

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

ENG_201

Business and Technical English Writing

Quiz No.3 Fall 2022

Full Solution

Total Marks: 10

Due date: 28/12/2022



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

0304-4756496

MUHAMMAD ZAMAN 😊

For Paid Quiz contact on 03044756496

Which of the following plan should be used for a bad news message?

Quiz Which of the following plan should be used for a bad news message? x +

https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=cbae3f46-ab7a-4ac9-be69-960f2292ae31

Question # 1 of 10 (Start time: 09:11:18 AM, 26 December 2022) Total Marks: 1

Which of the following plan should be used for a bad news message?

Select the correct option

☐	Positive plan
☒	Direct plan
☐	Neutral plan
☐	Indirect plan

Click to Save Answer & Move to Next Question

Type here to search

9:12 AM 12/26/2022

For Paid Quiz contact on 03044756496

For Paid Quiz contact on 03044756496

— with customers is gained by being enthusiastic, sincere, and trustworthy.

Quiz

----- with customers is gained by

https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=c7b19592-892b-4379-81d7-2e22c7111ac8

Question # 2 of 10 (Start time: 09:12:14 AM, 26 December 2022) Total Marks: 1

----- with customers is gained by being enthusiastic, sincere, and trustworthy.

Select the correct option

☐	Conciseness
☐	Completeness
☐	Clarity
☒	Credibility

Click to Save Answer & Move to Next Question

Type here to search

9:12 AM 12/26/2022

For Paid Quiz contact on 03044756496

For Paid Quiz contact on 03044756496

What is a buffer in a negative message?

Quiz

https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=6bdb5b03-287c-406d-8d5e-5f231a93ccc9

Question # 3 of 10 (Start time: 09:12:58 AM, 26 December 2022) Total Marks: 1

What is a buffer in a negative message?

Select the correct option

☐	It clearly states the negative message.
☐	It closes the message.
☐	It explains the reasons for the negative message.
☒	It is a neutral or positive statement.

Click to Save Answer & Move to Next Question

Type here to search

9:13 AM 12/26/2022

For Paid Quiz contact on 03044756496

For Paid Quiz contact on 03044756496

**An effective statement of purpose
should be:**

The screenshot shows a web browser window with the address bar displaying <https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=7cca6d1c-7433-4421-ac07-e0c604dc9c5f>. The page title is "An effective statement of purpose". The question is "Question # 4 of 10 (Start time: 09:13:54 AM, 26 December 2022)" with "Total Marks: 1". The question text is "An effective statement of purpose should be:". Below the text is a large text input area. Underneath the input area is the instruction "Select the correct option" followed by four radio button options: "All of the above", "Specific", "Concise", and "Clear". A blue button at the bottom right of the question area says "Click to Save Answer & Move to Next Question". The Windows taskbar at the bottom shows the search bar, taskbar icons for File Explorer, Edge, and Word, and the system tray with the date and time "9:14 AM 12/26/2022".

Question # 4 of 10 (Start time: 09:13:54 AM, 26 December 2022) Total Marks: 1

An effective statement of purpose should be:

Select the correct option

☒ All of the above

☐ Specific

☐ Concise

☐ Clear

Click to Save Answer & Move to Next Question

For Paid Quiz contact on 03044756496

For Paid Quiz contact on 03044756496

Which of the following parameters defines psychographics of consumers?

Quiz

https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=4edc6555-fc2a-44ca-8d1f-10f3f7e5fff1

Question # 5 of 10 (Start time: 09:14:18 AM, 26 December 2022) Total Marks: 1

Which of the following parameters defines psychographics of consumers?

Select the correct option

☐	Education
☐	Income
☒	Personality
☐	Occupation

Click to Save Answer & Move to Next Question

Type here to search

9:15 AM
12/26/2022

For Paid Quiz contact on 03044756496

For Paid Quiz contact on 03044756496

Sales letter influences the reader to take a specific action by making an offer—not an announcement—to him.

Quiz

https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=dbe6ba68-3dba-4e16-a540-5e3bf2623a11

ENG201 - Business and Technical English Writing (Quiz III)

Quiz Start Time: 09:11 AM, 26 December 2022

Question # 6 of 10 (Start time: 09:15:16 AM, 26 December 2022)

Total Marks: 1

Sales letter influences the reader to take a specific action by making an offer--not an announcement--to him.

Select the correct option

☒ True

☐ False

Click to Save Answer & Move to Next Question

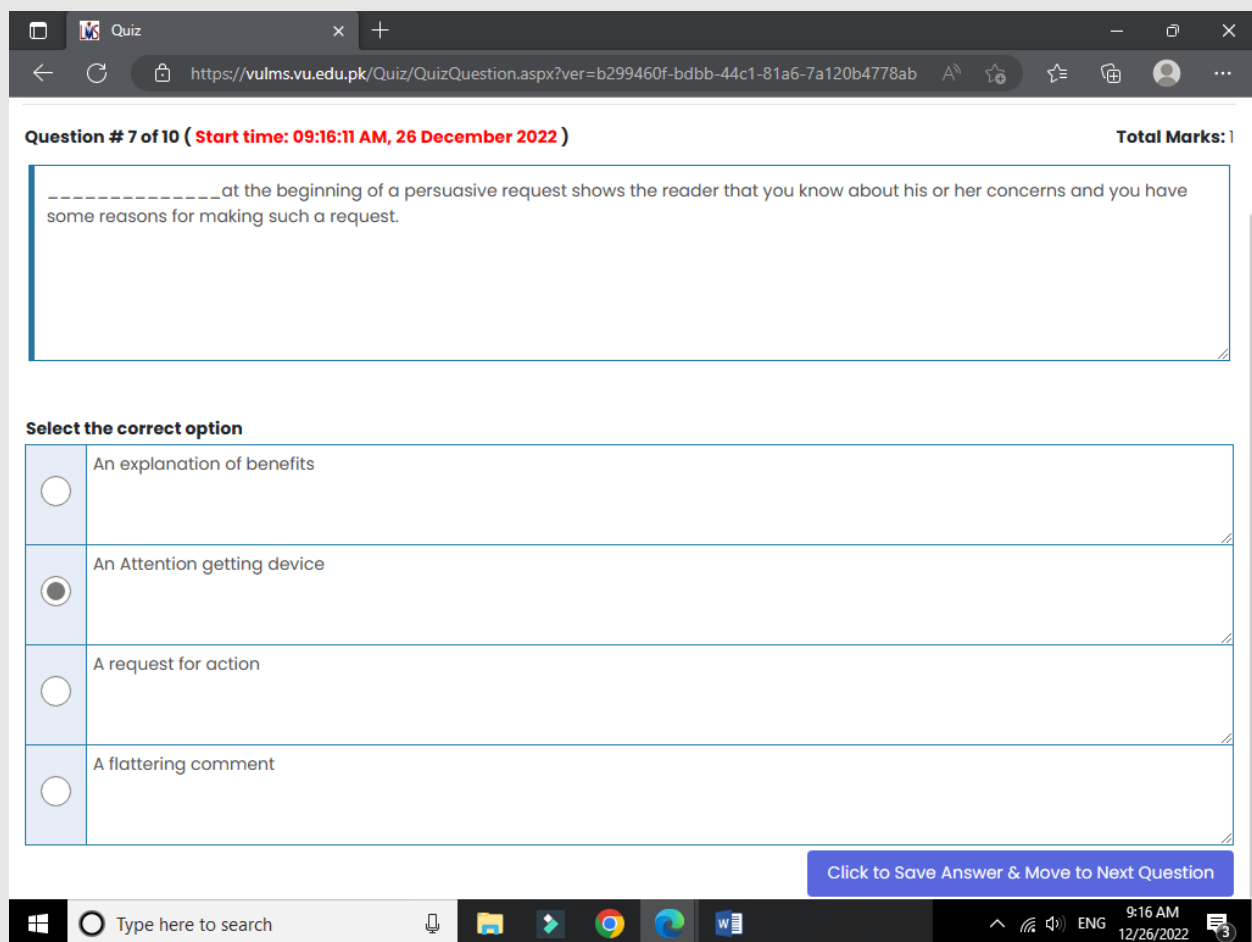
Type here to search

9:16 AM 12/26/2022

For Paid Quiz contact on 03044756496

For Paid Quiz contact on 03044756496

_____at the beginning of a persuasive request shows the reader that you know about his or her concerns and you have some reasons for making such a request.



