive
 - c) Social/Affective
 - d) **All the given options**
32. Course books are textbooks, of which the teacher and the students have copies, which are to be followed _____ as the basis for course design. **a) Systematically**
- b) Nationally
 - c) Internationally
 - d) Locally
33. A need analysis has to see what learners need to use in _____ life. a) Student
- b) **Practical**
 - c) College
 - d) School
34. In business World, language teacher cannot be expected to provide _____ training within the guise of language training: **a) Management**
- b) Academic
 - c) Financial
 - d) Industrial
35. The communication takes place at _____ is called business communication. **a) Workplace**
- b) Home
 - c) Masque
 - d) Transport
36. Course development stages should not be seen as separate but as proceeding in _____ fashion. a) Circular
- b) **Linear**
 - c) Horizontal
 - d) Vertical

37. The training room is the place where **teacher** and learners are going spend most of their time and stereotype or the choice of words:
38. Business English _____ need to focus on three key components in particular topic:
- a) Student
 - b) Manager
 - c) **Teachers**
 - d) Parents
39. What role of teacher can help the learner take advantage of the learning opportunities in their own working environment?
- a) Consultant
 - b) Trainer
 - c) Advisor
 - d) **Coach**
40. There are _____ benefits odds conciseness in technical writing:
- a) **Three**
 - b) Two
 - c) Four
 - d) Five
41. CLT stands for:
- a) **Communicative language teaching**
 - b) Conservative language teaching
 - c) Computing language teaching
 - d) Conversational language teaching
42. Ethics are ___objective in technical writing.
- Initial
 - Middle
 - **Final**
 - All the given options
43. In business English, the preparation stage in business negotiations include (s):
- assessing power ○ establishing objectives ○ defining issues
 - **all the given options**
44. 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**
 - assessment
 - analysis
 - measurement
45. At stage six while teaching business English lesson evaluation criteria will vary according to: ○ Motivation ○ Planning ○ Communication

○ All the given Options

46. Activities and practice of writing through _____ activities aim to develop competence in techniques formats and language forms.
- Freed ○ paired ○ diverged
 - **Controlled**
47. For the teaching training of a business English course the classroom should help students to acquire a good foundation of _____ which they can use in real life.
- Phonetics ○ Phonology ○ **Language**
 - Grammar
48. The _____ in technical communication creates problems through omission unequal treatment and stereotyping or the choice of the words.
- Truism ○ **Sexism** ○ Ageism
 - Autism
49. In business communication _____ is about how sentences connect with each other to form a sense of unity.
- Coherence ○ **Cohesion** ○ Conciseness
 - Correctness
50. In business English criteria for designing of course books include: ○ Clear objectives ○ Coverage ○ Topics
- **All of the given options**
51. In business English context for negotiation can be generated by students or teachers according to _____ background.
- Academic ○ **Professional** ○ Diverse ○ Political
52. In business world usually, a _____ call Catches you when you are in the middle of something else. ○
- Long ○ Small ○ **Telephone**
 - Advertising
53. In business communication a fluent reader reads _____ words per- minute.
- 175 ○ 250 ○ **200** ○ 150
54. In business communication constituents of an effective negotiation include:
- People ○ Planning ○ Results
 - **All of the given options**
55. Stage four of teaching of business English looks at models for a particular communication mode to raise awareness of the following except: ○ Procedures ○ **Pronunciation** ○ Behaviors ○ Associated language
56. In business English during the evaluation of fluency the evaluator evaluates the _____ of speaking.
- Flow ○ Effort ○ Speed
 - **All the given options**

57. The consultant training style gives advice analyzes and carry out ____ of courses whether objectives are met or not.

- Development ○ **Assessment** ○ Accomplishment
- A, B&C

58. Preparing for presentations involves using the wide range of ____ ranging from the PowerPoint to the use of audio and video equipment.

- Computers ○ Projectors ○ **Technology** ○ Microphones

59. Learning strategies are ____ connected to the learning styles of the learners.

- **Directly** ○ Indirectly ○ Partially
- All the given options

60. In business world ____ may be vital in establishing rapport with business partner and good rapport is often considered essential to good business. ○ Story telling ○ Conversations ○ **Socializing**

- Small talk

61. In the category of teaching strategies while teaching business English the teachers should adapt their ____ according to learning styles of learners.

