

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Eng201_Business and Technical English

Quiz No.1 Fall 2022

Full Solution

Total Marks: 10 Due date: 30/11/2022



◀ LEGENDS ▶

***"Don't Stop When you Tired,
Stop When you Done"***

Muhammad Zaman

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Question # 4 of 10 (Start time: 08:47:56 AM, 28 November 2022)

Total Marks: 1

Vowels are divided into _____ long vowels and _____ short vowels sounds.

Select the correct option

- | | |
|----------------------------------|-----|
| ☐ | 6,6 |
| ☐ | 5,7 |
| ☐ | 4,8 |
| ☒ | 7,5 |



Click to Save Answer & Move to Next Question

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Question # 1 of 10 (Start time: 09:34:15 AM, 28 November 2022)

Total Marks: 1

Writing effectively requires _____.

Select the correct option

- ☒ arranging words into clear sentences
- ☒ All of the above
- ☐ conducting a reader analysis
- ☐ adapting sentences and paragraphs to the intended audience

Click to Save Answer & Move to Next Question

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Question # 2 of 10 (Start time: 09:35:07 AM, 28 November 2022)

Total Marks: 1

Fill in the gap by adding suitable transitional word.
You'd better take a taxi. ____, you'll arrive late.

Select the correct option

- ☐ therefore
- ☐ consequently
- ☐ furthermore
- ☒ otherwise

Click to Save Answer & Move to Next Question

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Question # 3 of 10 (Start time: 09:36:11 AM, 28 November 2022)

Total Marks: 1

The role of _____ is to provide information for the decision makers.

Select the correct option

- ☒ executives
- ☐ advisors
- ☐ office workers
- ☐ implementers



Click to Save Answer & Move to Next Question

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Question # 4 of 10 (Start time: 09:37:29 AM, 28 November 2022)

Total Marks: 1

Which of the following is/are the main aspect/s of written accuracy?

Select the correct option

- ☒ All of the above
- ☐ Document accuracy
- ☐ Stylistic accuracy
- ☐ Technical accuracy

Click to Save Answer & Move to Next Question

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Question # 5 of 10 (Start time: 09:38:32 AM, 28 November 2022)

Total Marks: 1

Objectives should always be -----.

Select the correct option

- | | |
|----------------------------------|----------------------------|
| ☐ | measureable |
| ☒ | all of the given options ✓ |
| ☐ | specific |
| ☐ | attainable |

Click to Save Answer & Move to Next Question

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Question # 6 of 10 (Start time: 09:39:23 AM, 28 November 2022)

Total Marks: 1

Documents that are meant to 'enact' something include authorization memoranda and _____.

Select the correct option

☐	recommendation letters
☒	acceptance letters
☐	resumes
☐	inquiry letters

Click to Save Answer & Move to Next Question

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Question # 7 of 10 (Start time: 09:39:58 AM, 28 November 2022)

Total Marks: 1

_____ is not one of the 7 C's of communication.

Select the correct option

☐	Clarity
☐	Conciseness
☐	Correctness
☒	Character

Click to Save Answer & Move to Next Question

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Question # 8 of 10 (Start time: 09:41:03 AM, 28 November 2022)

Total Marks: 1

'Procedures' and 'work plans' are the sections of _____ .

Select the correct option

- ☐ resumes
- ☐ proposals
- ☐ job application letters
- ☒ inquiry letters

Click to Save Answer & Move to Next Question

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Question # 9 of 10 (Start time: 09:42:11 AM, 28 November 2022)

Total Marks: 1

When a writer is psychologically unable to compose a document, he or she has _____.

Select the correct option

- ☒ writer's block ✓
- ☐ writer's jam
- ☐ writer's hindrance
- ☐ writer's wedge

Click to Save Answer & Move to Next Question

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Question # 10 of 10 (Start time: 09:43:07 AM, 28 November 2022)

Total Marks: 1

To communicate effectively, one should develop not only skills, but also a _____ with others.

Select the correct option

- ☐ Sense of humor
- ☐ Sense of understanding
- ☒ All of above
- ☐ Sense of empathy

Click to Save Answer & Move to Next Question

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Question # 1 of 10 (Start time: 09:45:12 AM, 28 November 2022)

Total Marks: 1

Stylistic accuracy concerns the careful use of _____ to express meaning.

Select the correct option

- ☐ proverbs
- ☐ clichés
- ☒ language
- ☐ idioms

Click to Save Answer & Move to Next Question

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Question # 2 of 10 (Start time: 09:45:53 AM, 28 November 2022)

Total Marks: 1

Choose the concise expression for the phrase 'on the occasion of.'

Make sure it please

Select the correct option

☐	If
☐	Which
☒	When
☐	Because

Click to Save Answer & Move to Next Question

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Question # 3 of 10 (Start time: 09:47:59 AM, 28 November 2022)

Total Marks: 1

Why document's objective should be stated at the beginning?

Select the correct option

- ☒ All of the given options ✓
- ☐ To motivate readers to read further
- ☐ To gain readers' attention
- ☐ To make them interested

Click to Save Answer & Move to Next Question

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Question # 4 of 10 (Start time: 09:48:13 AM, 28 November 2022)

Total Marks: 1

Which one of the following can ensure credibility to a business message?

Select the correct option

☐	Examples
☐	Reference to authority
☐	Narration
☒	Facts and figures

Click to Save Answer & Move to Next Question

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Question # 5 of 10 (Start time: 09:49:33 AM, 28 November 2022)

Total Marks: 1

Which one of the following provides instances to clarify topic statement?

Select the correct option

- | | |
|----------------------------------|-------------------------|
| ☐ | Analysis |
| ☐ | Enumeration |
| ☐ | Exemplification |
| ☒ | Comparison and contrast |

Click to Save Answer & Move to Next Question

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Question # 6 of 10 (Start time: 09:50:13 AM, 28 November 2022)

Total Marks: 1

To prohibit something is a/an _____ purpose of a business document.

Select the correct option

- ☒ explicit ✓
- ☐ hidden
- ☐ implicit
- ☐ specific

Click to Save Answer & Move to Next Question

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Question # 7 of 10 (Start time: 09:51:54 AM, 28 November 2022)

Total Marks: 1

The performance of our players was rather _____.

Select the correct option

- ☐ bad as I had expected
- ☐ worst than I had expected
- ☒ worse than I had expected
- ☐ worse than expectation

Click to Save Answer & Move to Next Question

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Question # 9 of 10 (Start time: 09:52:43 AM, 28 November 2022)

Total Marks: 1

The readers perform the tasks of locating, understanding, and using information in many ways while reading a business document.

Select the correct option

☐	False
☒	True

Click to Save Answer & Move to Next Question

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Question # 10 of 10 (Start time: 09:53:06 AM, 28 November 2022)

Total Marks: 1

Choose the correct option from the following:
Style guides provide definite for preparing a document.

Make sure it please

Select the correct option

☐	Objective
☒	Purpose
☐	Instructions
☐	Material

Click to Save Answer & Move to Next Question

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For Paid Assignments, Quizzes and GDBs

Contact Me on WhatsApp:

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•JazakAllah•



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