



ENG516

Solved Mid-Term_Spring2026

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.

Maha Malik
Solved Mid-Term

Key Concepts / Terms

1. Learning Analysis / How Learning Can Be Analyzed

- Learning can be analyzed through:
 - Target needs
 - Learning needs
 - Necessities
 - Lacks
 - Wants
- It identifies what learners know and what they need to learn.

2. Learning vs Training

Learning	Training
Broad process of gaining knowledge	Job-oriented skill development
Person-centered	Task-centered
Long-term	Specific purpose
Education focused	Performance focused

3. Factors of Business Communication

- Accuracy
- Fluency
- Effectiveness

4. Reading Assessments

- Multiple Choice Questions
- True/False Questions
- Short Answer Questions

5. Components of Report

- Front Matter
- Introduction
- Discussion
- Conclusion
- Recommendations
- Back Matter

6. Multicultural Communication Guidelines

- Avoid stereotypes.
- Respect cultural differences.
- Define unfamiliar terms.
- Use clear language.
- Show cultural sensitivity.

7. Glossary of Proposal

- Alphabetical list of difficult terms and their meanings.
- Helps readers understand technical vocabulary.

8. Formative vs Summative Assessment

Formative Assessment

- Conducted during learning.
- Provides feedback for improvement.

Summative Assessment

- Conducted at the end.
- Measures final achievement.

9. Traditional Methods vs Internet in Classroom

Traditional

- Teacher-centered
- Limited resources
- Face-to-face learning

Internet-Based

- Interactive
- Global resources
- Flexible learning

10. Approaches for Text in Storytelling/Socializing

- Storytelling
- Meet the Guest
- Small Talk Activities

11. Grammar Translation Method – Proponents' View

- Focus on grammar rules.
- Translation of texts.
- Vocabulary memorization.
- Reading and writing emphasized.

12. Corpora as Material for Teaching Language

- Provides authentic language examples.
- Shows real language use.
- Improves vocabulary and grammar learning.

13. Five Stages of Business English Lesson (Presentation Focus)

1. Presentation
2. Practice
3. Production
4. Feedback
5. Evaluation

14. Importance of In-Group

- Creates belongingness.
- Enhances cooperation.
- Strengthens communication.

15. E-Learning

- Learning through electronic technologies.
- Uses internet and digital platforms.
- Allows flexible and remote learning.
- Supports self-paced study.
- Widely used in distance education.

16. CAT & CBT Full Form

- CAT = Computer Adaptive Testing
- CBT = Computer Based Testing

17. Five Purposes of Report

1. Inform
2. Analyze
3. Recommend

4. Evaluate
5. Record information

18. Five Questions for Report Making

1. What?
2. Why?
3. Who?
4. When?
5. How?

19. Why Legal English is Difficult?

- Complex vocabulary.
- Technical terminology.
- Formal style.
- Specialized legal concepts.

20. Full Block & Subject Line

Full Block Format

- All parts aligned left.
- No indentation.

Subject Line

- Brief statement showing purpose of letter.

21. Corpus-Based Material

- Teaching material developed from language corpora.
- Reflects real-life language usage.

22. Distance Education

- Learning without physical classroom presence.
- Uses online or electronic communication.
- Flexible and accessible.

23. Correction Feedback

- Feedback given to correct learner errors.
- Helps improve accuracy and performance.

24. Basic Model of Learning

Stimulus → Response → Feedback

25. Use of Syllabus

- Guides teachers.
- Organizes course content.
- Reflects institutional and national requirements.
- Provides learning objectives.

26. Time for Feedback on Fluency and Accuracy

- Fluency feedback: after activity.
- Accuracy feedback: during or immediately after errors.

Important Short Questions

1. How Learning Can Be Analyzed?

Learning is analyzed through target needs, learning needs, necessities, lacks, and wants. It helps identify learner requirements.

2. Explain Learning and Training

Learning is acquiring knowledge and skills, while training develops specific skills for a particular job.

3. Three Factors of Business Communication

- Accuracy
- Fluency
- Effectiveness

4. Name Three Reading Assessments

- MCQs
- True/False
- Short Answer Questions

5. Components of Report

- Introduction
- Discussion
- Conclusion
- Recommendations
- Appendices

6. Guidelines for Multicultural Communication

- Respect cultural differences.
- Avoid stereotypes.
- Use simple language.

7. Three Approaches Used in Storytelling/Socializing

- Storytelling
- Meet the Guest
- Small Talk

8. What Do Proponents of GTM Say?

Languages are best learned through grammar study, translation, vocabulary learning, and reading texts.

9. Importance of In-Group

Promotes cooperation, trust, and team identity.

10. What is E-Learning?

E-learning is education delivered through electronic technologies and internet-based platforms.

11. Full Forms of CAT and CBT

- CAT = Computer Adaptive Testing
- CBT = Computer Based Testing

12. Summative and Formative Assessment

Formative assessment occurs during learning for improvement. Summative assessment occurs at the end to evaluate achievement.

13. Five Purposes of Report

- Inform
- Analyze
- Evaluate
- Recommend
- Record

14. Five Questions for Report Making

What, Why, Who, When, and How.

15. What is Business Communication?

✧ Communication used in workplaces, organizations, businesses, and professional settings.

16. Basic Model of Learning

Stimulus → Response → Feedback.

17. Use of Syllabus

Provides course objectives, content organization, and guidance for teaching.

18. Time for Feedback on Fluency and Accuracy

Accuracy feedback is immediate; fluency feedback is usually delayed until after the activity.

Important Long Questions (5 Marks)

1. Glossary of Proposal

A glossary is a section of a proposal containing difficult, technical, or specialized terms arranged alphabetically with their meanings. It helps readers understand unfamiliar vocabulary and improves clarity. It is usually placed in the back matter of a proposal.

2. Differentiate Between Formative and Summative Assessment

Formative Assessment	Summative Assessment
----------------------	----------------------

During learning	At the end
-----------------	------------

Formative Assessment Summative Assessment

Improvement focused Evaluation focused

Continuous Final

Provides feedback Gives grades

Diagnostic Achievement measurement

3. Traditional Methods vs Internet in Classroom

Traditional

Internet-Based

Teacher-centered Learner-centered

Limited resources Unlimited resources

Fixed timing Flexible timing

Physical classroom Online learning

Less interaction Interactive tools

4. Importance of Corpora as Material for Teaching Language

- Provides authentic language examples.
- Improves vocabulary learning.
- Shows real grammar usage.
- Helps understand collocations.
- Supports effective language teaching.

5. Five Stages of Business English Lesson (Presentation Focus)

1. Presentation of language.
2. Practice activities.
3. Production by learners.
4. Feedback.
5. Evaluation.

These stages help learners understand and use language effectively.

6. Why Legal English is Difficult for Teaching Business Communication?

- Specialized terminology.
- Complex sentence structure.
- Formal language style.
- Different legal systems.
- Requires precise interpretation.

7. Distance Education (5 Marks)

Distance education is a mode of learning where teachers and students are physically separated. Learning is conducted through online platforms, electronic communication, and digital resources. It offers flexibility, accessibility, self-paced learning, and cost effectiveness. However, it may reduce face-to-face interaction and require strong self-discipline.

8. Correction Feedback

Correction feedback refers to comments and guidance given by teachers to help learners identify and correct errors. It improves language accuracy, enhances learning, increases awareness of mistakes, and helps learners achieve better communication skills. Feedback should be timely, constructive, and encouraging.

BS English

<https://whatsapp.com/channel/0029VaazKAVBfxoDMH4l9U0u>

Compilation