The screenshot shows a web browser window with a quiz interface. The address bar shows the URL: <https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=b299460f-bdbb-44c1-81a6-7a120b4778ab>. The page title is "Quiz".

Question # 7 of 10 (Start time: 09:16:11 AM, 26 December 2022) **Total Marks: 1**

_____at the beginning of a persuasive request shows the reader that you know about his or her concerns and you have some reasons for making such a request.

Select the correct option

☐	An explanation of benefits
☒	An Attention getting device
☐	A request for action
☐	A flattering comment

[Click to Save Answer & Move to Next Question](#)

The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons (File Explorer, Edge, Word, etc.), and the system tray with the date and time: 9:16 AM, 12/26/2022.

For Paid Quiz contact on 03044756496

For Paid Quiz contact on 03044756496

A buffer is the last step while writing an indirect plan.

The screenshot shows a web browser window with the address bar displaying <https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=5966b0dc-7441-420e-a09f-20db03a623df>. The page title is "ENG201 - Business and Technical English Writing (Quiz III)" and the quiz start time is "09:11 AM, 26 December 2022".

The question is "Question # 8 of 10 (Start time: 09:16:41 AM, 26 December 2022)" with "Total Marks: 1". The question text is "A buffer is the last step while writing an indirect plan." and there is a large text input area below it.

Below the input area, it says "Select the correct option". There are two radio button options: "True" and "False". The "False" option is selected.

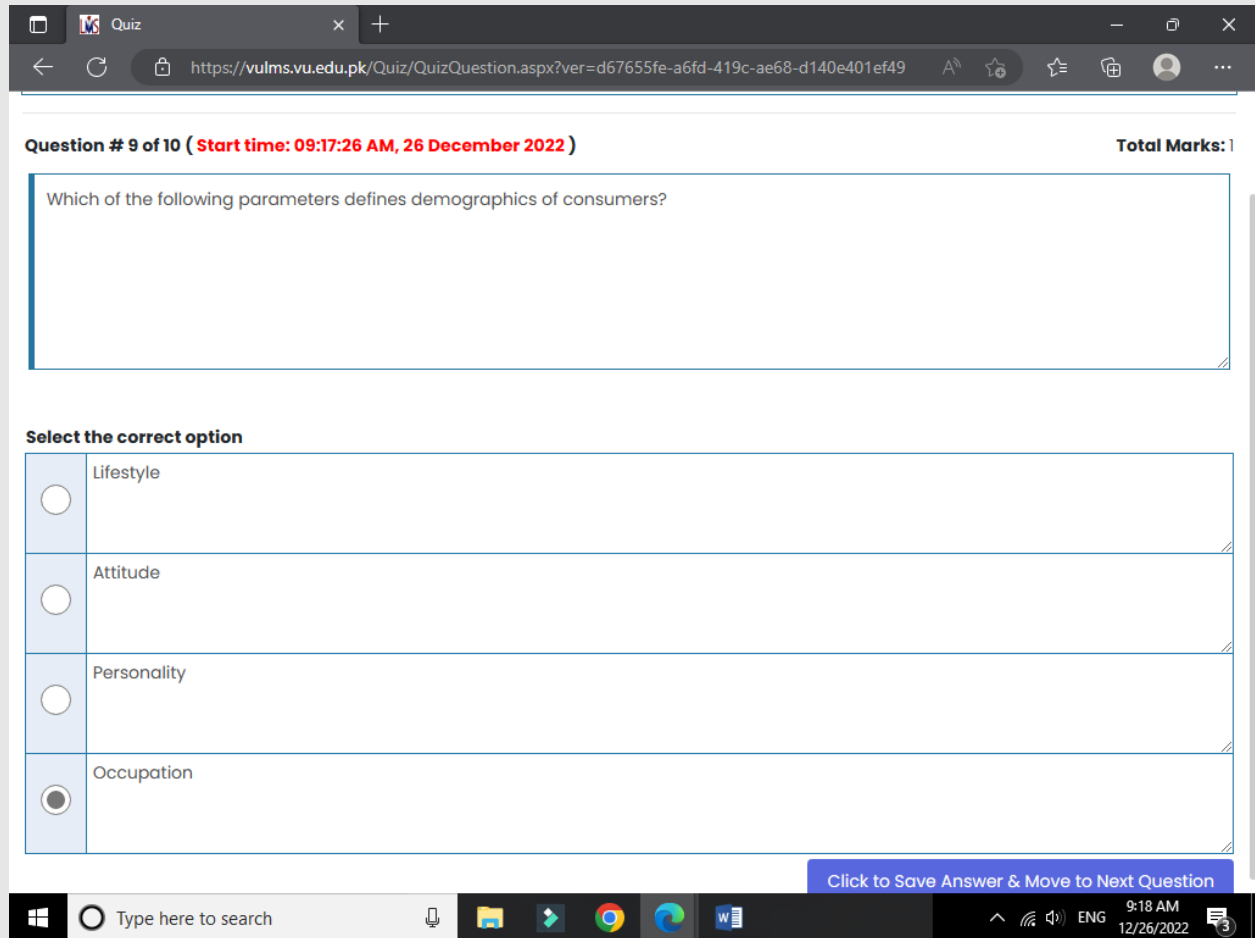
At the bottom right of the question area, there is a blue button that says "Click to Save Answer & Move to Next Question".

The Windows taskbar is visible at the bottom, showing the search bar, taskbar icons, and system tray with the time "9:17 AM 12/26/2022".

For Paid Quiz contact on 03044756496

For Paid Quiz contact on 03044756496

Which of the following parameters defines demographics of consumers?



The screenshot shows a web browser window with a single tab titled 'Quiz'. The address bar displays the URL: <https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=d67655fe-a6fd-419c-ae68-d140e401ef49>. The page content includes a question header: 'Question # 9 of 10 (Start time: 09:17:26 AM, 26 December 2022)' and a 'Total Marks: 1' indicator. The question text is 'Which of the following parameters defines demographics of consumers?'. Below the question is a large text input area. Further down, under the heading 'Select the correct option', there is a list of four options, each with a radio button: 'Lifestyle', 'Attitude', 'Personality', and 'Occupation'. The 'Occupation' option is selected. At the bottom right of the question area, there is a blue button that says 'Click to Save Answer & Move to Next Question'. The Windows taskbar is visible at the bottom of the screen, showing the search bar, task view button, and several open application icons (File Explorer, Edge, Word). The system clock in the bottom right corner shows '9:18 AM 12/26/2022'.

Question # 9 of 10 (Start time: 09:17:26 AM, 26 December 2022) Total Marks: 1

Which of the following parameters defines demographics of consumers?

