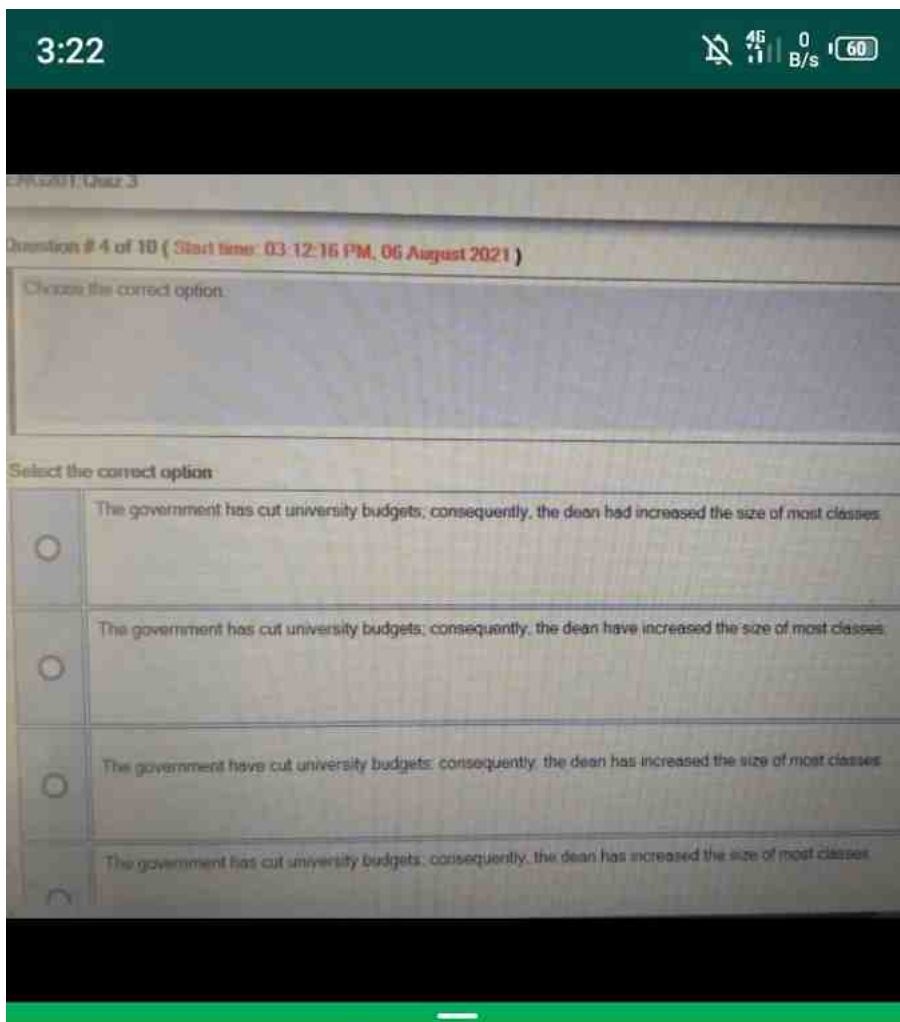




(*has been examining*).

- The government *has cut* university budgets; consequently, the dean *has increased* the size of most classes.

In this compound sentence, both predicates are in the present perfect. The simple future could also be used in



what is dangling modifier and



A dangling modifier is **a word or phrase that modifies a word not clearly stated in the sentence**. A modifier describes, clarifies, or gives more detail about a concept. Having finished the assignment, Jill turned on the TV. "Having finished" states an action but does not name the doer of that action.

07-Jan-2013



Discover



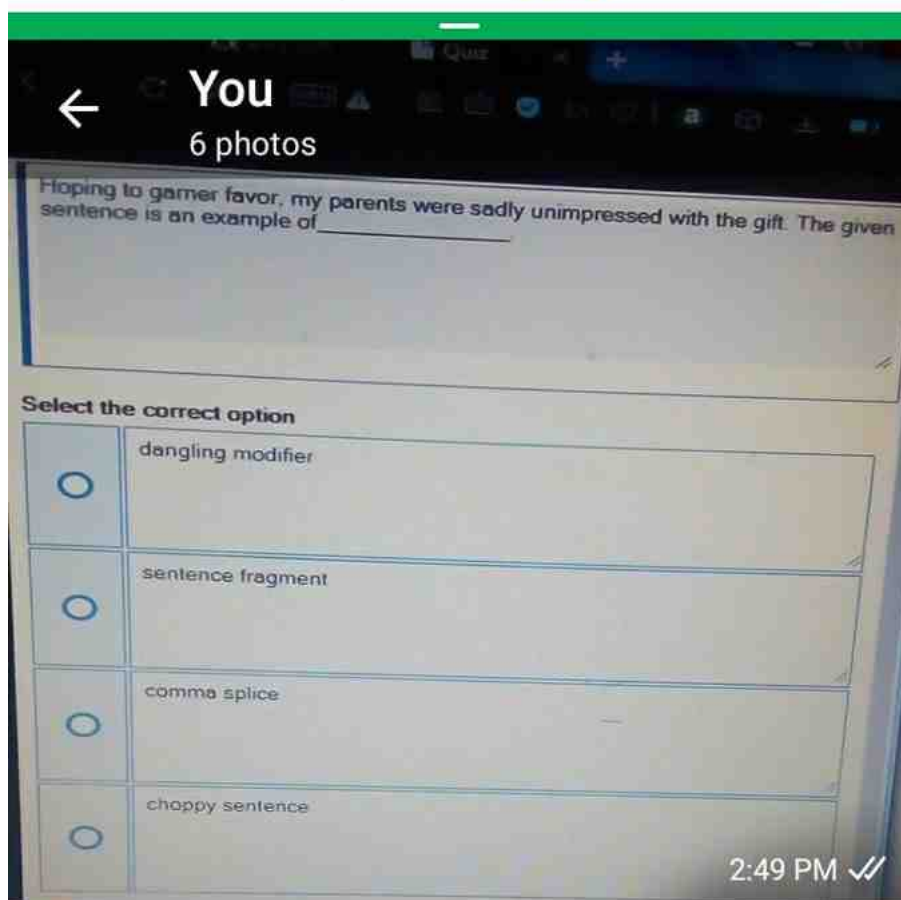
Snapshot



Search



Collections



**Business and Technical English****Unnecessary Words and Phrases**

Make sure that each word and phrase in your sentences contributes to meaning and clarity. Try to avoid the two commonly used constructions *There is/are...* and *And it is...*. Delete superfluous material when you revise your first draft.

Overloaded Sentences

Avoid sentences that contain more information than the reader can easily follow. Instead, divide such sentences into more manageable pieces that can be easily grasped.

Sentence Fragments

A sentence fragment is missing a subject, a verb, or both, but is punctuated as if it were a complete sentence.

Examples

1. Driving in the city during the evening rush hour.
2. To apply for a job at the new store in the mall.

Comma Splice

Never link **two independent clauses** with just a comma; this is known as a comma splice error.

Examples

1. The sun is high, put on some sun block.
2. This computer doesn't make sense to me, it came without a manual.

You can correct a comma splice in four ways:

- Separate the independent clauses into two separate sentences. Punctuate both sentences with periods.
- Replace the comma with a semicolon or with a semicolon and a conjunctive adverb such as *however* or *furthermore*. (The conjunctive adverb is then normally followed by a comma.)
- Replace the comma with a comma and a coordinating conjunction.
- Make one of the clauses into a subordinate clause.

Fused Sentences

Do not allow **two independent clauses** to run together without a conjunction or punctuation



Question # 2 of 10 (Start time: 05:31:22 AM, 24 February 2021)

When we link two independent clauses with just a comma, this is known as a _____ error.

Select the correct option

☐	fused sentences
☒	comma splice
☐	stringy sentences
☐	wordiness

Correct





Lack of confidence in your abilities as a writer is a common factor of writer's block, and it is usually self-fulfilling. If you do not think you can communicate effectively, you will not be able to write. Your systematic approaches of writing problems are the solution to this problem.

Organizational Problems

Organizational problems are discovered during the editing phase. Finding and fixing these problems is what makes editing important. If they are not fixed, readers experience these organizational problems as complete breakdowns in communication.

Punctuation Problems

Accurate punctuation does not ensure accurate communication, but accurate communication is tremendously enhanced by accurate punctuation. Take the following punctuation test, first without looking at the correct version which follows, to see how well you know punctuation. The test focuses on the most common punctuation problems in technical writing.

Incorrect

"Professor Bashir wrote The Future of Artificial Intelligence he has become well known as a result."

Correct

"Professor Bashir wrote "The Future of Artificial Intelligence"; he has become well known as a result."

Readability Problems

Readability is a buzz word with which most of us are familiar. Much has been said about it, and there are numerous formulas which supposedly test it. Readability is the likelihood that a project audience will be able to read and comprehend a piece of documentation.

Gunning's Fog Index

This is a simple formula aimed at locating the audience on a grade scale which is supposedly based on their reading abilities.

Questions 1 of 10

_____ refer to non-alphabetical symbols.

Select the correct option

☐	Functional problems
☐	Punctuation problems
☐	Writing problems
☐	Editing problems

Correct



- Overloaded Sentences
 - Sentence Fragments
 - Comma Splice
 - Fused Sentences
 - Stringy Sentences
- Agreement

Stacked Modifiers and Nouns

Avoid using long strings of modifiers or nouns. These stacked modifiers and nouns can be hard to read and sometimes create ambiguity. Add a few words (especially prepositions and conjunctions) to make the relationships between nouns clear to the reader.

Wordiness

Say what you have to say in as few words as possible without sacrificing clarity or omitting vital information. Conciseness is desirable in all writing, but especially so in technical writing. **Excessive use** of the passive voice, excessive nominalization, unnecessary repetition, and unnecessary words and phrases are some common causes of wordy writing.

Passive Voice and Active Voice

Use the active voice whenever the passive voice is not appropriate. Active verbs make for concise prose; sentences with passive verbs use more words. Moreover, passive verbs de-emphasize or even eliminate mention of the performer of the action conveyed by the verb.

Nominalizations

Where possible, use verb forms instead of noun forms. Excessive or unnecessary nominalization (turning verbs into nouns) can make your writing wordy because it requires a noun and a verb instead of just the verb form.

Unnecessary Repetition

Avoid unnecessary repetition. One of the most common types of unnecessary repetition involves

QUESTION # 0 OF 10 (Start time: 03:41:03 AM, 24 February 2021)

Excessive use of the passive voice, excessive nominalization and unnecessary words and phr

Select the correct option

☐	complete
☐	perfect
☒	wordy
☐	thoughtful

Correct

**Writing Specifications and Analysis Reports**

- Types of specifications common to the computer industry
- Importance and main features of analysis reports
- It will be noted that terms and conventions often differ from company to company but a general framework is similar.

How to Avoid Common Problems

- Writer's block
- Lack of a well-defined purpose
- Poorly analyzed structure
- Lack of coincidence
- Organizational problems
- Punctuation problems
- Readability problems
- Writing style problems
- Organizational logic
- **Mechanical development** of the topic
- Writer's style
- Quality of the manuscript

Language Review-Paragraph

- Paragraph unity
- Topic sentences
- Paragraph coherence
- Transitional devices
- Transitional words and phrases
- Common transitional words and phrases
- Linking pronouns
- Repetition of key words

Question # 9 of 10 (Start time: 05:42:43 AM, 24 February 2021)

Which of the following is helpful for improving a document while editing?

Select the correct option

- | | |
|----------------------------------|-------------------------------------|
| ☐ | Organizational logic |
| ☐ | Mechanical development of the topic |
| ☐ | Quality of the manuscript |
| ☒ | All of the above |

Correct

**Business and Technical English****Example**

Vitamins and minerals can be added to enrich (replace nutrients lost in processing) or fortify (add nutrients not normally present) foods to improve their nutritional quality. Breads and cereals are usually enriched with some B vitamins and iron. Common examples of fortification include the addition of vitamin D to milk, vitamin A to margarine, vitamin C to fruit drinks, calcium to orange juice, and iodide to table salt.

--P. Insel and W. Roth, *Core Concepts in Health*

Narration

Use narration to establish a **series of events** that tells the reader what happened. Narration follows a chronological pattern of development. It is a convincing mode of paragraph development to the extent that it tells a coherent story. This pattern or time line is usually very easy to understand.

In the following narrative, the first narrative paragraph is followed by two descriptive paragraphs. Note the use of transitional words such as thereafter, first, next, and after.

Containment and Treatment of the Love Canal Landfill Leachate Temporary Treatment Program

The carbon feasibility studies were completed in October, 1978. Immediately thereafter, the U.S. Environmental Protection Agency (EPA) "Blue Magoo" was dispatched to the site to provide on-site emergency treatment. First, wastewater generated during construction was collected, pH adjusted, clarified, sand filtered, and carbon treated. Next, treated effluent was analyzed and was found to confirm Calgon's study findings. After this process, the New York State Department of

In paragraph writing, _____ is a series of events that tells about different happenings.

Select the correct option

9 / 200



narration

Correct



analogy



cause & effect



comparison and contrast



attempts to show how events are influenced by or caused by others—the linkage or causation. In the following paragraph, the development follows the inductive pattern of reasoning from effects back to causes.

