



ENG201

Quiz for Mid-Term

ABSTRACT

This comprehensive collection of notes is accurately crafted to empower students to excel academically, ensuring they achieve a minimum of 80% marks in their examinations. The content is organized with clarity and precision, focusing on key concepts, critical analyses, and practical applications tailored to the syllabus. These notes serve as a reliable resource for both thorough preparation and last-minute revision. Designed to inspire confidence and mastery, this guide is an essential tool for students striving for academic excellence.

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Business and Technical English

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Quiz 1

1. A specified audience or demographic group of people for whom a message is designed can be termed as _____. (target audience)
2. Often a business document will be read by readers with different levels of expertise. (true)
3. Communication is effective when _____. (it encourages a receiver to think in new ways)
4. When employees receive appropriate _____ communication from the management, they become motivated and efficient. (downward)
5. While writing a document, include extensive explanation of your conclusion if your audience _____. (does not consider you an expert)
6. Format oral reports are usually prepared well in advance of presentation and are therefore well rehearsed. (True)
7. The document should include extensive explanations of your conclusions and recommendations to establish _____. (credibility)
8. Select the option which gives the literal meaning of the word 'revision'. (amendment)
9. Poor organization and incompleteness are the prominent feature of _____ method of delivery. (Impromptu)
10. Feedback can come in the form of _____. (verbal and non-verbal cues)
11. Documents that are meant to 'enact' something include authorization memoranda and _____. (acceptance letters)
12. The persuasive argument has two elements; a _____ and evidence to _____ your claim. (claim, support)
13. Writing at workplace is very much similar to writing at school or college. (False)
14. The businessman regularly plan, design and control affairs to maximize their production and minimize the _____. (cost)
15. Communication is a/an _____ process. (active)
16. Stylistic accuracy is one of the main aspects of written accuracy. (True)
17. When asked to deliver a speech at the last moment, the type of delivery style you will use is _____. (Impromptu)
18. Objectives should always be _____. (measurable; attainable; specific, all of the above)
19. The _____ flow of information follows the official chain of command. (formal)
20. Advisors provide information and advice for the _____. (decision makers)
21. In your job interview, don't complain about previous job or former _____. (employers)
22. The first step of audience analysis is to _____. (examine the size of your audience)
23. Word choice plays a major role in _____ you should use directly worded sentences to promote this type of clarity. (stylistics clarity)

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24. The _____ communication involves planning and execution presentations, controlling group behavior and conducting effective meetings. (business)
25. Audience analysis is _____ in professional environment. (vital)
26. Which of the following is not an implicit purpose of a document? (to provide information)
27. In order to create trust and establish credibility with a reader with whom you have had past negative experience, include extensive explanation of your conclusion and recommendations in the documents. (True)
28. The experts who either share or surpass your knowledge of your document's subject matter are called _____. (technical experts)
29. The need of your audience can be _____ keeping in view their purpose in reading the document. (assessed)
30. In resume, the best way to list your jobs is in _____. (chronological order)
31. An oral report may be delivered around _____ with just a few listeners or in _____ to hundreds of people. (a small table, a large auditorium)
32. When you turn your ideas into a message, you are the _____. (encoder)
33. Which of the following is the prominent feature of extempore method of oral presentation? (planning before speaking)
34. Why document's objective should be stated at the beginning? (to make them interested, to gain reader's attention, to motivate readers to read further, all of the above)
35. Credibility is a measure of your believability based on how much trust you evoke and how reliable you are. (True)
36. When asked to deliver a preplanned and well-planned speech, the type of delivery style you will use is _____. (manuscript)
37. We're having a lunch next week, _____? (are you coming)
38. A _____ is a suggestion separate from the usual definition of a word. (description)
39. Bring much information about yourself as you might need. On your _____ make sure you include hobbies, volunteer work or anything that you've done that may pertain to that job. (resume)
40. Which of the following is not a part of effective oral communication? (editing and proofreading)
41. It's getting very late _____. (I'll have to hurry)
42. A specified audience or demographic group of people for whom a message is designed can be termed as _____. (target audience)
43. Choose the correct option from the following:
Style guides provide definite _____ for preparing a document. (instructions)
44. Choose the correct option
Procedures and work plan in a document show: _____. (instructions)
45. Choose the correct option

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The ____ flow possess on information the managers require. (downwards)