Select the correct option

- ☐ Lifestyle
- ☐ Attitude
- ☐ Personality
- ☒ Occupation

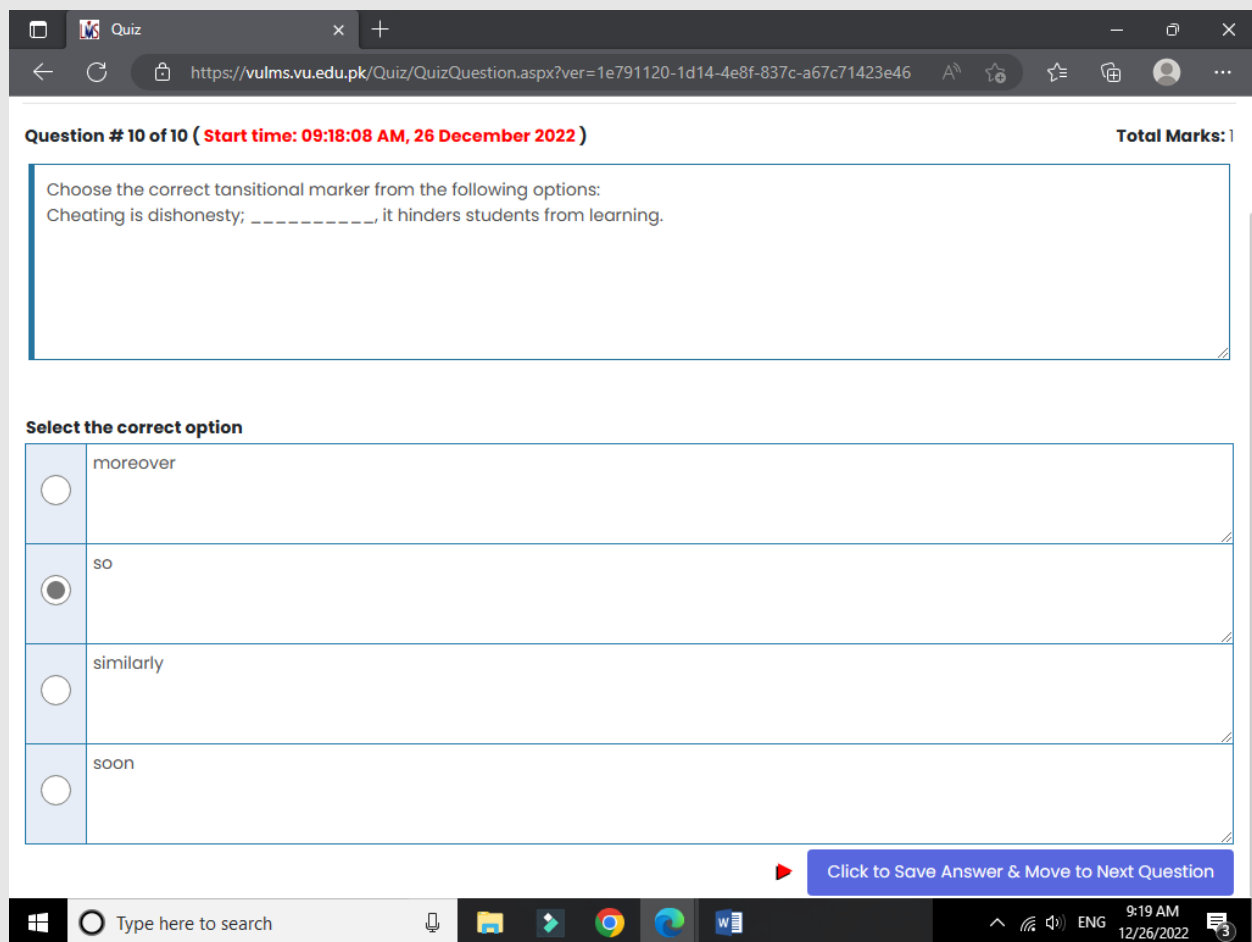
Click to Save Answer & Move to Next Question

For Paid Quiz contact on 03044756496

For Paid Quiz contact on 03044756496

**Choose the correct transitional marker
from the following options:**

**Cheating is dishonesty; _____, it
hinders students from learning.**



The screenshot shows a web browser window with a single tab titled "Quiz". The address bar displays the URL: <https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=1e791120-1d14-4e8f-837c-a67c71423e46>. The page content includes a question header: "Question # 10 of 10 (Start time: 09:18:08 AM, 26 December 2022)" and "Total Marks: 1". The question text is: "Choose the correct transitional marker from the following options:
Cheating is dishonesty; _____, it hinders students from learning." Below the question is a section titled "Select the correct option" with four radio button choices: "moreover", "so", "similarly", and "soon". The "so" option is selected. A blue button at the bottom right of the question area says "Click to Save Answer & Move to Next Question". The Windows taskbar at the bottom shows the search bar, task view, and several open applications including File Explorer, Chrome, Edge, and Word. The system clock indicates 9:19 AM on 12/26/2022.

Question # 10 of 10 (Start time: 09:18:08 AM, 26 December 2022) Total Marks: 1

Choose the correct transitional marker from the following options:
Cheating is dishonesty; _____, it hinders students from learning.

Select the correct option

- ☐ moreover
- ☒ so
- ☐ similarly
- ☐ soon

Click to Save Answer & Move to Next Question

For Paid Quiz contact on 03044756496

For Paid Quiz contact on 03044756496

Which of the following phrases is likely to offend and should be avoided?

The screenshot shows a web browser window with a single tab titled "Quiz". The address bar displays the URL: <https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=794fc95a-2fd8-4b02-ad90-9c74a4513c1d>. The page content includes a question header "Question # 1 of 10 (Start time: 10:36:54 AM, 26 December 2022)" and a "Total Marks: 1" indicator. The question text is "Which of the following phrases is likely to offend and should be avoided?". Below the question is a large empty text box for the answer. Underneath, a section titled "Select the correct option" contains a list of four radio button options: "We are delighted to...", "We cannot afford to..." (which is selected), "We appreciate...", and "Please contact us to...". A blue button at the bottom right of the options says "Click to Save Answer & Move to Next Question". The Windows taskbar is visible at the bottom, showing the search bar, taskbar icons, and system tray with the time 10:37 AM and date 12/26/2022.

Quiz

Which of the following phrases is likely to offend and should be avoided?

Question # 1 of 10 (Start time: 10:36:54 AM, 26 December 2022) Total Marks: 1

Which of the following phrases is likely to offend and should be avoided?

Select the correct option

☐ We are delighted to...

☒ We cannot afford to...

☐ We appreciate...

☐ Please contact us to...