Example

Global climate change resulting from the accumulation of greenhouse gases, for example, is likely to have significant health effects, both direct and indirect. An average global temperature rise of 3–4°C, predicted for the year 2100 by the Intergovernmental Panel on Climate Change, will greatly increase the number of days in the United States with temperatures over 38°C (100°F), with a resulting sharp rise in heat-related mortality. Deaths would occur primarily from heat strokes, heart attacks, and cerebral strokes. The very young, poor, and elderly, as well as those with chronic cardiovascular and respiratory diseases, are most at risk. During the two-week heat wave of July 1993 in the eastern United States, 84 people died in Philadelphia alone as a result of the higher temperatures.

E. Chivan, "The Ultimate Preventive Medicine," *Technology Review*

Comparison and Contrast

Use comparison and contrast to develop a topic by examining its **similarities** or **dissimilarities** to another thing, process, or state. Comparison emphasizes the similarities, contrast the differences. A paragraph may use both comparison and contrast. In the following example, two kinds of electrical cable are compared. The aim here is to convey the superiority of A over B for two categories of performance.

Coaxial vs. Fiber-Optic Cable: Comparative Cable-Length Performances

For a number of critical performing characteristics, fiber-optic cable offers considerable advantages over standard coaxial cables. The most obvious distinction between the two is the greater bandwidth-distance capacity of fibers. The high-frequency capacity of coaxial cables decreases rapidly with increased length, but the bandwidth of a commercial fiber-optic system will remain constant with length. A commercial fiber-optic system like that of Artel, remains constant for a bandwidth over a distance of 4,000 ft, while three different sizes of coaxial cable rapidly drop in less than half the distance.

For RG-179 coax, a 1,024 × 1,024 signal is limited to 50 ft; RG-59 rolls off 3 dB at 170 ft. Larger, bulkier cables such as RG-11 can reach up to 250 ft, but are impractical to install, since three such cables are required for RGB color. Fiber-optic cable, on the other hand, allows

Question 10 of 10 (Start time: 03:44:20 PM, 24 February 2021)

_____ is a writing technique, to develop a topic, by examining its similarities or dissimilarities to another thing, process, or state.

Select the correct option

☐	Cause and Effect
☒	Comparison and Contrast
☐	Classification and Division
☐	Enumeration

Correct

**Abstracts**

Abstracts are condensations of entire reports, focusing on the main issues: what was done, what was found out, and its significance. Abstracts are self-sufficient. The procedure for many companies is to take the abstract from the analysis report, copy it a number of times, circulate it to readers, and allow readers to order the full report if they feel like they need the information.

Table of Contents

The table of contents provides an outline of analysis reports for readers who do not wish to read the entire report or flip through it looking for the section which contains what they are looking for. It should be made up of headings and subheadings of the report, word-for-word, with the accompanying page numbers.

List of Symbols

This is an optional addition to the front matter of an analysis report. Include it if you think the readers will need to have symbols defined. The same thing applies to the inclusion of a glossary.

Introduction

This is the place for the three-part purpose statement introduction. It will orient readers to the main issue of the report, to the technical issues which are **important to the report**, and to what the report is intended to accomplish.

Discussion

The discussion contains an analysis of the technical issues **important to the report**. It supports the main issue of the report by providing evidence and explanations. It should be subdivided into topics, each with a subheading.

Conclusion

This section presents the results of the analysis, the evaluation of what was presented in the discussion. Sometimes, listing the conclusion is a good way to organize them. It calls attention to the conclusion individually, but still enables writers to explain them as is necessary.

Recommendations

Recommendations are optional, not all analysis reports have them. Those reports that do have recommendations, tell the readers what to do with the information provided in the report.

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BC200203853: ANAS

Time Left: 09:00

ENG201 Quiz 3

Quiz Start Time: 08:14 PM, 24 February 2021

Question # 4 of 10 (Start time: 08:18:40 PM, 24 February 2021)

Total Marks: 1

Which of the following is correct for this definition 'it contains an analysis of the technical issues important to the report?'

Select the correct option

☐	Appendix
☐	Conclusion
☐	Discussion
☐	Title page

Correct

**WORDINESS**

- Passive Voice and Active Voice
- Nominalizations
- Unnecessary Repetition
- Unnecessary Words and Phrases
- Overloaded Sentences
 - Sentence Fragments
 - Comma Splice
 - Fused Sentences
 - Stringy Sentences
- Agreement

Stacked Modifiers and Nouns

Avoid using long strings of modifiers or nouns. These stacked modifiers and nouns can be hard to read and sometimes create ambiguity. Add a few words (especially prepositions and conjunctions) to make the relationships between nouns clear to the reader.

Wordiness

Say what you want to say in as few words as possible without sacrificing clarity or omitting vital information. Conciseness is desirable in all writing, but especially so in technical writing. Excessive use of the passive voice, excessive nominalization, unnecessary repetition, and unnecessary words and phrases are some common causes of wordy writing.

Passive Voice and Active Voice

Use the active voice whenever the passive voice is not appropriate. Active verbs make for concise prose; sentences with passive verbs use more words. Moreover, passive verbs de-emphasize or even eliminate mention of the performer of the action conveyed by the verb.

Nominalizations

Where possible, use verb forms instead of noun forms. Excessive or unnecessary nominalization (turning verbs into nouns) can make your writing wordy because it requires a noun and a verb instead of just the verb form.



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BC205203853: ANAS

Time Left: 89 sec(s)

ENQ201-Quiz 2

Quiz Start Time: 08:14 PM, 24 February 21

Question 8 of 10 (Start time: 08:22:57 PM, 24 February 2021)

Total Mark

Choose the correct option for the following expression:
During the time that

Select the correct option

☐ Wordy

Correct

☐ Concise

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**Overloaded Sentences**

Avoid sentences that contain more information than the reader can easily follow. Instead, divide such sentences into more manageable pieces that can be easily grasped.

Sentence Fragments

A sentence fragment is missing a subject, a verb, or both, but is punctuated as if it were a complete sentence.

Examples

1. Driving in the city during the evening rush hour.
2. To apply for a job at the new store in the mall.

Comma Splice

Never link two independent clauses with just a comma; this is known as a comma splice error.

Examples

1. The sun is high, put on some sun block.
2. This computer doesn't make sense to me, it came without a manual.

You can correct a comma splice in four ways:

- Separate the independent clauses into two separate sentences. Punctuate both sentences with periods.
- Replace the comma with a semicolon or with a semicolon and a conjunctive adverb such as however or furthermore. (The conjunctive adverb is then normally followed by a comma.)
- Replace the comma with a comma and a coordinating conjunction.
- Make one of the clauses into a subordinate clause.

Fused Sentences

Do not allow two independent clauses to run together without a conjunction or punctuation

ENG2011 Quiz 2

Question 6 of 10 | Start Time: 08:34:29 PM, 24 February 2021 | Total Marks: 1

Megan read three novels last week, Sue read four short stories. The given sentence is an example of _____.

Select the correct option:

- ☒ choppy sentence
- ☐ sentence fragment
- ☐ comma splice
- ☐ dangling modifier

Correct

**Outline**

- Stacked Modifiers and Nouns
- Wordiness
 - Passive Voice and Active Voice
 - Nominalizations
 - Unnecessary Repetition
 - Unnecessary Words and Phrases
- Overloaded Sentences
 - Sentence Fragments
 - Comma Splice
 - Fused Sentences
 - Stringy Sentences
- Agreement

Stacked Modifiers and Nouns

Avoid using long **strings** of modifiers or nouns. These stacked modifiers and nouns c to read and sometimes create ambiguity. Add a few words (especially prepositions and conjunctions) to make the relationships between nouns clear to the reader.

Wordiness

Say what you have to say in as a few words as possible without sacrificing clarity or vital information. Conciseness is desirable in all writing, but especially so in technical writing. Excessive use of the passive voice, excessive nominalization, unnecessary repetition, unnecessary words and phrases are some common causes of wordy writing.

Passive Voice and Active Voice

Use the active voice whenever the passive voice is not appropriate. Active verbs make concise prose; sentences with passive verbs use more words. Moreover, passive verbs emphasize or even eliminate mention of the performer of the action conveyed by the

Choose the best option:

Which of the following errors does a sentence contain when it has long strings of modifiers or nouns?

Select the correct option

☐	Comma splice
☐	Fused sentence
☐	Stringy sentence
☐	Stacked modifier

Correct

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Question # 7 of 10 (Start time: 08:10:17 PM, 24 February 2021)

Total Marks: 1

Lack of confidence causes writer's block, and it is usually

_____.





- Use active rather than passive verbs.
- Put action in your verbs.

Business and Technical English

a. Use Active Rather than Passive Verbs

Active verbs help make your sentences more specific, personal, concise, and emphatic.

Specific: "The dean decided" is more explicit than "A decision has been made."

Personal: "You will note" is both personal and specific; "It will be noted" is impersonal."

Concise: The passive voice requires more words and thus slows both writing and reading. Compare "Figures show" with "It is shown by figures."

Emphatic: Passive verbs dull action. Compare "The students held a contest" with "A contest was held by the students."

Sometimes, however, you may **prefer the passive voice instead of the active**, as in the following situations:

- **When you want to avoid personal, blunt accusations or comments**

Use Passive voice instead of active voice when you want to avoid personal blunt accusations.

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Question # 2 of 10 (Start time: 08:04:47 PM, 24 February 2021)

Total Marks: 1

_____ verbs form concise prose.

Select the correct option

☐	Passive
☒	Active
☐	Auxiliary
☐	Specific

Correct

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Question # 9 of 10 (Start time: 08:12:44 PM, 24 February 2021)

Total Marks: 1

What do you understand by Paragraph Coherence?





A title page should be designed with the visual order in mind. It should be balanced from top to bottom and from left to right. It should provide enough information for readers to be able to tell what the context of the report is and what the report is about.

Abstracts

Abstracts are condensations of entire reports, focusing on the main issues: what was done, what was found out, and its significance. Abstracts are self-sufficient. The procedure for many companies is to take the abstract from the analysis report, copy it a number of times, circulate it to readers, and allow readers to order the full report if they feel like they need the information.

Table of Contents

The table of contents provides an outline of analysis reports for readers who do not wish to read the entire report or flip through it looking for the section which contains what they are looking for. It should be made up of headings and subheadings of the report, word-for-word, with the accompanying page numbers.

List of Symbols

This is an optional addition to the front matter of an analysis report. Include it if you think the readers will need to have symbols defined. The same thing applies to the inclusion of a glossary.

Introduction

This is the place for the three-part purpose statement introduction main issue of the report, to the technical issues which are important. report is intended to accomplish.

170 / 245

u
o v

Discussion

The discussion contains an analysis of the technical issues important to the report. It supports the main issue of the report by providing evidence and explanations. It should be subdivided into topics, each with a subheading.

Conclusion

Question # 8 of 10 (Start time: 08:11:19 PM, 24 February 2021)

Total Marks: 1

Which section of report provides an outline of analysis reports for readers who do not wish to read the entire report?

Select the correct option

- ☐ Conclusion
- ☒ Table of Contents **Correct**
- ☐ Introduction
- ☐ Appendix

Click on the correct answer to receive a confirmation

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Question # 1 of 10 (Start time: 08:03:56 PM, 24 February 2021)

Total Marks: 1

Which of the following is discovered during the Editing





step-by-s

1 of 1...



- Application documents
- Functional description
- General design
- Memory requirements, performance, and restrictions
- Product requirements
- Test strategy
- Deviations from functional specifications
- Interfaces
- Glossary

Test Specifications

Test specifications contain the following:

- Introduction
- Applicable documents: these documents might describe test procedures on similar products designed and developed in the past.
- Description of unit to be tested.
- Testing method: this section provides a **step-by-step** description of the testing procedure.
- Precautions
- Glossary

Analysis Reports

The important thing to remember is that no report format is perfect. Company documentation standards attempt to resolve the issue by prescribing a format into which all analysis reports are poured. Report design should be flexible enough to meet a variety of writer purposes and audience needs.

Question # 8 of 10 (Start time: 09:32:23 PM, 24 February 2021)

_____ specifications provides a step-by-step description of the testing

Select the correct option

☐	Requirement
☐	Functional
☐	Design
☐	Test

48 / 200

**Correct**



- What's expected to happen during the next time period?
- Work on Project B
- What happened during the last time period?
- What's expected to happen during the next time period?

This organization works very well in reports that are more than a few paragraphs long keeps all the information on each project together, making the report easy for readers

Emphasizing Important Findings and Problems

As mentioned, your findings and problems are important to your readers. Your findings are important because they may involve information that can be used right away by other plans. Because your findings and problems can be so important to your readers, be sure to devote enough discussion to them to satisfy your readers' needs and desires for information. Also, place these devices so that they are easy to find.

Conclusions

Your conclusions are your **overall views** on the progress of your work. In short progress reports there may be no need to include them, but if your report covers many projects or tasks, a conclusion may help your readers understand the general state of your progress.

Recommendations

If you have any ideas about how to improve the project or increase the value of its results, your readers will probably want you to include them. Your recommendations might be directed at overcoming problems in the future or they might be directed at refocusing or otherwise improving the project.