46. Choose the correct option

At work your communication should only include the information that you ____ need. (manager)

47. Why experts read technical and scientific documents?

- ✚ To obtain specific answers to their own research and writing
- ✚ To maintain and expand their own general expertise
- ✚ To evaluate a document's technical or scientific content
- ✚ All of the given options

Quiz 2

1. To decode a message is to: (interpret a message)
2. ____ Are challenging to write because we know our readers will not be happy to receive the news. (bad new messages)
3. Narration follows a ____ pattern of development in paragraph writing. (chronological)
4. Which of the following is not an example of formal writing? (chatting)
5. Preposition and article are included in ____ words. (functional)
6. ____ Would usually include derivations of equations, tables of raw data, sample equations. (Appendix)
7. Which one of the following offers information without analysis or recommendations? (informational report)
8. Which of the following is associated with scholarly writing? (formal writing)
9. ____ Problems are discovered during the editing phase. (organizational)
10. ____ Often give an overview of the structures of the meeting, starting with a list of attendees, a statement of the various issues before the participants, and each of their responses thereto. (minutes)
11. Functional specification will form the basis for the highly precise __ specifications. (design)
12. Everyone on the bus ____ annoyed by the little boy running up and down the aisle. (was)
13. Choose the correct option: (I am ready for my dad, a hardworking man, to come home and we will set to work in no time.)
14. Maury and his brother ____ to the bowling Ailey every day. (go)
15. Lack of a well defines purpose leads to the experience of getting stuck while writing known as the ____ block. (writer's)
16. A memorandum is a document which is: (informal, internal, concise, all of the above)

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17. In ____ pronoun case the pronoun functions as an object. (objective)
18. In ____ pronoun case the pronoun functions as a possessor. (possessive)
19. Which of the following expressions is not verbose? (students collaborated)
20. Both ____ and ____ medium don't want immediate feedback and avoid distortion in communication. (written and electronic)
21. From the following pairs of sentences, select the one which is 'Dangling Modifier' (I began doing the laundry piled up next to the washer)
22. Which of the following letters should accurately restate the key terms of employment? (acceptance letters)
23. ____ Is anything that links one sentence or paragraph to another. (transition)
24. For what purpose are colons used? (all of the above)
25. In case of organizing a text ____ should be followed in which ideas are built upon previous ones. (sequence)
26. The result of market research is called _____. (requirement specification)
27. Mr., Ms., and Mrs., are: (courtesy titles)
28. The student of today are: (of sharp mind)
29. Which of the following gives you an opportunity to get your message across to a skeptical or hostile audience? (persuasive approach)
30. What do you understand by Paragraph Coherence? (all of the above)
31. The need for additional clarity and follow-up communication is eliminated if your communication is _____. (clear)
32. ____ Is used in paragraphs to develop sequence that describes how an action is carried out or how something works. (process)
33. The writing process in business messages consists of ____ steps. (three)
34. The basic characteristics of good specification is ____ that makes it more likely to be read, used and understood. (to navigate)
35. Credible communication are both ____ and _____. (expert; trustworthy)
36. The ____ is best implemented by expressing your message in terms of the audience interests and needs. (your attitude)
37. Which of the endings best goes with the opening 'Dear Personal Director, in Letter Writing? (best regards)
38. Which of the following is correct? (Harvey is a good driver; moreover, he is a very friendly one.)
39. A bad news message always begins with a ____ that provides a transmission to the refusal. (neutral statements)
40. The scientists disputed not only the newspaper article but also they disputed the university's official statement. It is an example of _____. (faulty parallelism)
41. Which one of the following is an example of a nonverbal message? (eye contact)

