

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

ENG_201

Business and Technical English Writing

Quiz No.2 Fall 2022
Full Solution

Total Marks: 10

Due date: 14/12/2022



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

0304-4756496
MUHAMMAD ZAMAN 😊

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**These all are 100% right solved
By Muhammad Zaman**

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Question # 1 of 10 (Start time: 08:42:25 PM, 12 December 2022) Total Marks: 1

A computer programmer will write a/an _____ to gain specific information about an upcoming release of a software product from XYZ Company.

Select the correct option

☐	recommendation letter
☐	acceptance letter
☒	inquiry letter
☐	job application letter

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Question # 2 of 10 (Start time: 08:43:09 PM, 12 December 2022) Total Marks: 1

Short _____ are usually more vivid than long ones and improve the readability of a document.

Select the correct option

☐	phrases
☐	fragments
☐	idioms
☒	words

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Question # 3 of 10 (Start time: 08:44:37 PM, 12 December 2022) Total Marks: 1

Choose the correct option.

A subject and a _____ are the two parts of a sentence.

Select the correct option

☐	clause
☒	predicate
☐	phrase
☐	fragment

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Question # 4 of 10 (Start time: 08:44:50 PM, 12 December 2022) Total Marks: 1

The tone of an inquiry letter should be _____ so that the recipient may identify and provide the required information.

Select the correct option

☐	candid with humour
☒	friendly
☐	verbose
☐	aggressive

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Question # 5 of 10 (Start time: 08:45:40 PM, 12 December 2022) Total Marks: 1

A _____ sentence expresses two or more independent but related thoughts.

Select the correct option

☐	single
☐	simple
☒	compound
☐	complex

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Question # 6 of 10 (Start time: 08:46:42 PM, 12 December 2022) Total Marks: 1

Choose appropriate preposition to fill in the blank:
Look _____! There's a bus coming! It is going to hit you!

Select the correct option

☐	for
☐	up
☒	out
☐	through

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Question # 7 of 10 (Start time: 08:47:32 PM, 12 December 2022) Total Marks: 1

What is style in writing?

Select the correct option

☐	Style is writing with polish.
☐	Style is the use of affectation in writing.
☒	Style is the way of using words to achieve a certain tone or overall impression in writing.
☐	Style is a system of using the most impressive words in longer sentences.

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Question # 8 of 10 (Start time: 08:48:28 PM, 12 December 2022) Total Marks: 1

Choose the correct option from the following.
-----minutes are often required by federal, state, or local law, by-laws, charters, or regulations in any organization.

Select the correct option

☐	Meeting
☒	Formal
☐	Sample
☐	Informal

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Question # 9 of 10 (Start time: 08:49:39 PM, 12 December 2022) Total Marks: 1

Which one of the following is not the part of Proposal Structure?

Select the correct option

☒	Subject
☐	Technical approach
☐	Body
☐	Introduction

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Question # 1 of 10 (Start time: 08:51:43 PM, 12 December 2022) Total Marks: 1

For effective designing of documents special attention is paid to:

Select the correct option

☐	Balance
☐	Consistency
☒	All of the above
☐	Restraint

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In _____ section of the app

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Question # 2 of 10 (Start time: 08:52:10 PM, 12 December 2022)

Total Marks: 1

Choose the correct option from the following.

In _____ section of the application letter explain specifically why you are qualified for the job. Describe education, work experience and any other activity that display relevant talents.

Select the correct option

☐	front matter
☐	salutation
☒	body
☐	end matter

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Quiz x Credible communicator x PSY 320 Multiple Choic x Chapter 7 quiz Flashcar x + -

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Question # 3 of 10 (Start time: 08:52:36 PM, 12 December 2022) **Total Marks: 1**

Credible communicators are both _____ and _____.

Select the correct option

☒	expert; trustworthy
☐	expert; attractive
☐	attractive; intelligent
☐	intelligent; mature

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Question # 4 of 10 (Start time: 08:54:19 PM, 12 December 2022) Total Marks: 1

'Eriq is just like all the French, so dismissive of Americans.' The sentence contains _____.

Select the correct option

☐	Disability Bias
☐	Gender Bias
☐	Cultural Bias
☒	Racial Bias

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Question # 5 of 10 (Start time: 08:55:01 PM, 12 December 2022) Total Marks: 1

Which part of speech is especially powerful and tells what is happening in a sentence?

Select the correct option

☐	Pronouns
☒	Verbs
☐	Interjections
☐	Adjectives

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Question # 6 of 10 (Start time: 08:55:35 PM, 12 December 2022) Total Marks: 1

The word 'peruse' falls in the category of _____ words.

Select the correct option

☐	Effective Words
☐	Familiar Words
☐	Ineffective Words
☒	Unfamiliar Word

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Question # 7 of 10 (Start time: 08:56:43 PM, 12 December 2022) Total Marks: 1

A computer programmer will write a/an _____ to gain specific information about an upcoming release of a software product from XYZ Company.

Select the correct option

☐	job application letter
☐	acceptance letter
☒	inquiry letter
☐	recommendation letter

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Question # 8 of 10 (Start time: 08:56:50 PM, 12 December 2022) Total Marks: 1

Which one of the following is the part of Proposal Structure?

Select the correct option

☐	Title page
☒	Introduction
☐	Summary
☐	Letter of transmittal

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Question # 9 of 10 (Start time: 08:57:32 PM, 12 December 2022) Total Marks: 1

When punctuation marks are omitted in the opening and closing lines of a letter, the punctuation style is called:

Select the correct option

☐	Formal
☐	Close
☐	Informal
☒	Open

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Question # 10 of 10 (Start time: 08:58:18 PM, 12 December 2022) Total Marks: 1

Select the right option to fill in the blank.
The children forgot their homework, _____ the teacher was angry with them.

Select the correct option

☒	so
☐	because
☐	while
☐	after

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