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ENG201: Quiz 3

Question # 9 of 10 (Start time: 09:21:06 PM, 24 February 2021)

Writer's _____ are his overall views on the progress of your work.

Select the correct option

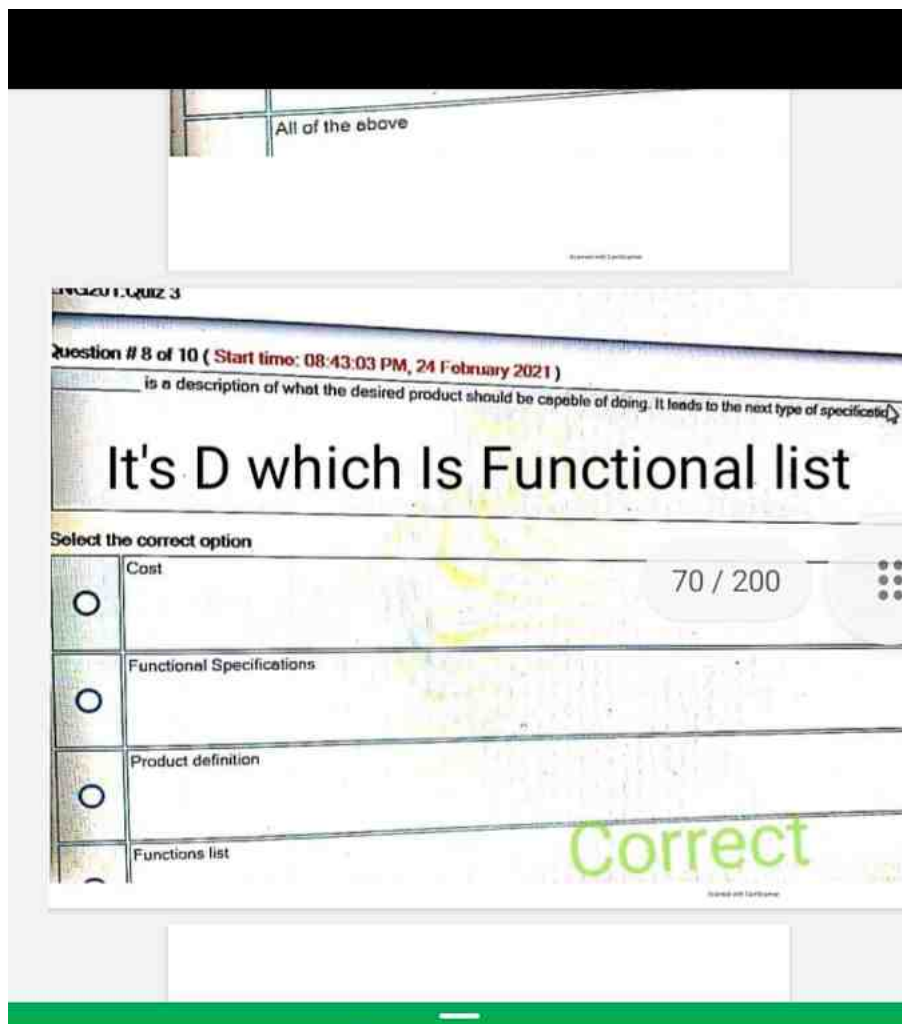
- | | |
|-----------------------|--------------|
| ☐ | Introduction |
| ☐ | Statistics |
| ☐ | Conclusion |
| ☐ | Analysis |

Correct

ENG201 Quiz 3

Question # 6 of 10 (Start time: 09:17:50 PM, 24 February 2021)





desired

20 of 26



BUSINESS AND TECHNICAL ENGLISH

Functions list

This is a description of what the **desired** product should be capable of doing. It leads to the next type of specification.

Cost

This is a ballpark estimate as to what the **desired** product should cost to be competitive in the marketplace. We then move onto the functional specification.

Functional Specifications

These specifications will form the basis for the highly precise design specifications. Hardware functional specifications as a rule should contain the following:

- Functional description
- Configuration specification
- Electrical description
- Physical characteristics
- Standards
- Environmental requirements
- Diagnostic requirements
- Power requirements
- Cost target
- Maintenance cost target
- Resource requirements
- Documentation
- Risks
- Assumptions
- Unresolved issues
- Glossary





Ad Hoc is a type of plan or no



something that has been formed or used for a special and immediate purpose, **without previous planning.**

<https://www.learnersdictionary.com> › ...

[What does "ad hoc" mean? | Ask The Editor | Learner's Dictionary](#)

[About featured snippets](#)[Feedback](#)

People also ask

What is ad hoc plan? ^

Definition: Ad hoc is a Latin phrase that means **to happening without planning or out of the regular course**, for a special or unexpected reason. It is commonly applied to an action that needs to be done with the purpose of addressing an unforeseen specific situation.

<https://www.myaccountingcourse.com> › ...

[What is Ad Hoc? - Definition | Meaning | Example - My ...](#)

[More results](#)



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Snapshot



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Collections



10:01

4G 1.4 K/s 88%



ENG201-Quiz3-...



4G

76% 12:06



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3



BC200200589- MUHAMMAD IRFAN IQBAL

Time Left: 85 min(s)

ENG201 Quiz 3

Quiz Start Time: 11:52 AM, 25 February 2021

Question # 10 of 10 (Start time: 12:07:26 PM, 25 February 2021)

Total Marks: 1

What is the definition of an objective?



A clear set of goals to be attained through a set number of resources.

Correct



A clearly defined and measurable outcome to be achieved over a specified time frame.

Question 10 of 10 (Start time: 12:07:26 PM, 25 February 2021)



LMS



10:02

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ENG201-Quiz3-...



quiz.vu.edu.pk/QuizQues

3



BC300390569: MUHAMMAD IRFAN IQBAL

Time Left: 55 min

ENG201-Quiz 3

Quiz Start Time: 11:52 AM, 25 February 2021

Question # 6 of 10 (Start time: 12:08:57 PM, 25 February 2021)

Total Marks: 1

Which sentence is punctuated correctly?

Select the correct option

- ☐ The color choices for the new model were; Olympic silver, gold, red, and blue.
- ☐ The color choices for the new model were: Olympic silver, gold, red, and blue.
- ☒ The color choices for the new model were Olympic silver, gold, red and blue. **Correct**
- ☐ The color choices for the new model were Olympic silver, gold, red, and blue.

Submit Answer



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4G

77%



quiz.vu.edu.pk/QuizQues

3



BC300390569: MUHAMMAD IRFAN IQBAL

Time Left: 55 min

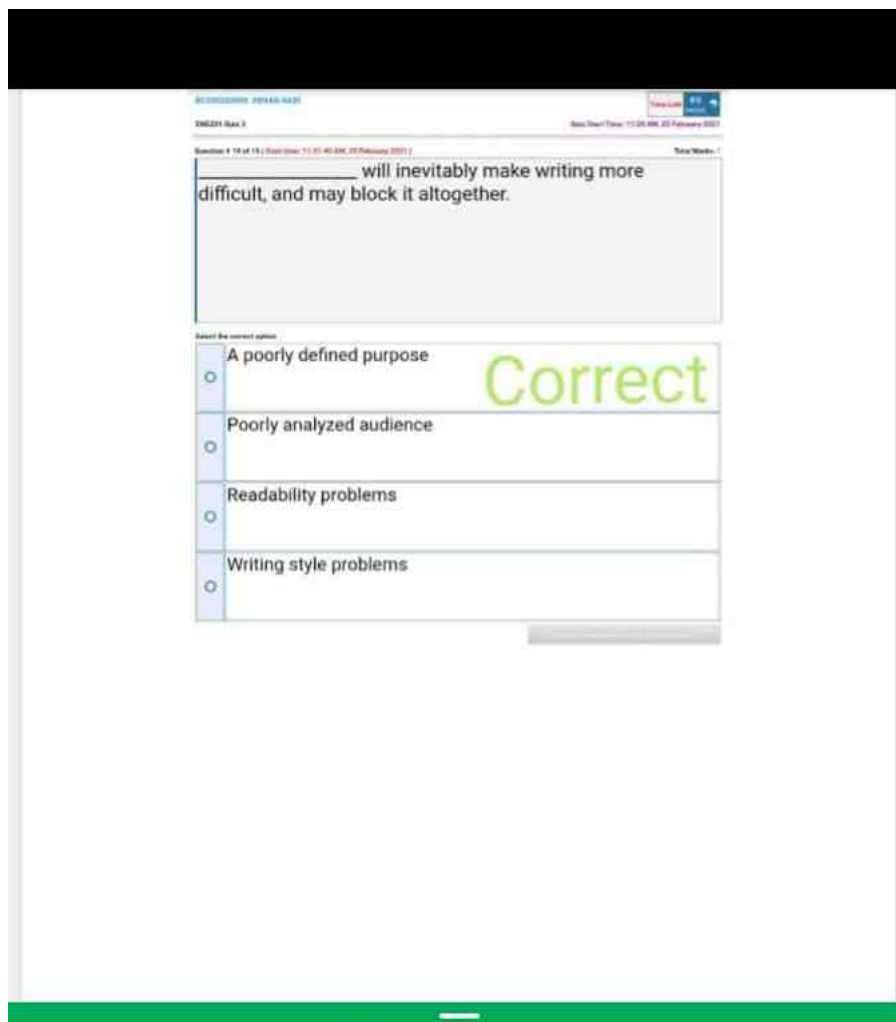
ENG201-Quiz 3

Quiz Start Time: 11:52 AM, 25 February 2021

Question # 8 of 10 (Start time: 12:08:27 PM, 25 February 2021)

Total Marks: 1

The best way to write a business plan is to use a standard



inevita

1 of 1



Writer's Block

Writer's block is what we call the experience of getting stuck while writing. Although the reasons are the same, there are many factors of writer's block: lack of information, lack of a well-defined purpose, poor knowledge of the audience, and lack of confidence etc.

Lack of Information

If it is the result of poor research, then you will have to stop writing and collect more information. If you find yourself doing this often, you might correctly guess that you have a problem in defining your communication purpose.

Lack of a Well-Defined Purpose

A poorly defined purpose of your communication will **inevitably** make writing more difficult and may block it altogether. Sometimes, you will experience this as a lack of information; often you will notice it since paragraphs, sections, or entire reports or papers shift topic in the middle. In any case of poorly defined purpose, the solution is the same. Develop a three-part purpose statement for the communication, and develop an outline of topic sentences based on the purpose statements.

Poorly Analyzed Audience

Audience analysis that is performed poorly or not at all can be the source of writer's block. At such times you find yourself staring at the video display screen wondering who is going to read your report and what on earth they want from it.

Lack of Confidence





MC200402023: SALMAN KHAN

ENG201 Quiz 3

Time Left: 08 mins

Quiz Start Time: 11:37 AM, 25 February 2021

Question # 2 of 10 (Start time: 11:39:47 AM, 25 February 2021)

Total Marks: 1

The Gunning's Fog Index is a test designed to measure the readability of a sample of English writing.

Select the correct option

True

False

Correct

Check and award 1 mark



Gunning's Fog Index

This is a simple formula aimed at locating the audience on a grade scale which is supposedly based on their reading abilities.

- Select a part of the text which is approximately 100 words long, to the nearest period. Introductions, leads, and conclusions usually exhibit slightly different communication techniques which will skew the accuracy of this test.
- Count the number of sentences in the selected text.
- Determine the average length of sentences by dividing the number of words in the text by the number of sentences.
- Count the number of words which have three or more syllables. But *do not* count words which are capitalized, words which have three syllables because prefixes or suffixes have been added, or words which are combinations of one- or two-syllable words.
- Add the number for the average sentence length to the number of three-syllable words in the text.
- Multiply this sum by 0.04.
- The result is the Fog Index. If you place it on a scale of 1-20, you will be able to have the approximate reading level required to understand the text.





← inevita

1 of 1



Writer's Block

Writer's block is what we call the experience of getting stuck while writing. Although the reasons are the same, there are many factors of writer's block: lack of information, lack of a well-defined purpose, poor knowledge of the audience, and lack of confidence etc.

Lack of Information

If it is the result of poor research, then you will have to stop writing and collect more information. If you find yourself doing this often, you might correctly guess that you have a problem in defining your communication purpose.

Lack of a Well-Defined Purpose

A poorly defined purpose of your communication will inevitably make writing more difficult and may block it altogether. Sometimes, you will experience this as a lack of information; often you will notice it since paragraphs, sections, or entire reports or papers shift topic in the middle. In any case of poorly defined purpose, the solution is the same. Develop a three-part purpose statement for the communication, and develop an outline of three to five purpose statements.

171 / 245



Poorly Analyzed Audience

Audience analysis that is performed poorly or not at all can be the source of writer's block. At such times you find yourself staring at the video display screen wondering who is going to read your report and what on earth they want from it.

Lack of Confidence



Question # 6 of 10 (Start time: 11:15:19 AM, 25 February 2021)

Identify the correct sentence structure for the following sentence from the given options
"Ali took a time of pages"

Select the correct option

☐	SV
☐	SVO
☐	SLVC
☐	SVIO

Correct



SVIO

1 of 1



Example:

The programmer (S) quits (V).