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42. A body infection is compared with an invading army of attacking organisms is an example of . (analogy)
43. Which one of the following is not the part of common biases? (financial bias)
44. In paragraph writing, ____ is a series of events that tells about different happenings. (narration)
45. For routine, Good-News and Goodwill Messages, ____ is/are effective that please the reader or causes no particular reaction. (direct approach)
46. Which sign of punctuation is used to link certain prefixes, suffixes, letters and numbers with nouns? (hyphens)
47. Which of the following are known as 'Elements of a paragraph'? (topic sentences, related sentences, transitional elements, all of the above)
48. Short ____ are usually more vivid than long ones and improve the readability of a document. (words)
49. Choose the rightly punctuated sentence. (Spain is a beautiful country; the beaches are warm, sandy and spotlessly clean.)
50. Successful communication rely on ____ to make their message meaningful. (organization)
51. I was exhausted. I started the page. I was unable to comprehend a single word. The given sentence is an example of _____. (choppy sentence)
52. An agenda is a simple list of ____ to be discussed. (topics)
53. Use perspective prose to provide a ____ view of the subject. (functional)
54. The message sender needs to assess their message from the eyes of the ____ to be sure that they have included all the relevant information. (receivers)
55. He like cricket and playing football. The given sentence is an example of _____. (nonparallel comparison)
56. Varying our style can enable us to sound passionate or objective in a written document. (True)
57. Use ____ to explain one object or process in terms of another. (analogy)
58. The good organization of the context means _____. (the purpose and subject matter are clear, all the information is included, both of the above, none of the above)
59. Which of the following have denotative as well as a connotative meaning? (content words)
60. Choose the correct option. (I submitted a request six months in advance: still, I did not receive a permit in time for the departure)
61. Nobody ____ the trouble I've seen. (knows)
62. ____ Process often serves as the raw material for more elaborate forms of analytical prose. (Descriptive)
63. How many types of sentences are used to give your sentence variety? (3)
64. The ____ technique is used in paragraph to develop sequences that describe how an action is carried out. (process)
65. A ____ sentence express one independent clause and one or more dependent clauses. (complex)
66. The index forms a part of the _____. (end matter)

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67. _____ Included doctoral dissertations, scholarly articles, top-level government agreements etc. (formal writing)
68. The _____ technique is used in paragraph development to explain one object or process in terms of another. (analogy)
69. The type of letters that accurately restate the terms and conditions of employment are known as _____. (acceptance letters)
70. Exclamation points are used in _____ to give warning or caution. (technical and scientific writing)
71. The _____ of the documents helps you decide how to precede, how to respond to the audience, which information to focus on, and which channel or medium to use. (purpose)
72. Audio visual aids help _____ students in the class. (slow learning)
73. The result of market research is called _____. (requirement specifications)
74. _____ Included in the end matter of a business proposal. (bibliography)
75. Lack of information often leads a writer towards the production of a/an _____ text. (ambiguous)
76. In the organization of the business message _____ is the starting point for constructing an outline. (main idea)
77. Report design should be _____ enough to meet a variety of writer purpose and audience needs. (flexible)
78. Choose the correct option from the following
- While writing a _____ identify a specific area of employment, summarize your qualification for the job, refer to an enclosed resume, and request the next step of the application process, usually an interview. (job application letter)
79. 'Umer is an unusually tall Sindhi.'
- Which of the following types of biases does it exemplify? (ethnic bias)
80. The programmer felt sick
- It is an example of _____ type of sentence. (Subject-linking verb-complement sentence (SLVC))
81. Select the right option to fill in the blank
- I like English _____ French very much. (and)
82. Choose the correct pronoun form.
- Each employee must sign _____ time sheet before Friday. (his/her)
83. Choose the correct option from the following
- _____ Share a general document architecture, which is usually modified to suit specific circumstances. (proposals)
84. Select the right option to fill in the blank

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My brother likes Mathematics ___ he doesn't like history. (but)

85. Choose the correct option from the following

_____ Is brief, informal report used to establish a record. (memorandum)

86. Choose the correct option from the following

_____ Are written for numerous internal purposes for example, to request information, to make announcements, to outline policies, and to transmit meeting minutes. (memorandum)

87. I did have neither her address nor her phone number.

It is an example of _____. (double marker)

88. Choose the best option

Which of the following approaches should be used when the audience is receptive to the message? (direct approach)

89. Choose the correct option

The report design should be _____ enough to meet a variety of writer purposes and audience needs. (flexible)

90. Choose the correct option

Why _____ the bag away? (did you not throw)

91. Choose the correct option

Use _____ if you want to overcome the zone barriers. (email)

92. The programmer kicked the terminal.

It is an example of _____ type of sentences. (Subject-Verb-Object sentences (SVO))

93. Identify the following as a 'sentence fragment' or 'complete sentence':

Went to apply for a job at the new office in Siddique Trade Center. (Sentence Fragment)

94. Choose the correct option

Use _____ medium when you want to overcome time zone barriers as well as minimize sound distortion. (electronic)

