

ENG301 Grand Quiz Questions

Total = 30

1. Choose the correct option: An inquiry asks for information about products or services the writer is interested in _____.
2. Dictionaries tell us ----- meanings of the words
3. Mark the following as True or False. While writing replies to 'inquiries', the tone of your reply should express your appreciation.
4. _____ lets you send a message to a person without your making direct contact or knowledge where the person is located.
5. Which of the following specifies the general purpose of an effective business message?
6. Which of the following is the standard part of a letter?
7. Keeping in mind the 'punctuation styles', fill in the following blank: _____ punctuation requires no punctuation even after salutation and complimentary close.
8. We use ----- approach in organizing our request letter when it requires no special tact or persuasion.
9. Mark the following statement as True or False. If you think that your message might upset your reader or listener, then you use the deductive plan to ease your audience.
10. Chinese languages being tonal demand more _____.
11. Deductive plan is used to organize your message when your audience is _____ to cooperate with you.
12. The _____ section may include information about the message composer, the typist, and sometimes word processing data.
13. Which of the following is not a characteristic of completeness?
14. Mark the following as True or False. Mention 'number of persons' while requesting for a hotel reservation.
15. Mark the following as True or False. Individual responsibility appeal is part of persuasive requests.
16. In various ways national environmental constraints, education, law and regulations, economics, politics and religion affect a nation's social norms.
17. Mark the following statement as True or False. In informal writing, non-conversational style is used while in formal writing; short, familiar and conversational words are used.
18. Which of the following letters is written to ask a piece of information about a product or services?
19. A business message is _____ when it contains all facts that the reader or listener needs for the reaction you desire.
20. Background to Intercultural Communication means:
21. Which of the following approach is used to write a letter of thanks to a customer for placing a large order?
22. _____ allows several people to use software at the same time.

23. _____ is saying what you want to say in the fewest possible words without sacrificing the other C qualities.
24. The "you" attitude is best implemented by expressing one's message in terms of the audience's interests and needs.
25. "It refers to the behavioral characteristic, typical of a group, it can be defined as all the ways of life including arts, beliefs and institutions of a population that are passed down from generation to generation". Identify this statement with one of the following concepts:
26. Identify the statement as 'True' or 'False'. An intercultural communication model consists of national as well as individual cultural variables.
27. Identify the statement as 'True' or 'False'. Letters refusing orders call for the direct plan with the bad news in the beginning.
28. An exchange of information within an organization is called internal communication.
29. Choose the best option. _____ is closely related to clarity.
30. Which of the following letters can be called 'morale builders'?