Subject-verb-object sentences (SVO)

Example:

The programmer (S) kicked the terminal (O).

Subject-linking verb – complement sentence (SLVC)

Example:

The programmer (S) felt (LV) sick (C).

Subject-verb-indirect object – object (SVIO)

Example:

The programmer (S) gave (V) the engineer (IO) a headache (O).

How to Edit Your Work?

This lecture will present some ways that can be helpful for writers for assessing the quality of their work and the work of others. Good editing divides the task of improving a document in a limited number of areas which are:

1. Organizational logic
2. Mechanical development of the topic
3. Writer's style
4. Quality of the manuscript

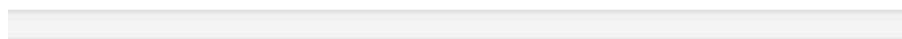
Organizational Logic

The work should have the organizational logic. Organizational logic can be achieved by arranging the events chronologically or spatially.

Mechanical Development of the Topic

Look to see if there is a transition between paragraphs, even between sentences. Transition is what links the ideas together. Transition can be accomplished in three ways:

grammar
punctuation



11:08 AM

10.9 K/s



quiz.vu.edu.pk/QuizQue:



DC2702U4775: MUHAMMAD USRAZ

Time Left: 10:00

ENM201 Quiz 2

Quiz Start Time: 10:50 AM, 20 February 2021

Question # 10 of 10 (Start time: 11:08:47 AM, 20 February 2021)

Total Marks: 1

_____ is anything that links one sentence or paragraph to another.

Select the correct option

- ☐ Cohesion
- ☐ Unity
- ☐ Transition
- ☐ Coherence

Correct

115 / 200



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11:06 AM

1.0 K/s

**Unnecessary Words and Phrases**

Make sure that each word and phrase in your sentences contributes to meaning and clarity. To avoid the two commonly used constructions *There is/are. . .* And *It is . . .*

Delete superfluous material when you revise your first draft.

Overloaded Sentences

Avoid sentences that contain more information than the reader can easily follow.

Instead, divide such sentences into more manageable pieces that can be easily grasped.

Sentence Fragments

A sentence **fragment** is missing a subject, a verb, or both, but is punctuated as if it were a complete sentence.

Examples

1. Driving in the city during the evening rush hour.
2. To apply for a job at the new store in the mall.

Comma Splice

Never link two independent clauses with just a comma; this is known as a comma splice error.

Examples

1. The sun is high, put on some sun block.
2. This computer doesn't make sense to me, it came without a manual.

You can correct a comma splice in four ways:

- Separate the independent clauses into two separate sentences. Punctuate both sentences with periods.

ENGL201 Quiz 2

Quiz Start Time: 10:58 AM, 25 February 2021

Question # 2 of 10 | Start time: 10:57:53 AM, 25 February 2021

Total Marks: 1

Choose the option that best describes the given statement:
Working far into the night in an effort to salvage her little boat.

Select the correct option:

☐	Sentence fragment
☐	Comma splice
☐	Fused sentence
☐	Run-on sentence

Correct

1:08 PM

4G 21.1 K/s 33



quiz.vu.edu.pk/QuizQue:



RC200200020 SAHID ABBAS

Time Left: 05:00

Quiz Start Time: 12:55 PM, 25 February 2021

Question: 4 of 10 | Start time: 01:07:58 PM, 25 February 2021 | Total Marks: 1

For many writers the worst part of the writing experience in the very.....

Select the correct option:

- ☐ middle
- ☐ conclusion
- ☐ beginning
- ☐ beginning and conclusion

Correct

138 / 200



1:04 PM

4G 10.5 K/s 34



quiz.vu.edu.pk/QuizQue:



RC200200020 SAHID ABBAS

Time Left: 05:00

Quiz Start Time: 12:55 PM, 25 February 2021

Question: 4 of 10 | Start time: 01:04:21 PM, 25 February 2021 | Total Marks: 1

Report design should be _____ enough to meet a variety of writer purposes and audience needs.

Business and Technical English**Enumeration**

Use enumeration in paragraphs when you want to **itemize** or list a set of topics or a series of some kind. Enumeration is a powerful way to establish a series of observations and to emphasize each element. In the following paragraph, the items are enumerated in a series of **itemized** recommendations.

Have your blood cholesterol measured, if you've never had it done. Finger-prick tests at health fairs and other public places are generally fairly accurate, especially if they're offered by a hospital or other reputable health group. When you know your "number," follow these guidelines from the National Cholesterol Education Program:

- If your cholesterol is under 200 mg/dl, maintain a healthy lifestyle--including eating low-fat diet, getting regular exercise, maintaining a healthy body weight, and not smoking--and get another test within five years.

SC200202175: MUHAMMAD USMAN

ENG221 Quiz 3

Time Left: 30:00

Quiz Start Time: 10:56 AM, 25 February 2021

Question # 3 of 10 | Start Time: 10:56:10 AM, 25 February 2021 | Total Marks: 1

Use _____ technique in paragraphs writing when you want to itemize or list a set of topics or a series of some kind.

Select the correct option

☒	enumeration
☐	cause and effect
☐	description
☐	narration

Correct



The discussion contains an analysis of the technical issues important to the report. It supports the main issue of the report by providing evidence and explanations. It should be subdivided into topics, each with a subheading.

○

Correct



45 80
B/s 86



45 9.9
51 K/s



Quin Street Farm: (2) 30 098, 30 February 2021

Using Statistics: 1

Select the correct option:

Specific, measurable, actionable, resourced and timely

Correct

• •
• •
• •



Spencer with Cardiacom



marketing

4 of 5



- Recommendations
- Appendix

Introduction

For everyone involved in the design phase of the computer industry– hardware engineers, software engineers, technicians, and programmers – specifications are the most important document to be read or written. The situation is even worse when work has to be undone or redone because of bad specifications. Specifications can be categorized into four types:

- Requirement specifications
- Functional specifications
- Design specifications
- Test specifications

Requirement Specifications

The result of market research is requirement specifications. In it, the marketing people attempt to specify what the market is looking for, what people or companies who use computers would find useful and would like to have.

Product definition

This is as accurate a description as can be written by marketing about the desired product. It should answer the question: "What is it?"



ENG201-Quiz3-...



What is Requirements Specification?

Select the correct option

- ☒ Attempt of marketing people to specify what the market is looking for
- ☐ This is a description of what the desired product should be capable of doing
- ☐ This will form the basis for the highly precise design specifications
- ☐ All of the above

Correct

159 / 200

Click to Save Answer & Move to Next Question





This lecture will present some ways that can be helpful for writers for assessing the quality of their work and the work of others. Good editing divides the task of improving a document into a limited number of areas which are:

1. Organizational logic
2. Mechanical development of the topic
3. Writer's style
4. Quality of the manuscript

Organizational Logic

The work should have the organizational logic. Organizational logic can be achieved by arranging the events chronologically or spatially.

Mechanical Development of the Topic

Look to see if there is a transition between paragraphs, even between sentences. Transition is what links the ideas together. Transition can be accomplished in three ways:

- a) The writer might repeat an important word in two adjoining paragraphs or sentences.
- b) Structure can accomplish transition.
- c) Transitional words and phrases can be used to establish links between ideas in an obvious way, such as "Finally".

By arranging the events chronologically or spatially a writer will be able to achieve _____ in his manuscript.

Select the correct option

☐	Sublimity
☒	Organizational logic
☐	Plot
☐	Spirit

Correct

Click to Save Answer & Move to Next Question



Select the correct option

- ☐ The color choices for the new model were; Olympic silver, gold, red, and blue.
- ☐ The color choices for the new model were: Olympic silver, gold, red, and blue.
- ☒ The color choices for the new model were Olympic silver, gold, red and blue. **Correct**
- ☐ The color choices for the new model were Olympic silver, gold, red, and blue.

Click to Save Answer & Move to



- X ☐ B The color choices for the new model were: Olympic silver, gold, red, and blue.
- X ☐ C The color choices for the new model were Olympic silver, gold, red and blue.
-) ☐ D The color choices for the new model were Olympic silver, gold, red, and blue.

5 Seeking to overcome the competition, the plan had backfired.

- ☐ A Dangling modifier. A better sentence would be "When I tried to overcome the competition, my plan backfired."
- ☐ B Correct
- ☐ C Seeking to overcome the competition, one's plan had backfired.

6 Which selection is correctly punctuated?

- ☐ A I tried to respond to: his questions, and answers.
- ☐ B I tried to respond to his questions, and answers.
- ☐ C I tried to respond to his questions and answers.
- ☐ D I tried to respond to: his questions and answers.

7 Which sentence has the correct punctuation?

- ☐ A Laws requiring anyone collecting \$5,000 or more on behalf of another person a schools and private individuals as well as to charitable groups and professional raisers.
- ☐ B Laws requiring anyone collecting \$5,000 or more on behalf of another person, a schools and private individuals as well as to charitable groups and professional raisers.
- ☐ C Laws requiring anyone collecting \$5,000 or more on behalf of another person a schools and private individuals, as well as, to charitable groups and professional raisers.
- ☐ D Laws requiring anyone collecting \$5,000 or more on behalf of another person a schools and private individuals as well as to charitable groups, and professional raisers.

8 Which sentence is punctuated correctly?

- ☐ A The chairman asked, "Why are our profits down?"
- ☐ B The chairman asked, "Why are our profits down?"





RC190402257: AMNA HASHRAAT

ENG201 Quiz 3

Quiz Start Time: 01:48 PM, 25 February 2021

Time Left: 85 sec(s)

Question # 6 of 10 (Start time: 01:50:41 PM, 25 February 2021)

Total Marks: 1

Writers usually announce the _____ of their instructions in the first sentence.

Select the correct option

☐ summary

☐ conclusion

☐ abstract


announce the su

1 of 1



- Aim
- Intended reader
- Scope
- Organization
- Usage
- Motivation
- Background
- Directions

Subject

Writers usually **announce the subject** of their instructions in the first sentence. Here is the first sentence from the operating manual of a ten ton machine used at the ends of assembly lines that make automobile and truck tires. This manual tells you how to operate the Tire Uniformity optimizer. Here is the second sentence from the owner's manual for a small, lightweight, personal computer. This manual introduces you to the Apple Macintosh TM Computer. These sentences are intentionally kept simple for the sake of understanding.

Aim

From the beginning, readers want to know the answer to the question "What can we achieve by doing the things this communication instructs us to do?" With some instructions you write, the purpose or outcome of the procedure described will be obvious. For example, most people who buy computers know many of the things which can be done with them. For the reason, a statement about what computers can do, would be unnecessary in the Macintosh instructions, which in fact contain none. However, other instructions do have to answer readers' questions about the aim of instructions.





quiz.vu.edu.pk/QuizQue:

3



RCY90402267: AMNA HASHMAT

ENG201 Quiz 3

Time Left 85 sec(s)

Quiz Start Time: 01:48 PM, 25 February 2021

Question # 6 of 10 (Start time: 01:50:41 PM, 25 February 2021)

Total Marks: 1

Writers usually announce the _____ of their instructions in the first sentence.

Select the correct option

☐ summary

☐ conclusion

☐ abstract

☐ subject

177 / 200



announce the su

1 of 1



- Aim
- Intended reader
- Scope
- Organization
- Usage
- Motivation
- Background
- Directions

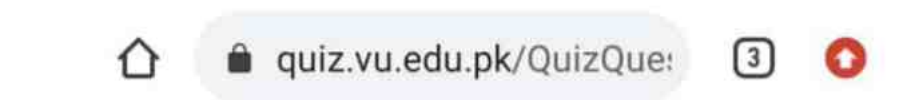
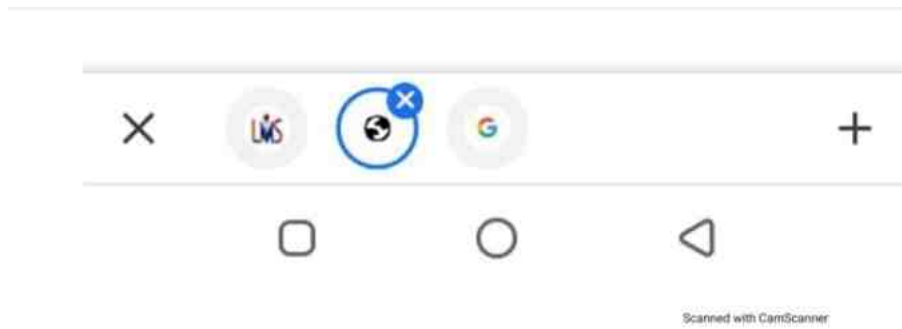
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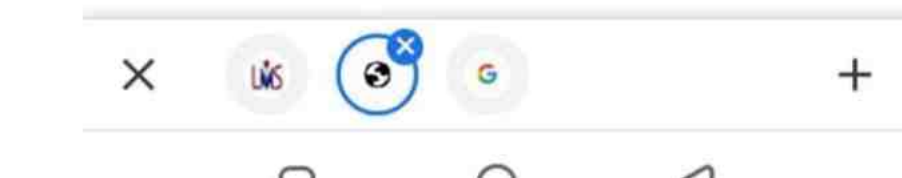




The length of an analysis report depends on

not sure

- Select the correct option
- ☐ the frequency of the given task
 - ☐ the duration of time and data
 - ☒ the type and the analysis **Correct**
 - ☐ the type and extent of the analysis
- Click to Save Answer & Move to Next Question



← and its

6 of 8

< >

Stringy Sentences

Avoid stringing several clauses that would be easier to read and understand if they were broken up into separate clauses. The following example makes the point of how incoherent the language becomes with the use of stringy sentences.