Click to Save Answer & Move to Next Question

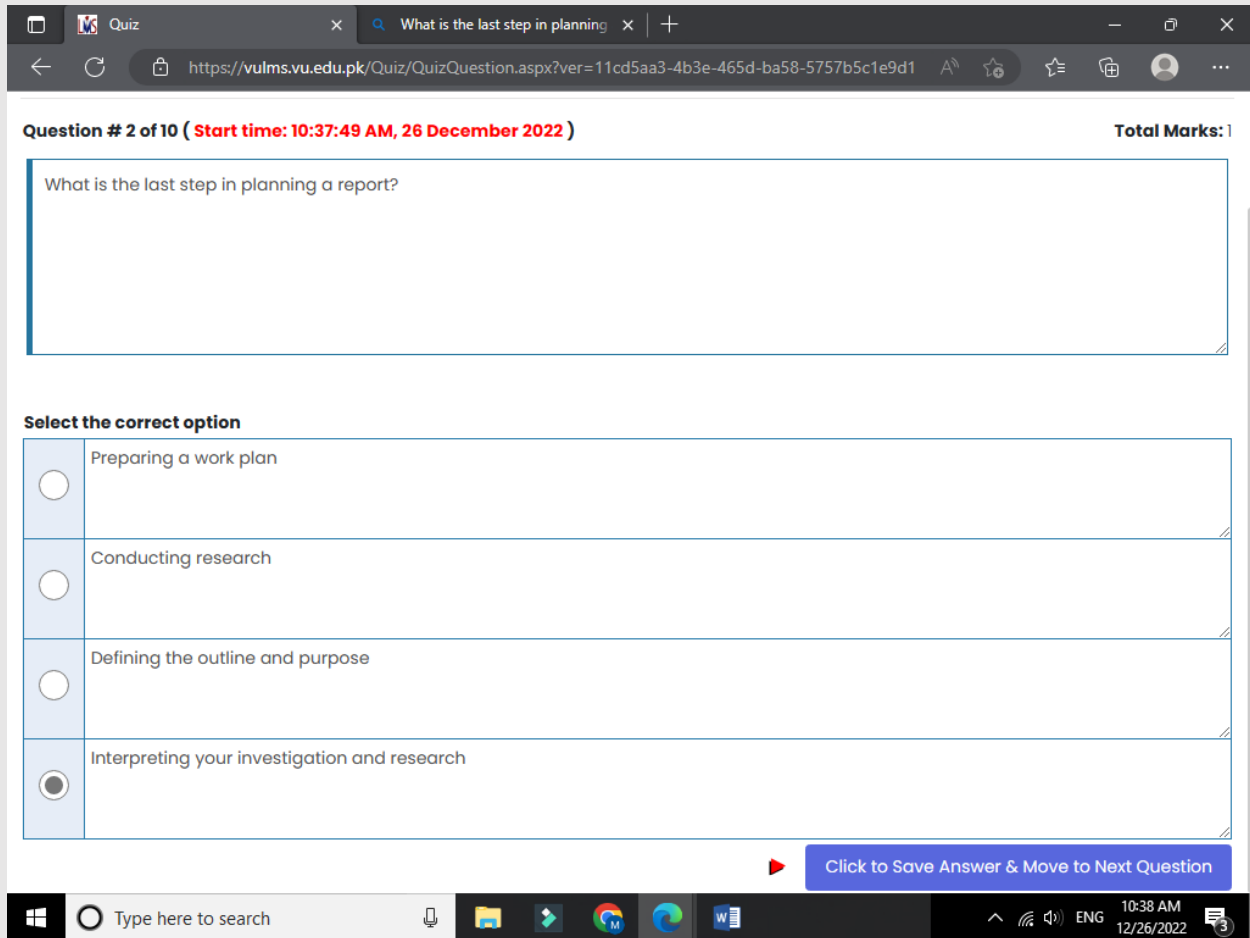
Type here to search

10:37 AM 12/26/2022

For Paid Quiz contact on 03044756496

For Paid Quiz contact on 03044756496

What is the last step in planning a report?



The screenshot shows a web browser window with a single tab titled "Quiz". The address bar displays the URL: <https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=11cd5aa3-4b3e-465d-ba58-5757b5c1e9d1>. The page content includes a header for "Question # 2 of 10" with a start time of "10:37:49 AM, 26 December 2022" and a "Total Marks: 1". The question text is "What is the last step in planning a report?". Below the question is a section titled "Select the correct option" with four radio button choices: "Preparing a work plan", "Conducting research", "Defining the outline and purpose", and "Interpreting your investigation and research". The fourth option is selected. A blue button at the bottom right says "Click to Save Answer & Move to Next Question". The Windows taskbar at the bottom shows the search bar, taskbar icons for File Explorer, Edge, and Word, and a system tray with the date and time "10:38 AM 12/26/2022".

Question # 2 of 10 (Start time: 10:37:49 AM, 26 December 2022) Total Marks: 1

What is the last step in planning a report?

Select the correct option

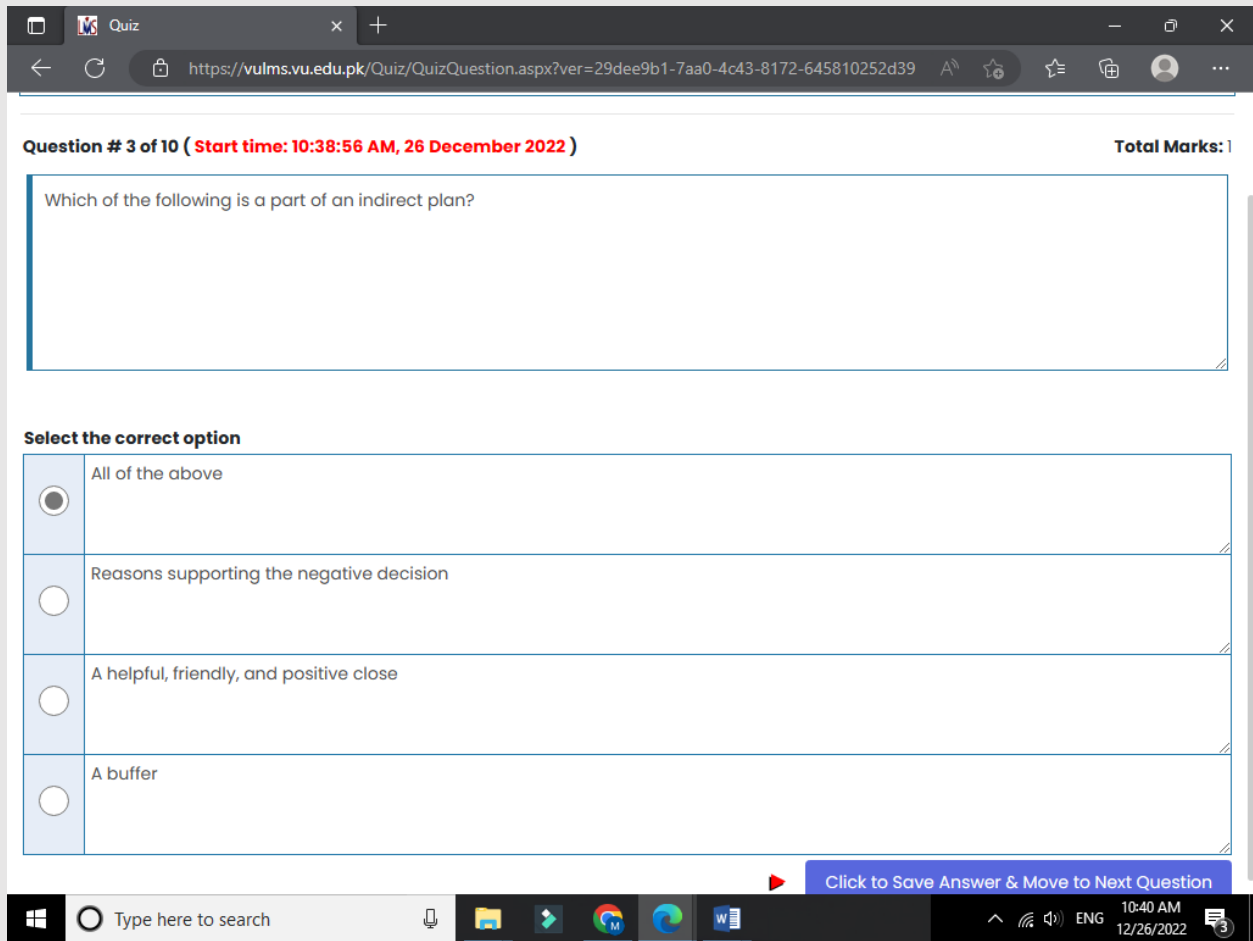
- ☐ Preparing a work plan
- ☐ Conducting research
- ☐ Defining the outline and purpose
- ☒ Interpreting your investigation and research

Click to Save Answer & Move to Next Question

For Paid Quiz contact on 03044756496

For Paid Quiz contact on 03044756496

Which of the following is a part of an indirect plan?