- **Lessons** ○ Activities
- Knowledge
- All the given options

62. Commonly there are ____ practice stages for a business student to become a successful presenter.

- Five ○ Six ○ **Seven**
- Eight

63. In business English using a course book entails that the teachers know the good and bad points about it. A course book consists of:

- Coverage ○ Texts ○ Tasks
- **All of the given options**

64. In a business communication class, the teacher should ensure that there is no ____ contact between students when role- playing telephone calls. ○ Sound ○ Ear ○ Hand

- **Eye**

65. Business people spend ____ of their time in communicating whether written or oral. ○ **30%** ○ 25%
○ 35% ○ 20%

66. In business communications ____ is a productive skill which happens in a real time.

- Writing ○ Reading ○ **Speaking**
- Listening

67. The ____ in technical communication refers to grammatical and contextual correctness. ○
Consideration ○ **Accuracy** ○ Clarity

- Organization

68. While teaching business communication the teacher divides the ____ up into three or four parts and asks learners to put the parts in the right order.

- Small task ○ Advertisement ○ **Story** ○ Conversation

69. In a business English simulation refers to an activity where the learner is playing him or herself and (ideally) simulates what he or she might do in ____ life.

- Imaginary ○ **Real** ○ Professional
- Domestic

70. In the teaching of business English trainee is evaluated according to:

- Accuracy ○ Fluency ○ Effectiveness ○ **All of the given option**

71. In business communication the process of ____ is cyclic.

- Speaking ○ Reading ○ Listening
- **Writing**

72. While teaching business English supplementary material prepared at stage 3 Includes: ○ First draft ○ Second draft ○ **Feedback** ○ Preparation

73. In business English a case study is a ____ of a problem or decision faced by a company business. ○

Conclusion ○ Analysis

○ **Description**

○ AB&C

74. In business English authentic materials are texts which have not been produced specifically for ____ use. ○ Classroom ○ Library ○ Examination

- Auditorium

75. In the category of language learning styles and strategies the ____ employ strategies concerned with searching for and communicating meaning.

- Thinkers ○ Feelers ○ **Perceivers**
- Judgers

76. In the business English framework creates a situation where the learner is pushed towards using specific ____ in order to complete the task.

- Accent ○ Phonology ○ **Language**
- AB&C

77. In Business communication ____ organization is used for giving instructions and to tell about steps in a process analysis.

- Psychological ○ **Chronological** ○ Pedagogical
- Ideological

78. In business English, during courses evaluation, the ____ gets feedback from participants and integrates it back into other phases of the course, the materials and the implementation.

- **Trainer**
- Customer
- Trainee
- Manager

79. In business English, course books can be used:

- **Extensively**
- Intensively
- Supplemented with other material
- All the given options