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Page 184

Business and Technical English**Agreement**

Agreement between subject and verb and between a pronoun **and its** antecedent is important for paragraph coherence, as well as for style and grammar.

When editing your document, check for agreement, paying close attention to subjects, verbs, and pronouns. Make sure your subject agrees with your verb (subject-verb agreement). Make sure your pronouns agree in gender and number with their antecedents (pronoun-antecedent agreement). Make sure the form of your pronoun is appropriate for how you are using the pronoun in the sentence (pronoun case). For the sake of clarity, make sure your pronouns are closely linked to their antecedents (pronoun reference).



ENG201-Quiz3-...



Question # 1 of 18 (Start time: 01:48:09 PM, 25 February 2021)

Total Marks: 1

Agreement between subject and verb and between pronoun and its antecedent is important for paragraph _____.

Select the correct option



inappropriateness



coherence

Correct



wordiness



faulty

179 / 2



Click to Save Answer & Move to Next Question





The first sentence is in the ACTIVE VOICE. Choose the most correct way of saying the same thing in the PASSIVE VOICE:
They were interviewing her for the job.
She _____ for the job.

Select the correct option

☒ was being interviewed

Correct

☐ was interviewed

☐ has been interviewed

☐ had been interviewed

Click to Save Answer & ...



what is the passive voice of 1



All

News

Images

Videos

Maps

Books

Answer: **Was being interviewed** is the correct answer. They were interviewing her for the job. She was being interviewed for the job. 09-Jun-2020

 [https://brainly.in](https://brainly.in/question) › question

[They were interviewing her for the job ... - Brainly.in](#)



Discover



Snapshot

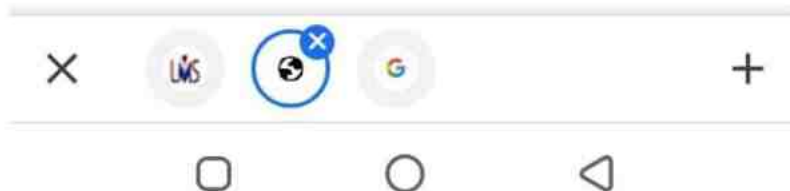


Search



Collections





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1:37

4G B/s 18



quiz.vu.edu.pk/QuizQue

3



BC20026032: ALJIFIA HAEEM

Time Left: 7 min(s)

ENG201 Quiz 3

Quiz Start Time: 01:22 PM, 25 February 2021

Question # 6 of 10 (Start time: 01:36:19 PM, 25 February 2021)

Total Marks: 1

Choose the correct title for the given statement:
_____ is the problem of not being able to think of something to write about or not being able to finish writing a story, poem, etc.

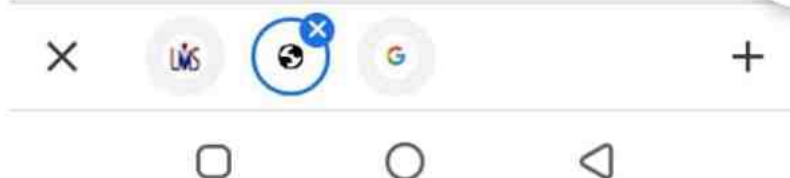
Select the correct option

☒	Intellectual deficiency
☐	Reader's block
☐	Writer's block
☐	All of the above

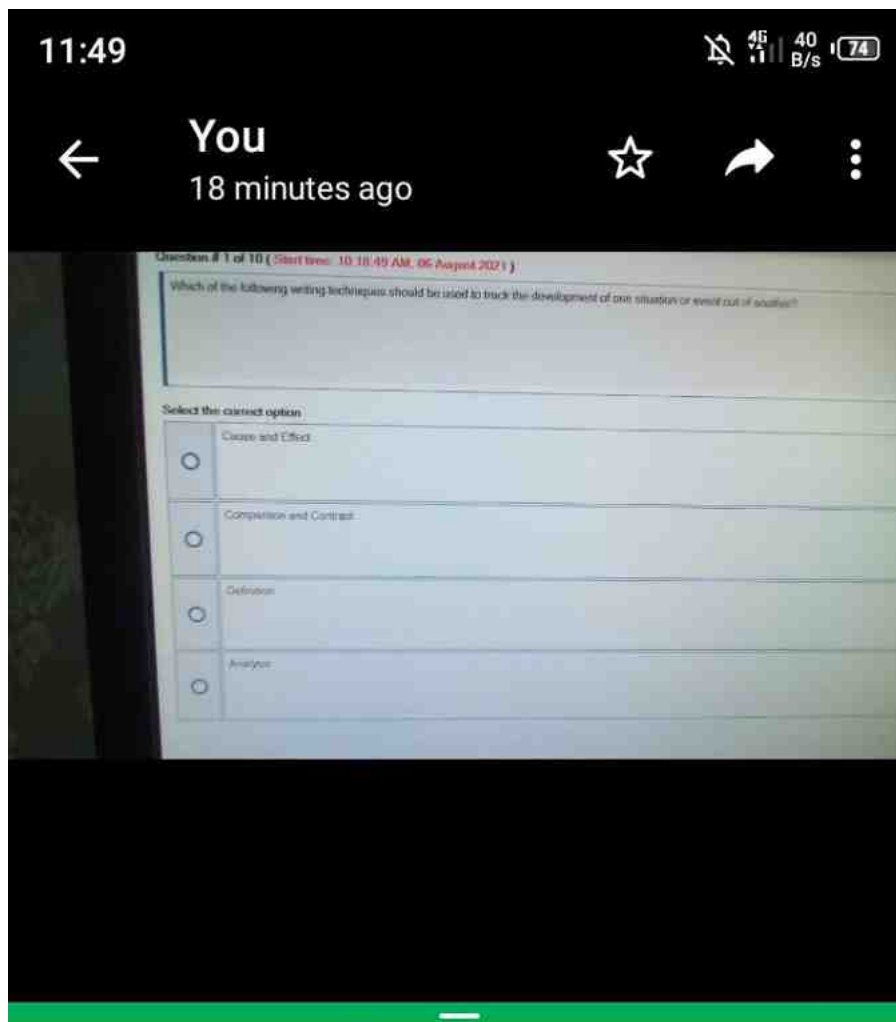
Correct

Click to Save Answer & Move to Next Question

185 / 200



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← situation or eve 1 of 1... < >

Business and Technical English

and cells that have turned cancerous. When lymph nodes are actively involved in fighting an invasion of microorganisms, they fill with lymphocytes.
P. Insel and W. Roth, *Core Concepts in Health*

Cause and Effect

Use cause and effect in paragraphs when you are tracking the development of one **situation or event** out of another. Cause and effect is an analytical mode of paragraph development. It attempts to show how events are influenced by or caused by others—the linkage of causation. In the following paragraph, the development follows the inductive pattern of reasoning from effects back to causes.

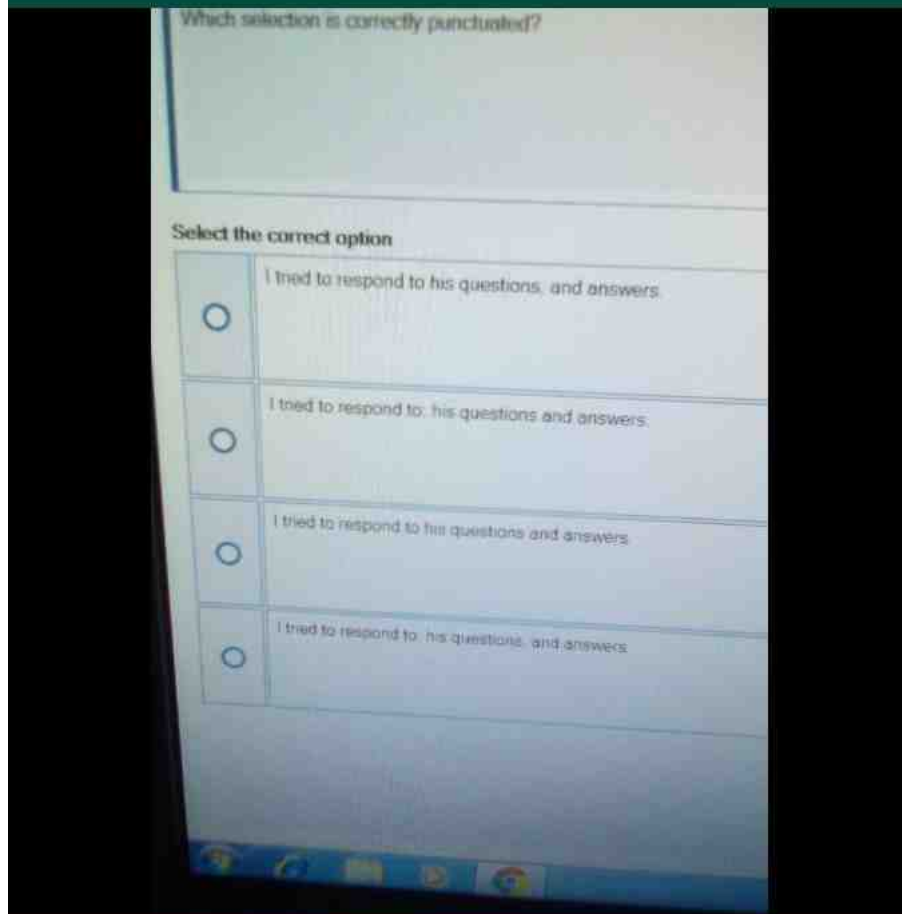
Example

Global climate change resulting from the accumulation of greenhouse gases, for example, is likely to have significant health effects, both direct and indirect. An average global temperature rise of 3–4°C, predicted for the year 2100 by the Intergovernmental Panel on Climate Change, will greatly increase the number of days in the United States with temperatures over 38°C (100°F), with a resulting sharp rise in heat-related mortality. Deaths would occur primarily from heat strokes, heart attacks, and cerebral strokes. The very young, poor, and elderly, as well as those with chronic cardiovascular and respiratory diseases, are most at risk. During the two-week heat wave of July 1993 in the eastern United States, 84 people died in Philadelphia alone as a result of the higher temperatures.

E. Chivan, "The Ultimate Preventive Medicine," *Technology Review*

Comparison and Contrast

Use comparison and contrast to develop a topic by examining its similarities or dissimilarities to another thing, process, or state. Comparison emphasizes the similarities, contrast the differences. A paragraph may use both comparison and contrast. In the following example, two kinds of electrical cable are compared. The aim here is to convey the superiority of A over B for two



☐ B The color choices for the new model were Olympic silver, g

5 Seeking to overcome the competition, the plan had backfired.

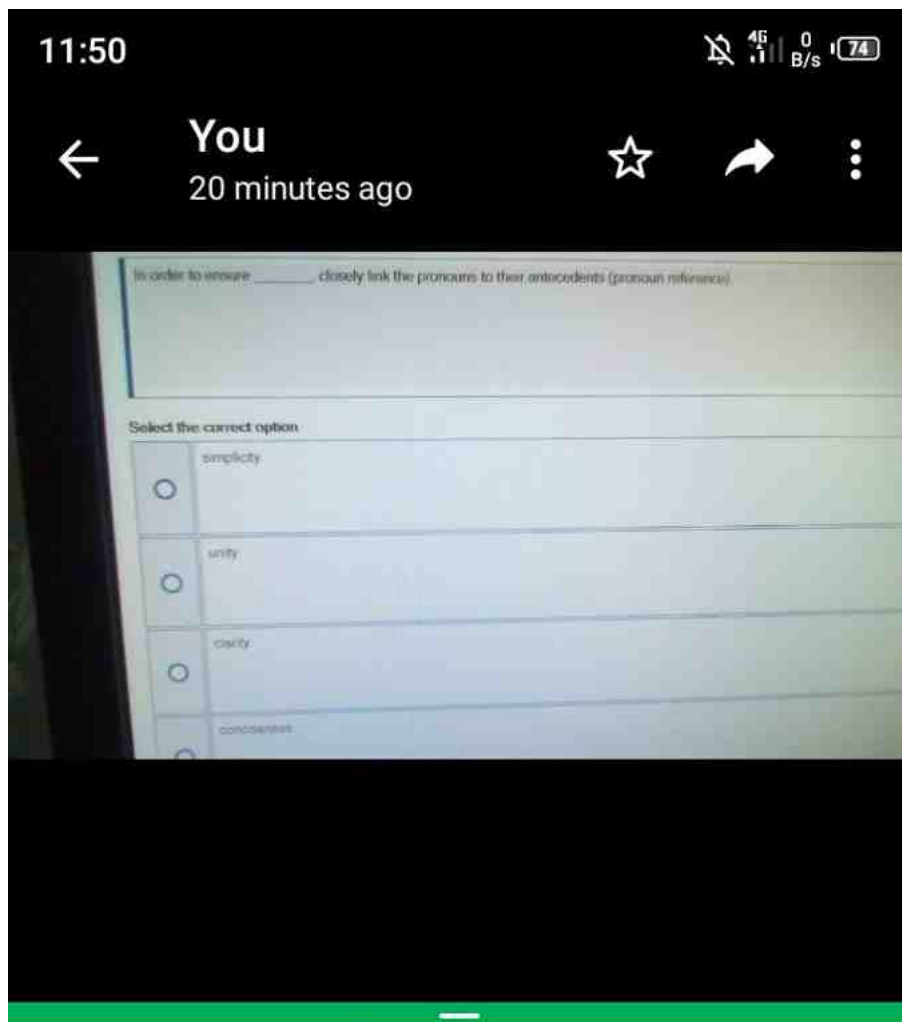
- ☐ A Dangling modifier. A better sentence would be "When I tried to overcome competition, my plan backfired."
- ☐ B Correct
- ☐ C Seeking to overcome the competition, one's plan had backfired.