The screenshot shows a web browser window with a single tab titled "Quiz". The address bar displays the URL: <https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=29dee9b1-7aa0-4c43-8172-645810252d39>. The page content includes a question header "Question # 3 of 10 (Start time: 10:38:56 AM, 26 December 2022)" and a "Total Marks: 1" indicator. The question text is "Which of the following is a part of an indirect plan?". Below the question is a large text input area. Underneath the input area, the instruction "Select the correct option" is followed by a list of four radio button options: "All of the above", "Reasons supporting the negative decision", "A helpful, friendly, and positive close", and "A buffer". At the bottom of the question area, there is a blue button labeled "Click to Save Answer & Move to Next Question". The Windows taskbar is visible at the bottom of the screen, showing the search bar, taskbar icons, and system tray with the time 10:40 AM and date 12/26/2022.

Question # 3 of 10 (Start time: 10:38:56 AM, 26 December 2022) Total Marks: 1

Which of the following is a part of an indirect plan?

Select the correct option

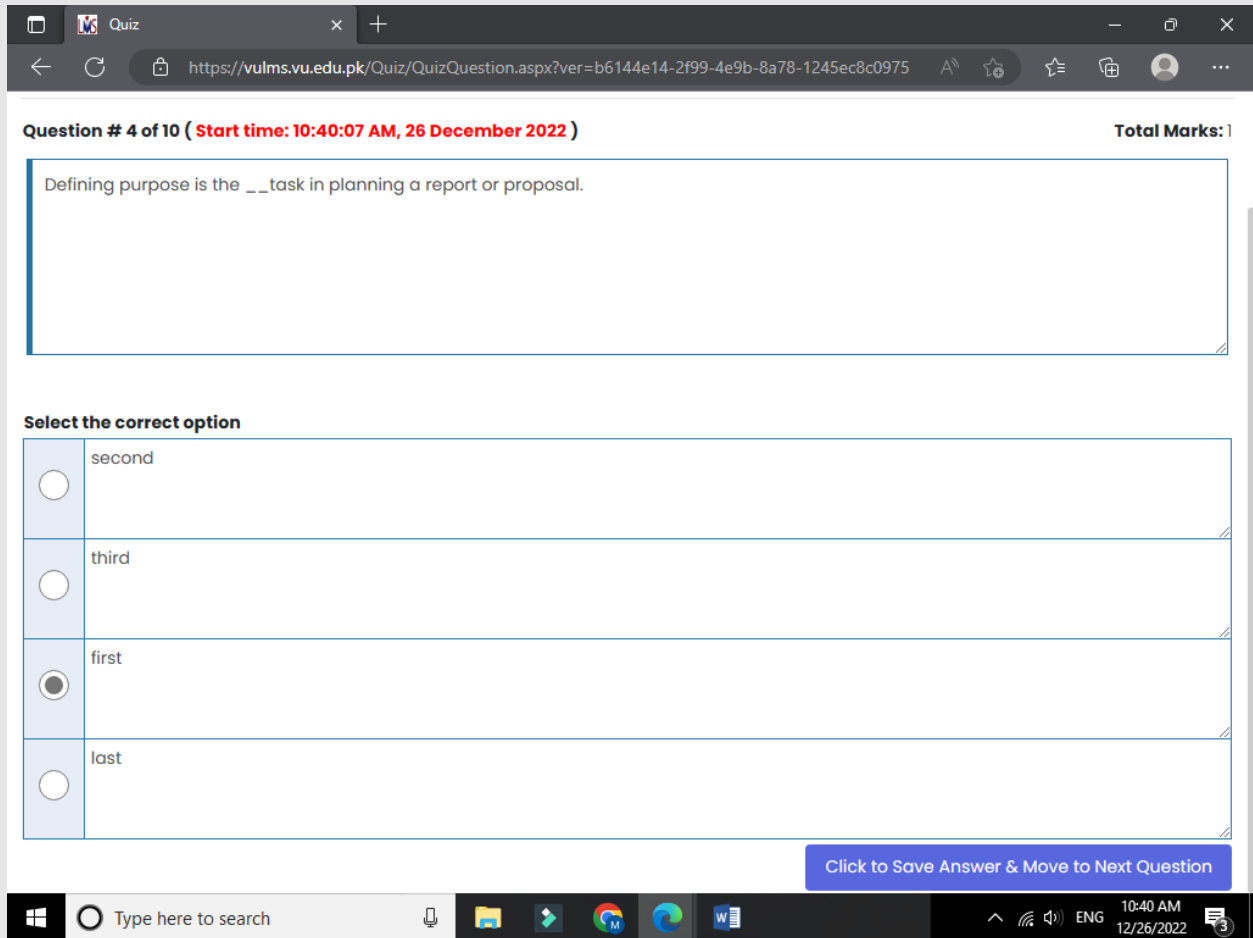
- ☒ All of the above
- ☐ Reasons supporting the negative decision
- ☐ A helpful, friendly, and positive close
- ☐ A buffer

Click to Save Answer & Move to Next Question

For Paid Quiz contact on 03044756496

For Paid Quiz contact on 03044756496

Defining purpose is the __task in planning a report or proposal.



The screenshot shows a web browser window with a single tab titled "Quiz". The address bar displays the URL: <https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=b6144e14-2f99-4e9b-8a78-1245ec8c0975>. The page content includes a question header, a text input area, and a multiple-choice section.

Question # 4 of 10 (Start time: 10:40:07 AM, 26 December 2022) Total Marks: 1

Defining purpose is the __task in planning a report or proposal.

Select the correct option

☐	second
☐	third
☒	first
☐	last

Click to Save Answer & Move to Next Question

The Windows taskbar at the bottom shows the search bar with the text "Type here to search", several application icons (File Explorer, Edge, Word, etc.), and system tray icons including the date and time: 10:40 AM, 12/26/2022.

For Paid Quiz contact on 03044756496

For Paid Quiz contact on 03044756496

**Ethical business people especially
inform their customers about the true**

_____.

Quiz

https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=4d55399c-f9e7-40c7-abf4-6ffde8075b3a

Question # 5 of 10 (Start time: 10:43:09 AM, 26 December 2022) Total Marks: 1

Choose the best option:
Ethical business people especially inform their customers about the true _____.

Select the correct option

☐	discount of a product
☐	none of the above
☒	benefits of a product
☐	cost of a product