80. The first step in the process approach for _____ is to teach writing:

- Outlining
- Researching
- **Pre-writing**
- Pre-reading

81. In business teaching _____ is the receptive skill which is as important as speaking

- Writing
- Speaking
- Reading
- **Listening**

82. In business communication meeting are communication situation in which the main part is played by _____.

- Vocabulary
- **Language**
- Grammar
- Pronunciation

83. In business communication, to perfect your writing, the text has to be revised for

- Retrievability
- Readability
- Accuracy
- **All the given options**

84. Varying components of lesson planning of business English include:

- Topic
- Mood
- Skills
- **All the given options**

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

- Advertising
- Cost
- Profit
- **Business**

86. While teaching business English, besides course teacher can use:

- **Computers**
- Books
- Overhead projects
- All the given options

87. In business English, videos are an excellent source of authentic material, this advantage are

- Motivation
- Flexibility
- Variety
- **All the given options**

88. The Genre approach is an alternative approach to the teaching of _____.

- Reading
- **Writing**
- Listening
- Speaking

89. In business English, the very notion of a meeting can mean something different in different:

- **Cultures**
- Sub-cultures
- Multi – cultures
- High – cultures

90. In their revised model of communicative competence, Canale and Swain divided _____ competence into two components.

- Grammatical
- **Sociolinguistic**
- Strategic
- Pragmatic

91. While of business English, presentation of language points at stage two might include:

- Grammar
- Vocabulary
- Pronunciation
- **All the given options**

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

- Writing
- Vocabulary
- **Grammar**
- All the given options

93. In business communication words are bound together by ____ but without words normal communication falls

- Vocabulary
- **Grammar**
- Reading
- Accent

94. In business presentation _____ is about how the voice rises and falls in pitch during speech

- Accent
- **Intonation**
- Frequency
- Speed

95. In business message, one way to achieve _____ is provide specific and quantified information,

- Consideration
- **Clarity**
- Courtesy
- Creativity

96. In business English model includes the following flexible stages except:

- Communication
- **Analysis**
- Practice
- Output

97. The structure of telephone call can be seen as ____ parallel building blocks which follows a pattern

- **Two**
- Three
- Four
- Five

98. In business presentation, various organization techniques used for the information include:

- Comparisons
- Argument
- Persuasion
- **All the given options**

99. In business English training course, language and communication is not an end in itself but a bridge to ____ world.

- Business
- Imaginary
- **Real**
- Scientific

100. Individualized training is ideally suited to ESP as it offers program customization.

- Rationalization

- **Customization**
- Synchronization

101. In business English, the suitability of authentic material is problematic because of:

- Availability
- Relevance
- Customization
- **All the given options**

102. Grammatical niceties rarely matter in the _____ words.

- Political
- Administrative
- **Business**
- Judicial

103. In business world, many successful presentations consist simply of _____ parts.

- Two
- **Three**
- Four
- Five

104. In business English, examples of print authentic items exclude except

- **Report**
- Vocabulary
- History
- Formality

105. In business communication, the aim of a _____ is to get through to the audience _ anything else in secondary

- **Presentation**
- Lecture
- Interview
- Dialogue

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

- Dressing
- Personality
- **First impression**
- All of the given options

107. The main difference in _____ and group learners is the context itself.

- Course designer
- Policy
- **Individual learner**
- Teacher

108. Which of the following type of letter is written to give information about degree, requirements, costs, deadlines?

- a) Bad news
- b) Recommendation
- c) Cover
- d) **Inquiry**

109. Vocabulary presents the main building block of functional meaning in_____.

- a) Learning
- b) Grammar
- c) **Language**
- d) Class room

110. One of the first thing to do is decide how to approach the_____ in the classroom

- a) Book
- b) Teacher
- c) **Topic**
- d) Student

111. In business English, the preparation stage in business negotiation include(s)

- a) Defining issues
- b) Establishing objectives
- c) Assessing power
- d) **All the given options**

112. Which of the following is a description of a problem or decision faced by a company business?

- a) Letter
- b) Proposal
- c) Memo
- d) **Case study**

113. Which of the following is a special meeting in which parties need each other's agreement in order to achieve an effective result?

- a) **Negotiation**
- b) Problem solving
- c) Brain storming
- d) Decision making

114. Varying components of lesson planning of business English include

- a) **All the given options**
- b) Mood
- c) Skills
- d) Topic

115. In the category of language learning styles and strategies the _____employ strategies concerned with searching for and communicating meaning.

- a) **Perceivers**
- b) Thinkers

- c) Judgers
- d) Feelers

116. Which of the following helps learners to improve their presentation skills

- a) All The given options
- b) Watching movies
- c) Training and practice**
- d) Playing

117. In business English examples of print authentic items excludes except:

- a) Vocabulary
- b) Formality
- c) History
- d) Reports**

118. If the writing is not _____ a negative impression is conveyed to the reader.

- a) Fancy
- b) Emotional
- c) Technical
- d) Accurate**

119. Which of the following is related to the flow and effort of speaking?

- a) Practice
- b) Performance
- c) Fluency**
- d) Competence

120. Commonly there are practice stage for a business student to become a successful presenter

- a) Five
- b) Eight
- c) Six**
- d) Seven

121. Which of the following is of central importance in basic model of learning?

- a) All of the given options
- b) Practice
- c) Competence
- d) Feedback**

122. Learning strategies and ____ are linked to each other but are different.

- a) Styles**
- b) Tools
- c) Preference
- d) All the given options

123.