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- ☐ A I tried to respond to: his questions, and answers.
- ☐ B I tried to respond to his questions, and answers.
- ☒ C I tried to respond to his questions and answers.
- ☐ D I tried to respond to: his questions and answers.

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- ☐ A Laws requiring anyone collecting \$5,000 or more on behalf of schools and private individuals as well as to charitable group fundraisers.
- ☐ B Laws requiring anyone collecting \$5,000 or more on behalf of schools and private individuals as well as to charitable group fundraisers.
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- ☐ D Laws requiring anyone collecting \$5,000 or more on behalf of schools and private individuals as well as to charitable group fundraisers.



← to ensure 4 of 6 < >

headings and subheadings are parallel with the other headings and subheadings of the same level. Make sure that all entries of the same level in an outline are parallel.

Example

Incorrect: An important consideration in **orthopedic surgery** and **how to implant prostheses** is the possibility of infection.

Correct: An important consideration in **orthopedic surgery** and **prosthesis implants** is the possibility of infection.

Choppy Sentences

Avoid using too many short sentences that will create choppy prose. Vary your sentence types and combine short related sentences by making some elements dependent clauses or phrases.

Misplaced Modifiers

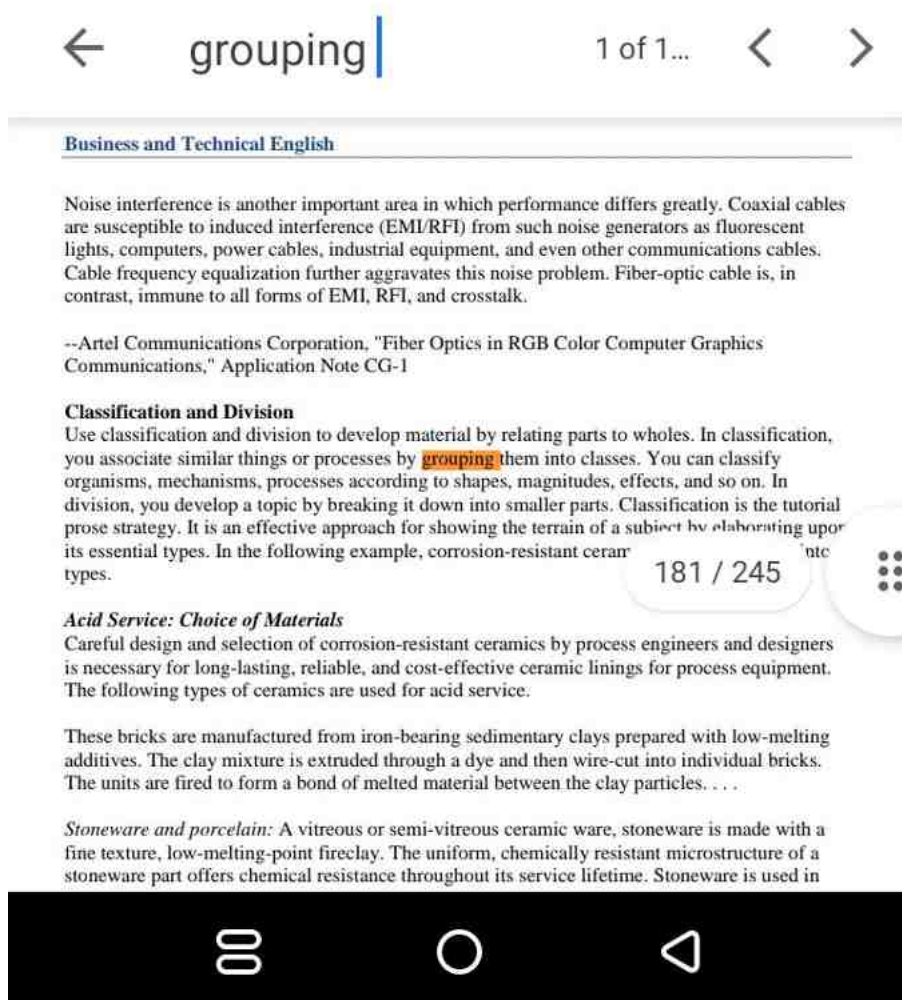
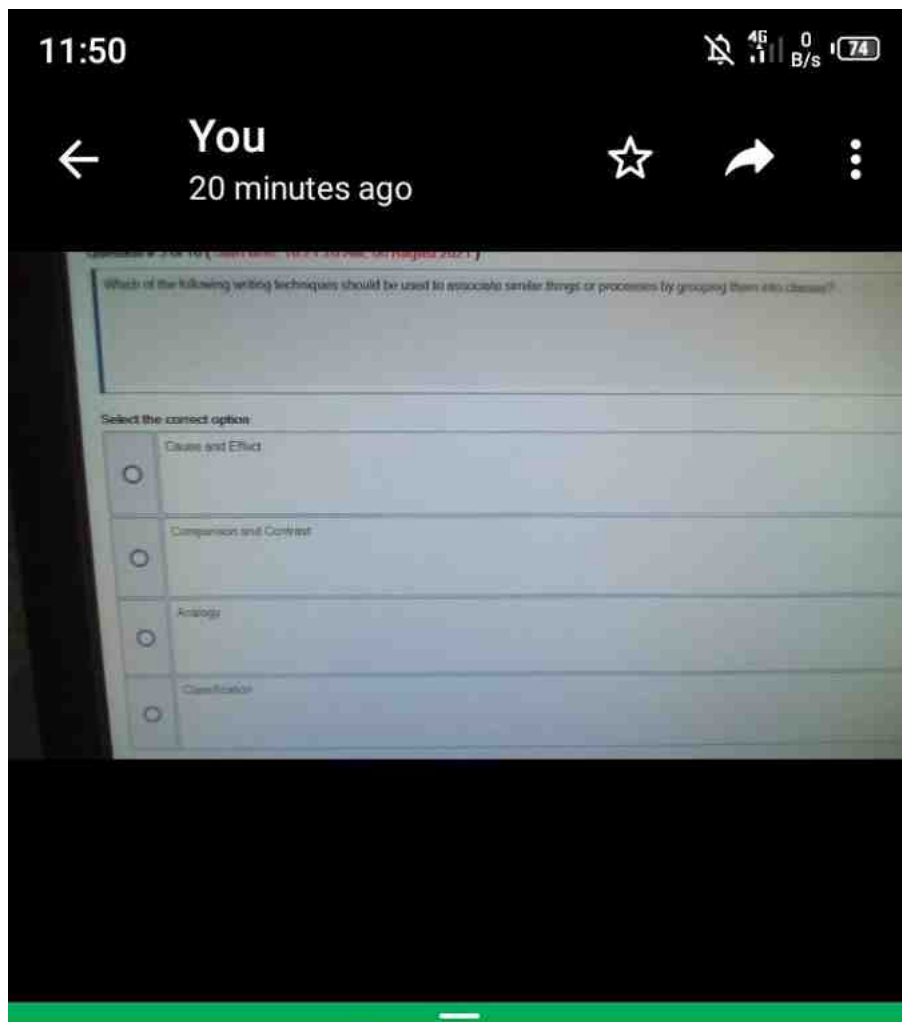
To ensure clarity, place your modifiers carefully. Make sure that your placement of modifiers does not interrupt the sentence structure or create ambiguity.

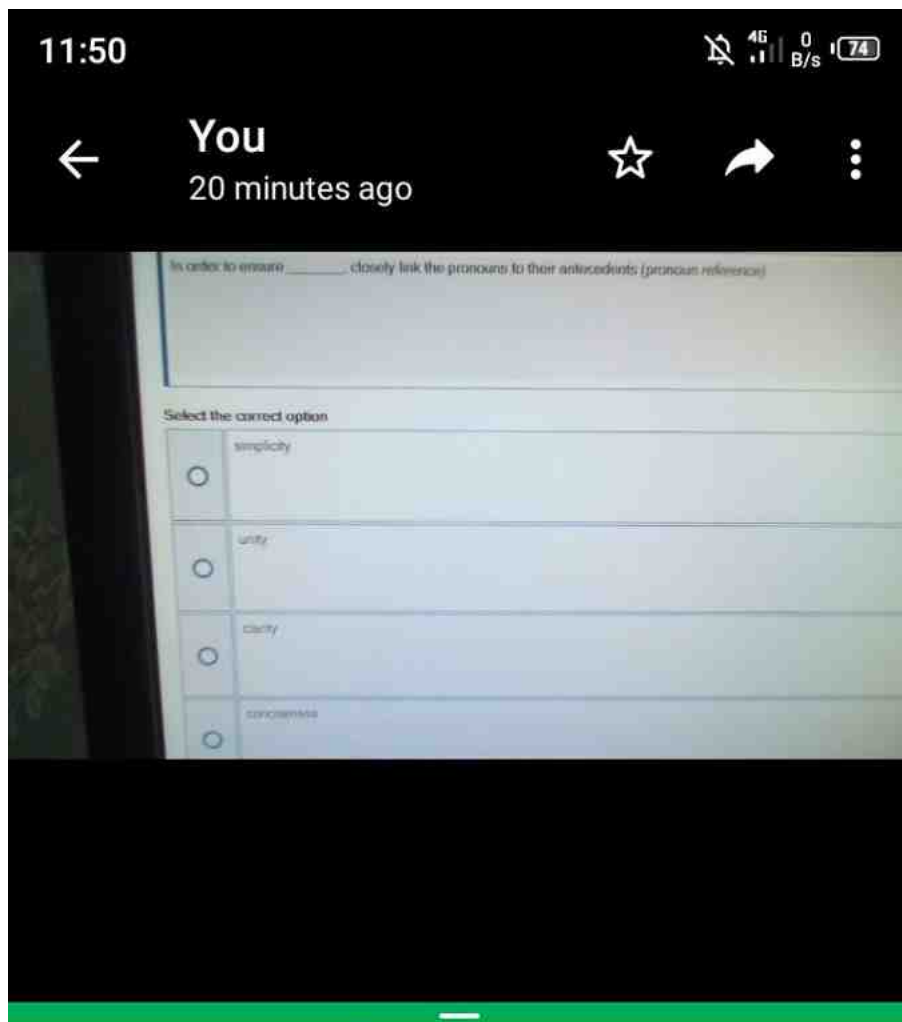
Interrupted Sentence Structure

Placing a modifier between the subject and the verb or between the verb and the direct object can weaken the structure of the sentence and make the sentence difficult to interpret. In general, longer and more complicated modifier weakens the sentence.

Although, you can often get away with interrupting the structure of the sentence with a short (one-word) modifier, adding a longer modifier significantly worsens the sentence.







to ensure

4 of 6



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Although, you can often get away with interrupting the structure of the sentence with a short (one-word) modifier, adding a longer modifier significantly worsens the sentence.



11:51

4G 0 B/s 74

Question # 5 of 10 (Start time: 10:23:05 AM, 06 August 2021)

Which of the following is correct?

Select the correct option



Harvey is a good driver, moreover, he is a very friendly one.



None of the above.



Harvey is a good driver, Moreover he is a very friendly one.



Harvey is a good driver, moreover, he is a very friendly one.



which of the following is corr



Correct: **Harvey** is a good driver;
moreover, he is a friendly one.



<https://www.niu.edu> > punctuation

Semicolon - NIU - Effective Writing Practices Tutorial

About featured snippets

Feedback



<https://brainly.in> > question



Discover



Snapshot



Search



Collections



Question # 7 of 10 (Start time: 10:25:11 AM, 06 August 2021)

Lack of confidence causes writer's block, and it is usually _____

Select the correct option

☐

self-sufficient

☐

self-blaming

☐

self-fulfilling

☐

none of the above



usually se

1 of 1



Business and Technical English

Lack of confidence in your abilities as a writer is a common factor of writer's block, and it is **usually** self-fulfilling. If you do not think you can communicate effectively, you will not be able to write. Your systematic approaches of writing problems are the solution to this problem.

Organizational Problems

Organizational problems are discovered during the editing phase. Finding and fixing these problems is what makes editing important. If they are not fixed, readers experience these organizational problems as complete breakdowns in communication.