Click to Save Answer & Move to Next Question

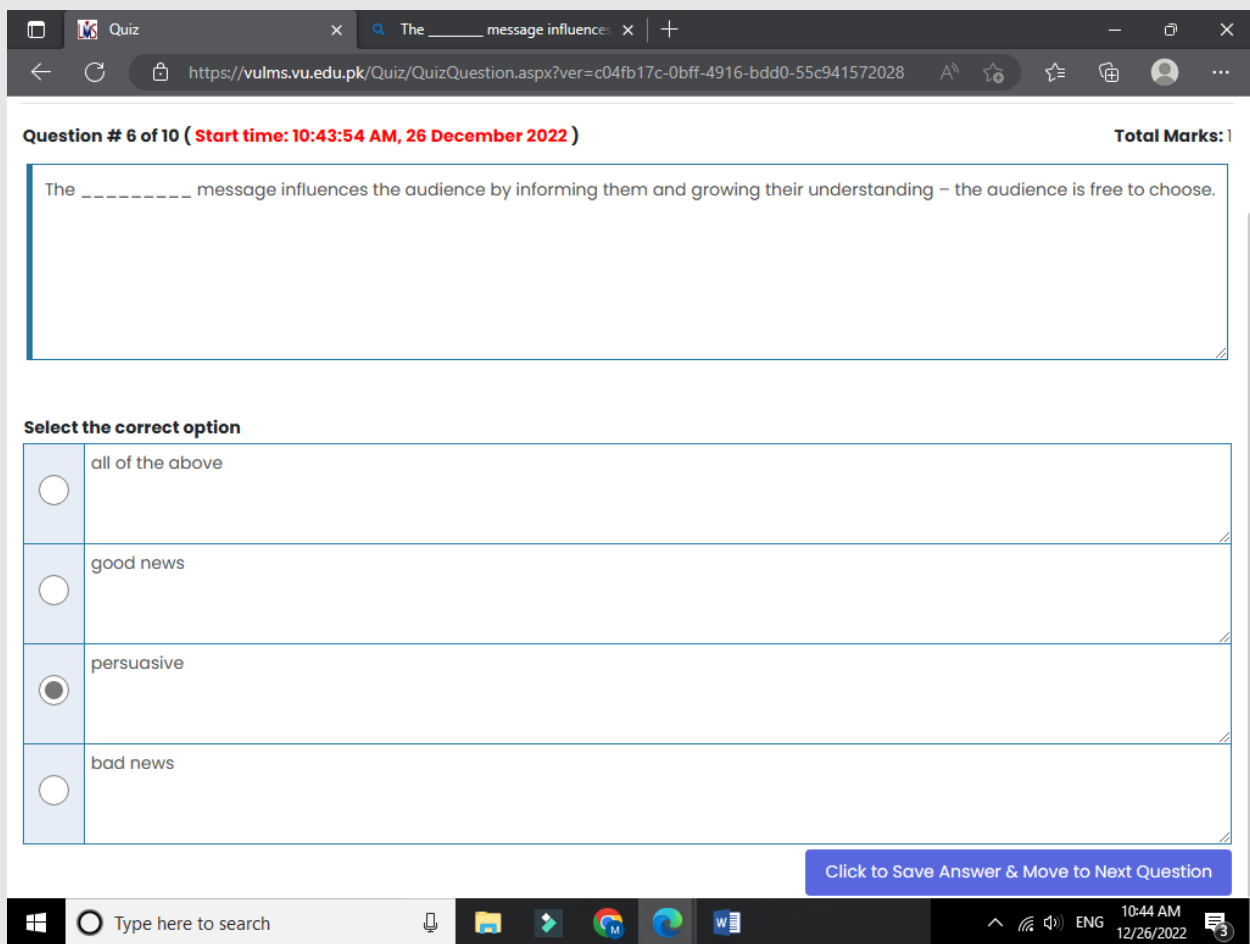
Type here to search

10:43 AM
12/26/2022

For Paid Quiz contact on 03044756496

For Paid Quiz contact on 03044756496

The _____ message influences the audience by informing them and growing their understanding – the audience is free to choose.



The screenshot shows a web browser window with the address bar displaying <https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=c04fb17c-0bff-4916-bdd0-55c941572028>. The page title is "Quiz". The question is labeled "Question # 6 of 10 (Start time: 10:43:54 AM, 26 December 2022)" and has "Total Marks: 1". The question text is "The _____ message influences the audience by informing them and growing their understanding – the audience is free to choose." Below the question is a text input field. Underneath the input field, it says "Select the correct option". There are four radio button options: "all of the above", "good news", "persuasive", and "bad news". The "persuasive" option is selected. At the bottom right of the question area, there is a blue button that says "Click to Save Answer & Move to Next Question". The Windows taskbar is visible at the bottom of the screen, showing the search bar, taskbar icons, and system tray with the time 10:44 AM on 12/26/2022.

Question # 6 of 10 (Start time: 10:43:54 AM, 26 December 2022) Total Marks: 1

The _____ message influences the audience by informing them and growing their understanding – the audience is free to choose.

Select the correct option

- ☐ all of the above
- ☐ good news
- ☒ persuasive
- ☐ bad news

Click to Save Answer & Move to Next Question

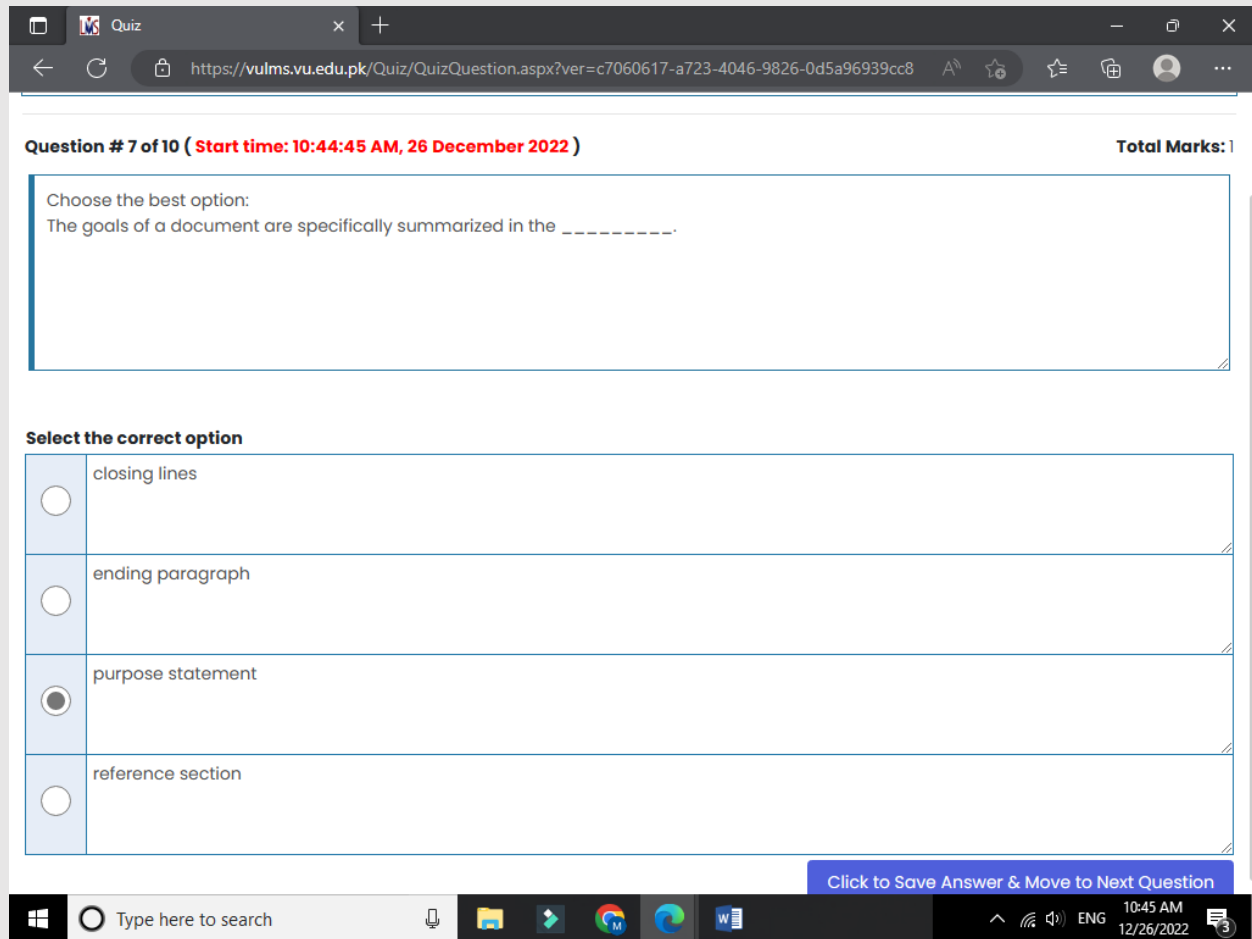
For Paid Quiz contact on 03044756496

For Paid Quiz contact on 03044756496

For Paid Quiz contact on 03044756496

For Paid Quiz contact on 03044756496

The goals of a document are specifically summarized in the _____.



The screenshot shows a web browser window with a quiz interface. The address bar displays the URL: <https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=c7060617-a723-4046-9826-0d5a96939cc8>. The page title is "Quiz".

Question # 7 of 10 (Start time: 10:44:45 AM, 26 December 2022) **Total Marks: 1**

Choose the best option:
The goals of a document are specifically summarized in the _____.