95. Choose the appropriate proposition to fill in the blank:

Did the doctor look _____ your leg? (at)

96. Met with the people.

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It is an example of _____. (sentence fragment)

97. Choose the correct option from the following

_____ Minutes are often required by federal, state, or local law, by-laws, charters, or regulations in any organization. (Formal)

Quiz from Mid-Term Papers

1. _____ Includes doctoral dissertations, scholarly articles, top-level government agreements etc. (formal writing)
2. Which of the following parameters defines demographics of consumers? (occupation)
3. _____ Without published agendas generally seem unfocused and unproductive. (meetings)
4. In _____ format the address, date, salutation, paragraphs, and closing are all lined up at the left margin. (block or full block)
5. Neither my brothers nor my father _____ attended college. (has)
6. In report writing, it is avoided to describe facts and events in _____ terms. (concrete)
7. Which of the following transitional markers shows 'additional detail'? (besides)
8. Claim is a legal demand or assertion by a claimant for _____ for a loss. (compensation, reimbursement, payments, all of the above)
9. _____ At the moment, I'll get to the market. (as it isn't raining)
10. _____ Is the primary vehicle for communication outside the organization in formal and semiformal contexts. (letter)
11. In case of organizing a text _____ should be followed in which ideas are built upon previous ones. (sequence)
12. Which of the following is not an example of the pair of words? (receive, deceive)
13. Job application letter should accurately restate the key terms of employment. (False)
14. Which of the following leaves your audience with the feeling that you have their personal welfare in mind? (courteous close)
15. An order letter is also known as: (PO)
16. How many blank lines do we leave for a signature in a personal business letter? (1)
17. _____ Means preparing every message with the message receiver in mind. (consideration)
18. In short reports attachments may consist of _____. (several pages)

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19. Acknowledgements are appropriate for _____. (larger orders)
20. Which part of speech is especially powerful and tells what is happening in a sentence? (verbs)
21. The purpose of informational report is to _____. (explain)
22. Which one of the following is not the part of common biases? (financial bias)
23. _____ Is included in the end matter of a business proposal. (bibliography)
24. While writing bad news message, avoid blunt statements that are likely to cause pain and anger. (True)
25. A _____ sentence express one independent clauses and one or more dependent clauses. (complex)
26. The man with all the birds _____ on my street. (lives)
27. To whom usually good will letters are written? (customer)
28. Which of the following words should be avoided when writing a adjustment grant? (mistake, problem, sorry, all of the above)
29. Which of the following plan should be used for a bad news message? (indirect plan)
30. The main idea is the single _____ idea, concisely stated. (most important)
31. Which letter should accurately restate the key terms of employment? (acceptance)
32. What is the first step in using the indirect plan? (put the audience in an accepting mood)
33. The art of finding the best available means of moving a specific audience in a specific situation to a specific decision is called _____. (persuasion)
34. Which of the following is not used in external business communication? (memo)
35. _____ Letter begins the paper trail of a specific purchase. (order)
36. E-mail messages typically take the form of _____. (memoranda)
37. Credit approvals mark the beginning of a business relationship with a _____. (customer)
38. 'Approving credit' and 'Credit References' are the two types of positive responses to routine credit requests. (False)
39. They saw a parking space _____ two cars and drove _____ it. (between/into)
40. End Master of a proposal includes _____. (resumes, bibliography, appendixes, all of the given option)
41. Desire is one of the four phases of AIDA plan. (True)
42. Select a right option to fill in the blank:
The children forgot their homework, _____ the teacher was angry with them. (so)
43. Choose the correct option
_____ Is a formal written document soliciting business and spelling out what will be delivered, the costs, terms, conditions, and so forth. (proposal)
44. Choose the correct option
To decode a message is to: (interpret a message)

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45. Choose the correct option

Biased language that might offend the audience is biased on _____. (cultural, gender bias, disability, **all of the above**)

46. Choose the correct transitional marker from the following options:

Cheating is dishonest; _____ it hinders students from learning. (**moreover**)

47. Choose correct article to fill in the blank.

What do you usually have for _____ breakfast? (**no article**)

48. 'don't make false promises. People are more likely to react positively to your message when they have confidence in you'

The above statement is an example of _____. (**credibility**)

49. Choose the correct option

Positive messages end with _____. (**a courteous close**)

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Compilation