Punctuation Problems

Accurate punctuation does not ensure accurate communication, but accurate communication is tremendously enhanced by accurate punctuation. Take the following punctuation test, first without looking at the correct version which follows, to see how well you know punctuation. The test focuses on the most common punctuation problems in technical writing.

Incorrect

"Professor Bashir wrote The Future of Artificial Intelligence he has become well known as a result."

Correct

"Professor Bashir wrote "The Future of Artificial Intelligence"; he has become well known as a result."



11:56

4G 0 B/s 73



You

24 minutes ago



Question # 9 of 10 (Start time: 10/27/21 12:06, 06 August 2021)

The first sentence is in the ACTIVE VOICE. Choose the most correct way of saying the same thing in the PASSIVE.
The fire has destroyed the house.
The house _____ by the fire.

Select the correct option



was being destroyed



has been destroyed



is destroyed



are destroyed



were being said



were said



are said

7. *The fire has destroyed the house.*

The house _____ by the fire.



has been destroyed



was being destroyed



is destroyed

8. *She would have told you.*

You _____ by her.



would have been told



would be told



were being told

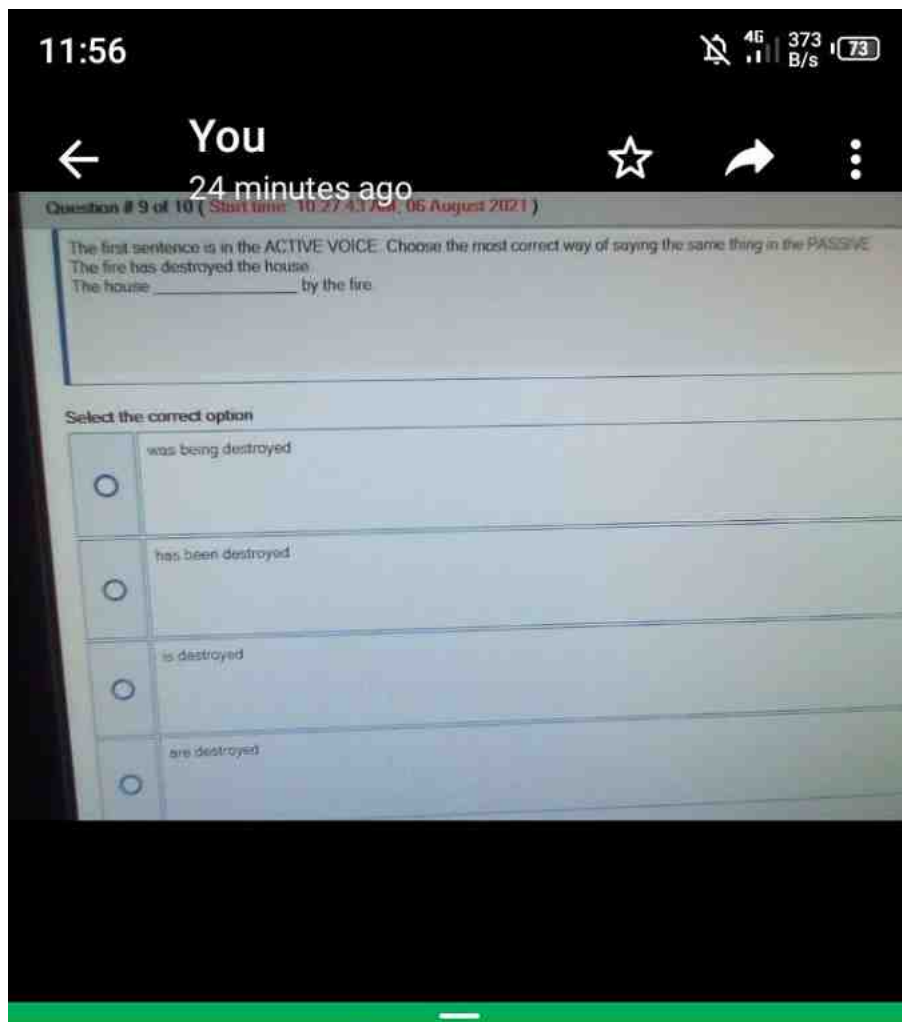
9. *She would reject the offer.*

The offer _____ by her.



will have been rejected





× ⓘ LearnEnglishFeel... 📖 🔗 ⋮

HERE ARE YOUR RESULTS:

You scored **1** out of 10

- 1: You didn't choose an answer. Please try again.
- 2: You didn't choose an answer. Please try again.
- 3: Sorry, that is incorrect. Please try again.
- 4: You didn't choose an answer. Please try again.
- 5: You didn't choose an answer. Please try again.
- 6: You didn't choose an answer. Please try again.
- 7: That's right! Well done!
- 8: You didn't choose an answer. Please try again.
- 9: You didn't choose an answer. Please try again.
- 10: You didn't choose an answer. Please try again.

[Close this Window](#)



12:05

4G 122 B/s 71%



Grammar and Pu...
proprofs.com



The CEO was not optimistic:
"Profits are down 18% from
last year."



The CEO was not optimistic,

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Select the correct option



The CEO was not optimistic. "Profits are down 18% from last year."



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what is meant by paragraph l

**All**

News

Images

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Books

A paragraph with unity **develops a single idea thoroughly and links it to the rest of the paper**. Paragraph coherence is achieved when sentences are ordered in a logical manner and when clear transitions link sentences. Paragraph unity: ... Support the main idea of the



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What is meant by Paragraph Unity?

Select the correct option



Precise language



There should be a sequence



All ideas should relate the topic sentence



Well organized words

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Choose the most relevant option from the following for the phrase given below.
Modifiers of noun:

Select the correct option:

- ☐ should be placed before the noun.
- ☐ should be placed within the noun.
- ☐ none of the given options.
- ☐ should be placed after the noun.



Modifiers of nouns sh

1 of 1



Example

Weak: The heron, egret, and stork colonies in Everglades National Park that once each contained tens of thousands of birds whose bustling extravagance helped inspire the founding in 1905 of the National Association of Audubon Societies (later the National Audubon Society) have shrunk by 95 percent since the 1930s.

Improved: The bird colonies in Everglades National Park once each contained tens of thousands of birds whose bustling extravagance helped inspire the founding in 1905 of the National Association of Audubon Societies (later the National Audubon Society). These colonies of herons, egrets, and storks have shrunk by 95 percent since the 1930s.

Modifiers of Nouns

Modifiers of nouns should be placed either immediately before or immediately after the noun. If another phrase is used to separate the noun and its modifier, the modifier may be misinterpreted as applying to a noun in the separating phrase rather than to the original noun.

Example

Weak: More than 750 metric tons of lead ingots were examined by the quality control inspectors that circle the base of the tower. [The ingots, not the quality control inspectors, circle the base of the tower.]

Improved

- More than 750 metric tons of lead ingots that circle the base of the tower were examined by the quality control inspectors.
- The quality control inspectors examined more than 750 metric tons of lead ingots that circle the base of the tower.

Adverb Modifiers

Adverbs should be placed as close as possible to the words or phrases that they modify. If you allow an adverb to be separated from the word or phrase that it modifies, the interpretation of the adverb may become ambiguous. Always place a quantity adverb immediately before the word it modifies.



12:08 4G 29.0 K/s 71

Question # 3 of 10 (Start time: 10:33:35 AM, 06 August 2021) Total Marks: 1

Choose the correct passive voice response for the following sentence:

"He wrote the letter".

Select the correct option

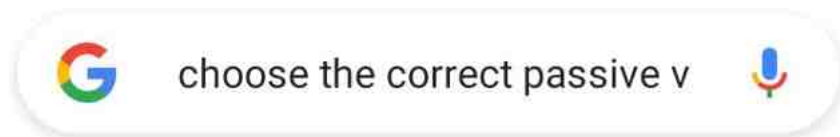
☐ The letter will be written by him.

☐ The letter is written by him.

☐ The letter has been written by him.

☐ The letter was written by him.

Click to Save Answer & Move to Next Question



He wrote a letter (passive voice) - Brainly.in

14-Apr-2019 · 2 answers

A letter was written by him. When the sentences change from the Active Voice to Passive Voice, the verb changes its form along the sentence. The ...

32 votes

A letter was written by him

[More](#)

19 votes

He
answer\ He



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12:10 4G 0 B/s 70

Question # 3 of 10 (Start time: 10:32:35 AM, 06 August 2021) Total Marks: 1

Choose the correct passive voice response for the following sentence:

"He wrote the letter".

Select the correct option

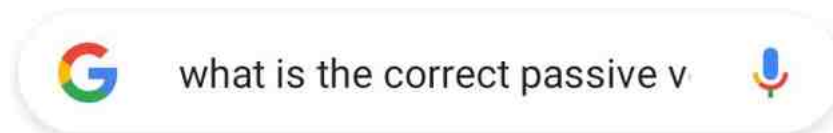
☐ The letter will be written by him.

☐ The letter is written by him.

☐ The letter has been written by him.

☐ The letter was written by him.

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



Explanation: Here, 'A letter' is the object of the sentence in active voice, so in the passive voice **it sits as the subject.** was

'letter' is the object of the sentence in active voice, so in the passive voice it sits as the subject. Third form of verb. That is, active voice is replaced by 'written' in passive voice. ... 'it' sits as object in the passive voice.

/were + Third form of verb. That's why 'wrote' in active voice is replaced by 'was written' in passive voice. ... 'it' sits as 'me' as object in the passive voice.

02-Nov-2020

12:10 4G 0 B/s 70

Question # 3 of 10 (Start time: 10:32:35 AM, 06 August 2021) Total Marks: 1

Choose the correct passive voice response for the following sentence:

"He wrote the letter".

Select the correct option

- ☐ The letter will be written by him.
- ☐ The letter is written by him.
- ☐ The letter has been written by him.
- ☐ The letter was written by him.

Click to View Answer & Move to Next Question





14-Apr-2019 · 2 answers

When the sentences change from the Active Voice to Passive Voice, the verb changes its form along the sentence. The Passive form of the verb is ...

32 votes

A letter was written by him

[More](#)

19 votes

$\text{He wrote the letter.}$

$\text{The letter was written by him.}$

$\text{The letter has been written by him.}$

$\text{The letter is written by him.}$

$\text{The letter will be written by him.}$



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12:11

You

22 photos

ENG201 Quiz 3

Quiz Start Time: 10:31 AM, 06 August 2021

Question # 4 of 10 (Start time: 10:34:45 AM, 06 August 2021)

Total Marks: 1

The _____ technique is used in paragraph development to provide a physical picture or functional view of the subject.

Select the correct option

- ☐ description
- ☐ process
- ☐ exemplification
- ☐ narration

← physical picture 1 of 1 < >

Examples

Ideally, an image should contain a region of high-intensity pixels that form the target, and a low-intensity background. To find the target region, the algorithm first samples the images in overlapping windows and sums the pixel intensities contained in each window. The window with the highest sum is assumed to contain the target, and the average of the remaining windows is assumed to be indicative of the background level. Thus, subtracting the average of the window sums from the highest window sum provides a measure of the target strength over the background noise level. If an image does not contain a target, then the difference between the highest sum and the average sum will be very small. The difference will also be small for images containing faint targets and high levels of background noise.

--M. Menon, E. Boudreau, and P. J. Kolodzy, "An Automatic Ship Classification System for ISAR Imagery," *Lincoln Laboratory Journal*

Description

Use descriptive prose to provide a **physical picture** or a functional view of the subject. Physical description develops a picture by identifying the shapes, materials, position, and functions of its subject. Such prose often serves as the raw material for more elaborate forms of analytical prose.

Boundary-Layer Test Section

179 / 245

The test section (0.86 m × 2.44 m) of the boundary layer tunnel is ~~situated between~~ the nozzle and the diffuser. It consists of a flat aluminium test plate, a contoured wall, and two transparent side walls. A bleed-scoop layer at the leading edge of the test plate removes the inlet boundary layer. The contoured wall opposite the test plate generates the required pressure distribution. The two differently-contoured walls used in this investigation generate either squared-off pressure distribution or aft-loaded pressure distribution.

--O. P. Sharma et al., "Boundary Layer Development on Turbine Airfoil Suction Surfaces," *Transactions of the ASME*

Analogy

Use analogy to explain one object or process in terms of another. The aptness of the analogy is generally a point of subtle judgment. Some analogies are more valid than others. Comparing an



Question # 5 of 10 (Start time: 10:36:01 AM, 06 August 2021)

Total Marks: 1

Fill in the blank with a suitable interrogative pronoun.
..... is the leader?

Select the correct option

- | | |
|-----------------------|-------|
| ☐ | who |
| ☐ | Which |
| ☐ | whose |
| ☐ | whom |



fill in the blanks with suitable



D. Fill in the blanks with Interrogative Pronouns :1..... is the news ...

23-Aug-2020 · 2 answers

What is the news today ? 3. Who is their leader ?

.Who..... broke this mirror ? 4. who made a noise in the class ? 5 ...

Missing: ~~suitable~~ | Must include: [suitable](#)

0 votes

Answer:1. what.2.

0 votes

Explanation:D.



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12:14

4G 1.4 K/s 69

11:30 AM

← You

22 photos

ENG201: Quiz 3

Quiz Start Time: 10:31 AM, 06 August 2021

Question # 7 of 10 (Start time: 10:37:49 AM, 06 August 2021)

Total Marks: 1

A modifier whose connection to the sentence is implied or intended but not actually made explicit is known as _____.