Select the correct option

☐	closing lines
☐	ending paragraph
☒	purpose statement
☐	reference section

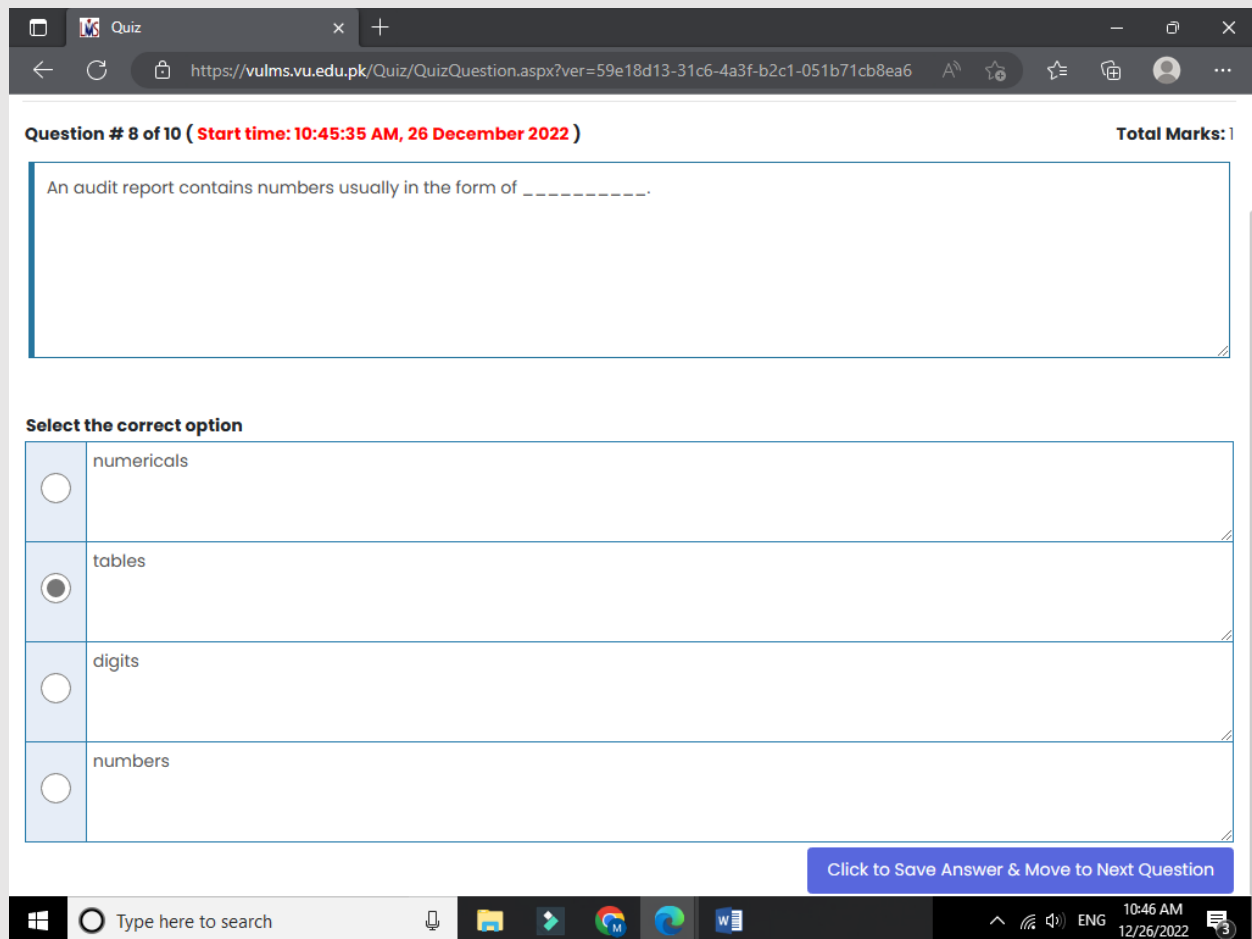
[Click to Save Answer & Move to Next Question](#)

The Windows taskbar at the bottom shows the search bar with the text "Type here to search", several application icons (File Explorer, Edge, Word, etc.), and the system clock displaying "10:45 AM 12/26/2022".

For Paid Quiz contact on 03044756496

For Paid Quiz contact on 03044756496

An audit report contains numbers usually in the form of _____.



The screenshot shows a web browser window with a quiz interface. The browser's address bar displays the URL: <https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=59e18d13-31c6-4a3f-b2c1-051b71cb8ea6>. The page title is "Quiz".

At the top of the quiz area, it says "Question # 8 of 10 (Start time: 10:45:35 AM, 26 December 2022)" and "Total Marks: 1".

The question text is: "An audit report contains numbers usually in the form of _____."

Below the question, it says "Select the correct option". There are four radio button options:

- ☐ numericals
- ☒ tables
- ☐ digits
- ☐ numbers

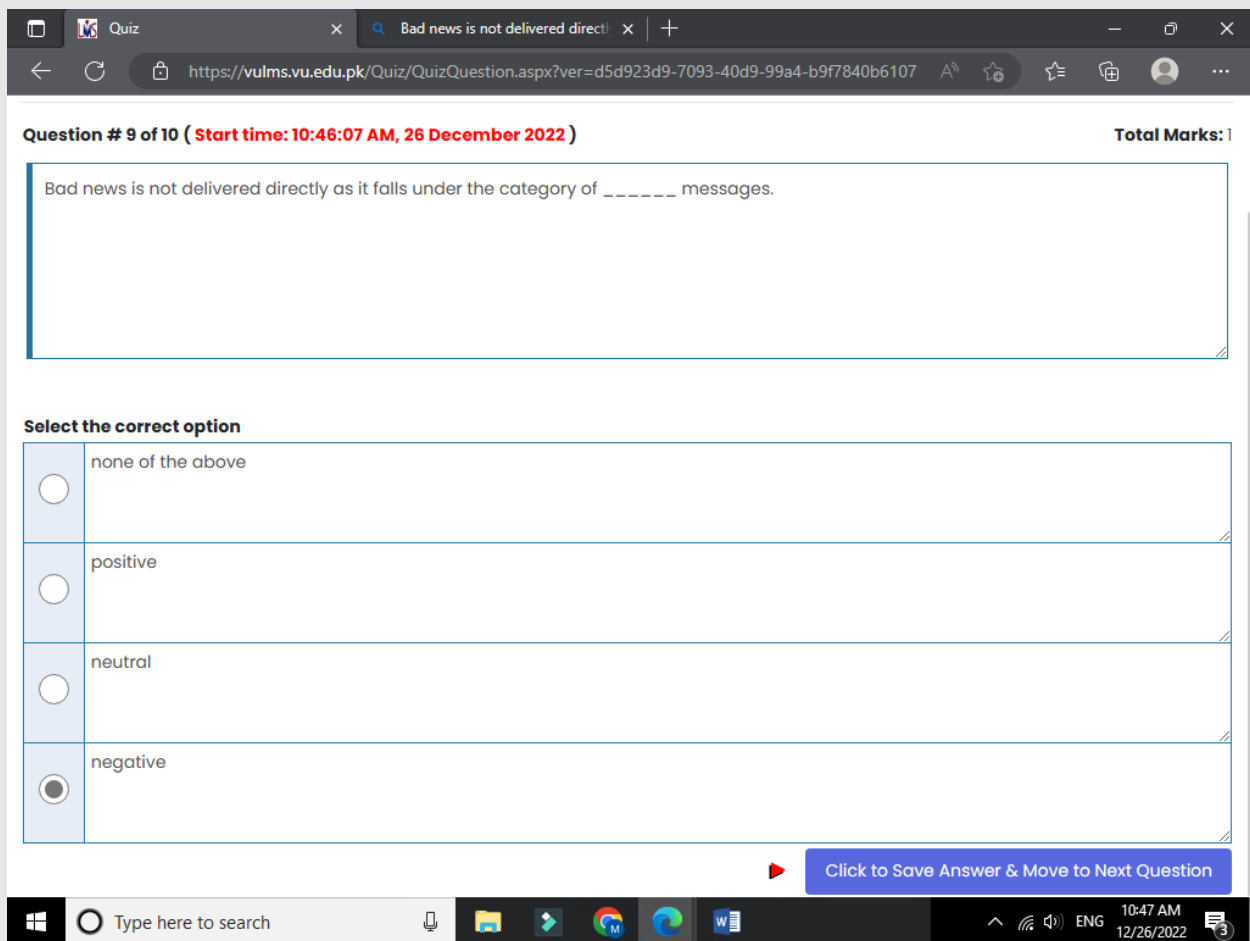
At the bottom right of the options, there is a blue button that says "Click to Save Answer & Move to Next Question".

