

# **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