Select the correct option

☐	none of these
☐	dangling modifier
☐	stacked modifier
☐	misplaced modifier

← made expl 1 of 1 < >

- More than 750 metric tons of lead ingots that circle the base of the tower were examined by the quality control inspectors.
- The quality control inspectors examined more than 750 metric tons of lead ingots that circle the base of the tower.

Adverb Modifiers

Adverbs should be placed as close as possible to the words or phrases that they modify. If you allow an adverb to be separated from the word or phrase that it modifies, the interpretation of the adverb may become ambiguous. Always place a quantity adverb immediately before the word it modifies.

Dangling Modifiers

A modifier whose connection to the sentence is implied or intended but not actually **made explicit** is said to be dangled. Dangling modifiers disturb the clarity of your writing, so you should make sure that your modifiers are properly connected to the words they modify. To repair a dangling modifier, add the noun or phrase to whom the modifier was intended to modify and rephrase the sentence accordingly.

Example

Weak: When traveling at the speed of sound, the moon is approximately 320 hours away. [The moon does not travel at the speed of sound.]

Improved: An object traveling at the speed of sound will reach the moon in approximately 320 hours.



kicked

1 of 1

**Writing Style Problems:**

Style is a result of sentence structure. Although you might not think so, sentence structure is simple and easy to understand. There are four basic types of sentences:

Subject-verb sentences (SV)

Example:

The programmer (S) quits (V).

Subject-verb-object sentences (SVO)

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Business and Technical English-ENG201

V

Example:

The programmer (S) **kicked** the terminal (O).

Subject-linking verb – complement sentence (SLVC)

Example:

The programmer (S) felt (LV) sick (C).

Subject-verb-indirect object – object (SVIO)

Example:

The programmer (S) gave (V) the engineer (IO) a headache (O).

How to Edit Your Work:

This lecture will present some ways that can be helpful for writers for assessing the quality of their work and the work of others. Good editing divides the task of improving a document into a limited number of areas which are:

1. Organizational logic



2:07

+92 347 8954406



35 minutes ago

quiz.vu.edu.pk



The programmer kicked the terminal.
It is an example of _____ type of sentence.

Select the correct option

- ☐ Subject-verb sentences (SV)
- ☐ Subject-verb-object sentences (SVO)
- ☐ Subject-linking verb – complement sentence (SLVC)
- ☐ Subject-verb-indirect object – object (SVIO)



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**Unnecessary Words and Phrases:**

Make sure that each word and phrase in your sentences contributes to meaning and clarity. Try to avoid the two commonly used constructions *There is/are . . .* and *It is . . .*. Delete superfluous material when you revise your first draft.

Overloaded Sentences:**Business and Technical English-ENG201****VU**

Avoid sentences that contain more information than the reader can easily follow.

Instead, divide such sentences into more manageable pieces that can be easily grasped.

Sentence Fragments:

A sentence **fragment** is missing a subject, a verb, or both, but is punctuated as if it were a complete sentence.

Examples:

Driving in the city during the evening rush hour.

To apply for a job at the new store in the mall.

Comma Splice:

Never link two independent clauses with just a comma; this is known as a comma splice error.

Examples:

The sun is high, put on some sun block.

This computer doesn't make sense to me, it came without a manual.

You can correct a comma splice in four ways:

- Separate the independent clauses into two separate sentences. Punctuate both sentences with periods.
- Replace the comma with a semicolon or with a semicolon and a conjunctive adverb such as *however* or *furthermore*. (The conjunctive adverb is then normally followed by a comma.)



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32 minutes ago



Question # 9 of 10 (Start time: 02:11:25 PM, 06 August 2021)

Total Marks: 1

Identify the following as a 'Sentence Fragment' or 'Complete Sentence':

Went to apply for a job at the new office in Siddique Trade Center.

Select the correct option

- ☐ Complete Sentence
- ☐ Comma Splice
- ☐ Fused Sentence
- ☐ Sentence Fragment



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Dangli

1 of 5



if you allow an adverb to be separated from the word or phrase that it modifies, the interpretation of the adverb may become ambiguous. Always place a quantity adverb immediately before the word it modifies.

Dangling Modifiers:

A modifier whose connection to the sentence is implied or intended but not actually made explicit is said to dangle. **Dangling** modifiers detract from the clarity of your writing, so you should make sure your modifiers are properly connected to the words they modify.

To repair a **dangling** modifier, add the noun or phrase to whom the modifier was intended to modify and rephrase the sentence accordingly.

Double Negatives:

Use only one negative word to express a negative idea. In English, using two negative words to express one negative idea creates a positive rather than a negative interpretation.

Faulty Comparisons:

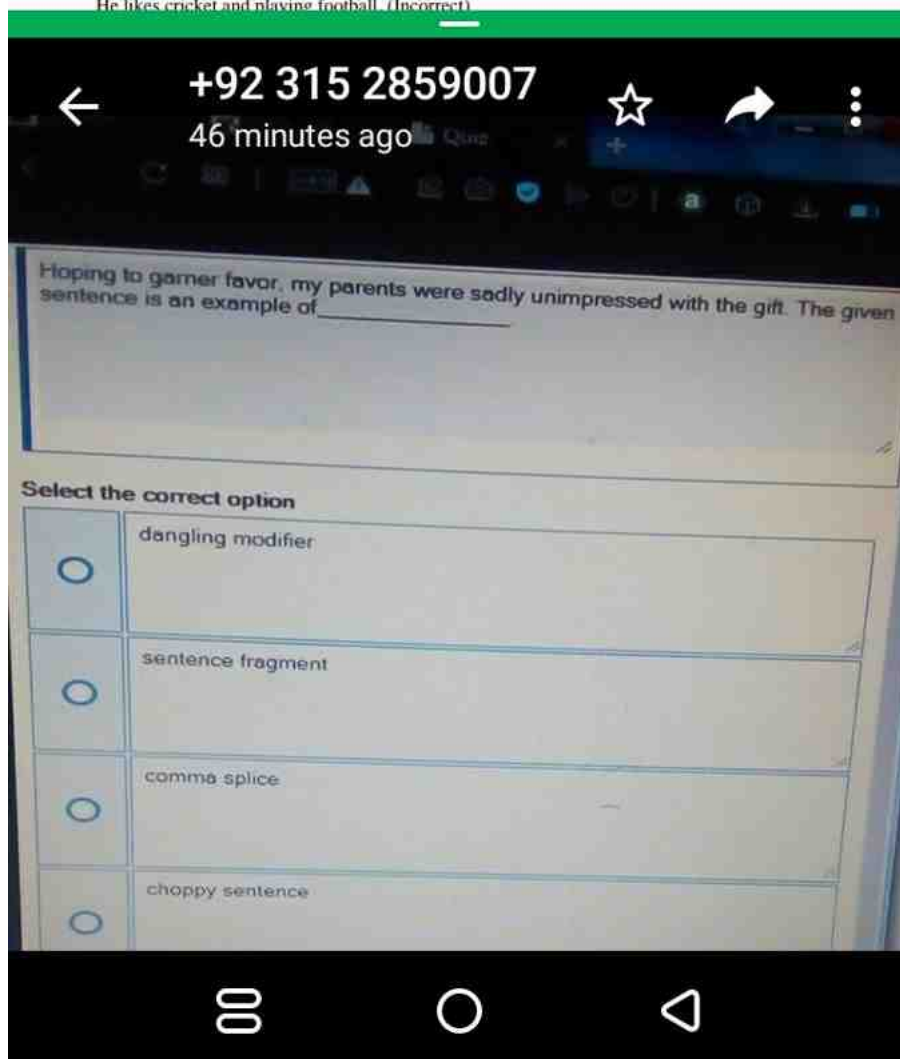
Comparing one item with another can be a very powerful way to describe an object or a process (see the discussion of comparison and contrast). To make your comparison effective, however, you must maintain parallelism in your comparison. Include the basis of your comparison, and ensure that your comparison is not ambiguous.

Nonparallel Comparisons:

When you construct a comparison, you must make the two items being compared parallel in structure.

Example:

He likes cricket and playing football. (Incorrect)





- o Gunning's Fog Index
- Writing Style Problems
- How to Edit your Work
 - o Organizational Logic
 - o Mechanical Development of the Topic
 - o Writer's Style
 - o Quality of the Manuscript

Writer's Block:

Writer's block is what we call the experience of getting stuck while writing. Although results are the same, there are many factors of writer's block: lack of information, lack of a defined purpose, poor knowledge of the audience, and lack of confidence etc.

Lack of Information:

If it is the result of poor research, then you will have to stop writing and collect n information. If you find yourself doing this often, you might correctly guess that you hav problem in defining your communication purpose.

Lack of a Well-Defined Purpose:

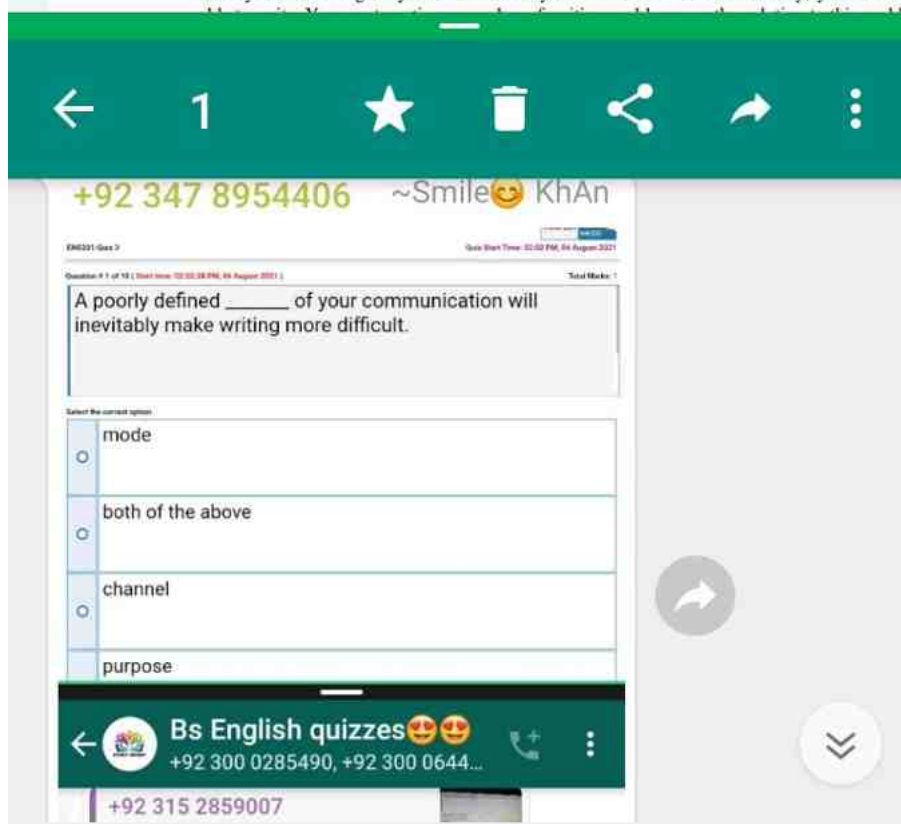
A **poorly defined** purpose of your communication will inevitably make writing more diffic and may block it altogether. Sometimes, you will experience this as a lack of information; o you will notice it since paragraphs, sections, or entire reports or papers shift topic in the mid For any case of **poorly defined** purpose, the solution is the same. Develop a three-part purp statement for the communication, and develop an outline of topics sentences based on purpose statements.

Poorly Analyzed Audience:

Audience analysis that is performed poorly or not at all can be the source of writer's block such times you find yourself staring at the video display screen wondering who is going to your report and what on earth they want from it.

Lack of Confidence:

Lack of confidence in your abilities as a writer is a common factor of writer's block, and usually self-fulfilling. If you do not think you can communicate effectively, you will no



Only **admins** can send messages





Writer's Block:

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If it is the result of poor research, then you will have to stop writing and collect more information. If you find yourself doing this often, you might correctly guess that you have a problem in defining your communication purpose.

Lack of a Well-Defined Purpose:

A poorly defined purpose of your communication will inevitably make writing more difficult and may block it altogether. Sometimes, you will experience this as a lack of information; or you will notice it since paragraphs, sections, or entire reports or papers shift topic in the middle. For any case of poorly defined purpose, the solution is the same. Develop a three-part purpose statement for the communication, and develop an outline of topic sentences based on purpose statements.

Poorly Analyzed Audience:

Audience analysis that is performed poorly or not at all can be the source of writer's block. Such times you find yourself staring at the video display screen wondering who is going to read your report and what on earth they want from it.

Lack of Confidence:

Lack of confidence in your abilities as a writer is a common factor of writer's block, and is usually self-fulfilling. If you do not think you can communicate effectively, you will not be able to write. Your systematic approaches of writing problems are the solution to this problem.



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49 minutes ago



If _____ analysis is performed poorly or not at all, it can cause writer's block.

Select the correct option

- | | |
|-----------------------|-----------|
| ☐ | critical |
| ☐ | situation |
| ☐ | text |
| ☐ | audience |