The Windows taskbar is visible at the bottom of the screen, showing the search bar, taskbar icons, and system tray with the time 10:46 AM and date 12/26/2022.

For Paid Quiz contact on 03044756496

For Paid Quiz contact on 03044756496

Bad news is not delivered directly as it falls under the category of _____ messages.



The screenshot shows a web browser window with a single tab titled "Quiz". The address bar displays the URL: <https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=d5d923d9-7093-40d9-99a4-b9f7840b6107>. The page content includes a question header "Question # 9 of 10 (Start time: 10:46:07 AM, 26 December 2022)" and a "Total Marks: 1" indicator. The question text is "Bad news is not delivered directly as it falls under the category of _____ messages." Below the question is a section titled "Select the correct option" with four radio button choices: "none of the above", "positive", "neutral", and "negative". The "negative" option is selected. A blue button at the bottom right of the question area says "Click to Save Answer & Move to Next Question". The Windows taskbar is visible at the bottom of the browser window, showing the search bar and several open applications.

Question # 9 of 10 (Start time: 10:46:07 AM, 26 December 2022) Total Marks: 1

Bad news is not delivered directly as it falls under the category of _____ messages.

Select the correct option

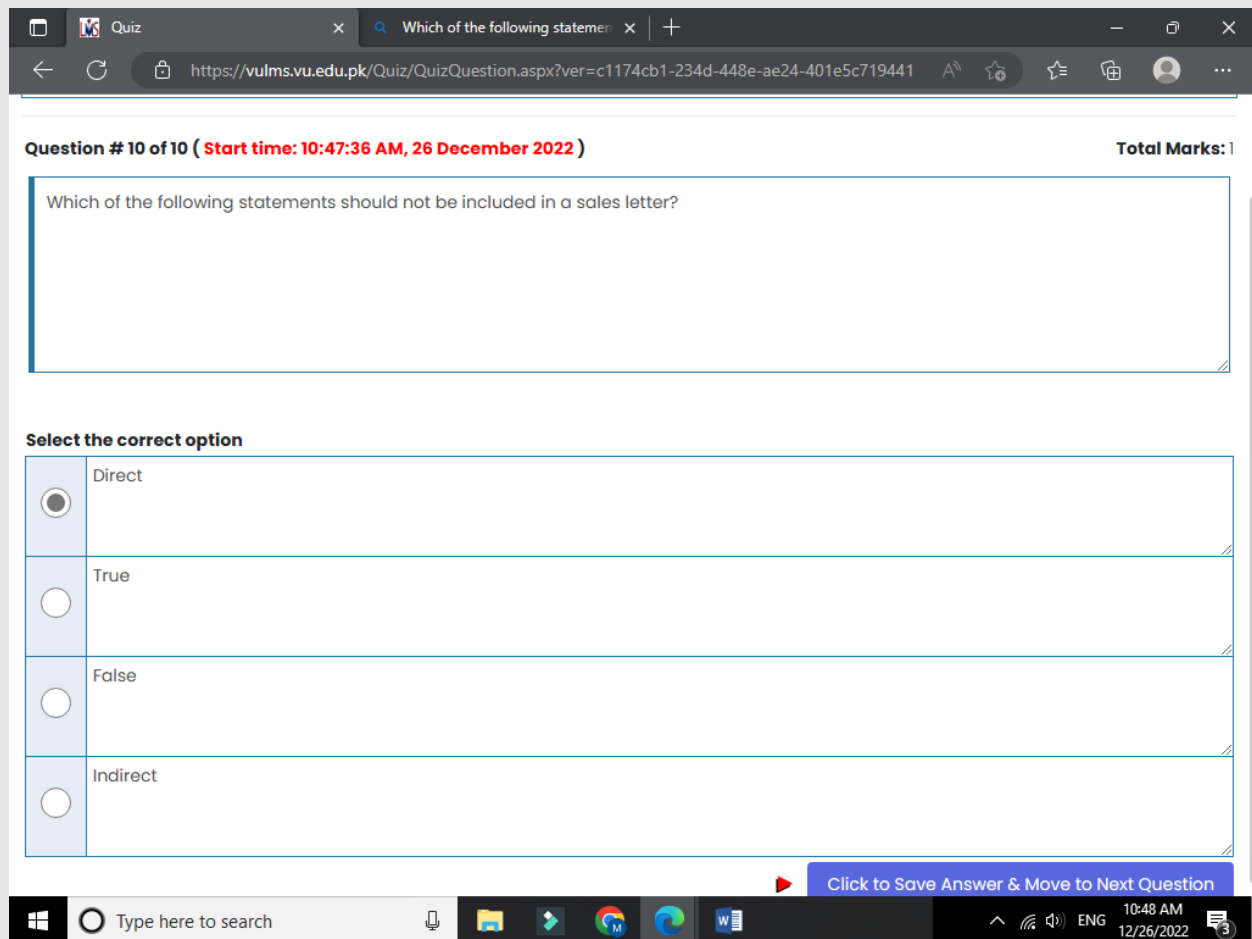
- ☐ none of the above
- ☐ positive
- ☐ neutral
- ☒ negative

Click to Save Answer & Move to Next Question

For Paid Quiz contact on 03044756496

For Paid Quiz contact on 03044756496

Which of the following statements should not be included in a sales letter?



The screenshot shows a web browser window with a single tab titled "Quiz". The address bar displays the URL: <https://vulms.vu.edu.pk/Quiz/QuizQuestion.aspx?ver=c1174cb1-234d-448e-ae24-401e5c719441>. The page content includes a question header "Question # 10 of 10 (Start time: 10:47:36 AM, 26 December 2022)" and a "Total Marks: 1" indicator. The question text is "Which of the following statements should not be included in a sales letter?". Below the question is a large text input area. Further down, under the heading "Select the correct option", there are four radio button options: "Direct", "True", "False", and "Indirect". The "Direct" option is selected. At the bottom of the question area, there is a blue button labeled "Click to Save Answer & Move to Next Question". The Windows taskbar is visible at the bottom of the screen, showing the search bar, taskbar icons, and system tray with the time 10:48 AM on 12/26/2022.

Question # 10 of 10 (Start time: 10:47:36 AM, 26 December 2022) Total Marks: 1

Which of the following statements should not be included in a sales letter?

Select the correct option

☒ Direct

☐ True

☐ False

☐ Indirect

Click to Save Answer & Move to Next Question

For Paid Quiz contact on 03044756496

For Paid Quiz contact on 03044756496

**There is all are 100% right solved
But there is a little chance of any
mistake**

For Paid Quiz contact on 03044756496

For Paid Quiz contact on 03044756496

**Please If You find any mistake then also
let us to Know**

Muhammad Zaman

03044756496

JazakAllaH

For Paid Quiz contact on 03044756496