

ENG101 QUIZ NO. 3

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1. What type of questions is used in both factual information and underlying feelings?

- ▶ Multiple questions
- ▶ Objective questions
- ▶ Subjective questions

▶ Open-ended questions

2. Which of the following you consider while making the framework of your table?

- ▶ How to order the rows and columns
- ▶ How to align entries in the columns
- ▶ Where to place special notes

▶ All of them

3. How many steps a Planning report has?

- ▶ Three

▶ Four

- ▶ Five

- ▶ Six

4. How can we make visual aids easy to understand?

- ▶ By Informative titles
- ▶ By using appropriate objects

▶ By removing unnecessary details

▶ **All of them**

5. Which of the following types of interviews will judge interpersonal skills in a better way?

▶ Open-ended interview

▶ Stress interview.

▶ Video interview.

▶ **Group interview.**

6. How can we increase the audience's ability to absorb and remember information from a purely practical standpoint?

▶ Audience attention

▶ **Presentation**

▶ Speech

▶ The visual aids

7. What is meant by intended reader?

▶ Simple reader

▶ Complex reader

▶ **A member of a target audience**

▶ Unplanned reader

8. Which of the following is unsurpassed in its ability to depict the composition of a whole?

▶ **Pie Charts**

▶ Flow Charts

▶ Organizational Charts

▶ Schedule Chart

9. Which of the following aims at gathering specific information?

- ▶ Letter of claim
- ▶ Letter of request
- ▶ Letter of inquiry
- ▶ Letter of information

10. How many punctuation styles are usually used in business communication?

- ▶ One
- ▶ Two
- ▶ Three
- ▶ Four