

**VIRTUAL UNIVERSITY  
OF PAKISTAN**



**Virtual University**

**virtual university of chakwal**

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**ENG201 Grand Quiz ScreenShots  
MidTerm 2020**

Question # 1 of 30 ( Start time: 03:01:36 AM, 20 July 2020 )

Total Marks: 1

\_\_\_\_\_ stems from a sincere you-attitude. It is not merely politeness with mechanical insertion of 'please' and 'thank you', but applying socially accepted manners is also a form of it.

Select the correct option

- |                                  |               |    |
|----------------------------------|---------------|----|
| <input checked="" type="radio"/> | Courtesy      | // |
| <input type="radio"/>            | Coherence     | // |
| <input type="radio"/>            | Consideration | // |
| <input type="radio"/>            | Complete      | // |

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## Question # 5 of 30 ( Start time: 03:05:12 AM, 20 July 2020 )

Total Marks: 1

Choose the correct option from the following.  
Letters of \_\_\_\_\_are typically related to employment, admissions to institutions of higher education or scholarship eligibility.

## Select the correct option

- |                                  |                 |    |
|----------------------------------|-----------------|----|
| <input type="radio"/>            | references      | // |
| <input type="radio"/>            | inquiry         | // |
| <input checked="" type="radio"/> | recommendation  | // |
| <input type="radio"/>            | job application | // |

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Question # 7 of 30 ( Start time: 03:07:36 AM, 20 July 2020 )

Total Marks: 1

Which of the following is not a part of indirect plan for bad news messages?

Select the correct option

- |                                  |  |    |
|----------------------------------|--|----|
| <input type="radio"/>            | A buffer   | // |
| <input checked="" type="radio"/> | A clear statement of the bad news                      | // |
| <input type="radio"/>            | A clear, diplomatic statement of the negative decision | // |
| <input type="radio"/>            | A helpful, friendly, and positive close                | // |

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## Question # 8 of 30 ( Start time: 03:08:49 AM, 20 July 2020 )

Total Marks: 1

The message senders need to assess their message from the eyes of the \_\_\_\_\_ to be sure that they have included all the relevant information.

## Select the correct option

- |                                  |                |    |
|----------------------------------|----------------|----|
| <input type="radio"/>            | writers        | // |
| <input type="radio"/>            | administrators | // |
| <input checked="" type="radio"/> | receivers      | // |
| <input type="radio"/>            | employers      | // |

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Question # 9 of 30 ( Start time: 03:09:36 AM, 20 July 2020 )

Total Marks: 1

A better organized message has \_\_\_\_\_ chances of understanding on the part of the audience.

Select the correct option

- |                                  |           |    |
|----------------------------------|-----------|----|
| <input type="radio"/>            | low       | // |
| <input checked="" type="radio"/> | increased | // |
| <input type="radio"/>            | fewer     | // |
| <input type="radio"/>            | medium    | // |



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Question # 10 of 30 ( Start time: 03:11:05 AM, 20 July 2020 )

Total Marks: 1

Any information against the expectations of \_\_\_\_\_ is considered bad news.

Select the correct option

- |                                  |                  |    |
|----------------------------------|------------------|----|
| <input type="radio"/>            | writer           | // |
| <input type="radio"/>            | audience         | // |
| <input type="radio"/>            | communicator     | // |
| <input checked="" type="radio"/> | all of the above | // |



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Question # 11 of 30 ( Start time: 03:13:05 AM, 20 July 2020 )

Total Marks: 1

The subject of a business report \_\_\_\_\_its format and vocabulary.

Select the correct option

- |                                  |                  |    |
|----------------------------------|------------------|----|
| <input checked="" type="radio"/> | affects          | // |
| <input type="radio"/>            | does not effect  | // |
| <input type="radio"/>            | supports         | // |
| <input type="radio"/>            | does not support | // |

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Question # 12 of 30 ( Start time: 03:13:41 AM, 20 July 2020 )

Total Marks: 1

Concreteness does not make use of denotative words instead of connotative words.

Select the correct option

True



False

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Question # 13 of 30 ( Start time: 03:14:31 AM, 20 July 2020 )

Total Marks: 1

Which change can make the following sentence correct?

"There have been a lot of rain in the Lower Mainland in the last twenty-four hours."

Select the correct option

- |                                  |                                      |    |
|----------------------------------|--------------------------------------|----|
| <input type="radio"/>            | Change "have been" to "has"          | // |
| <input type="radio"/>            | Change "have been" to "has in being" | // |
| <input type="radio"/>            | Change "have been" to "is been"      | // |
| <input checked="" type="radio"/> | Change "have been" to "has been"     | // |

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Question # 14 of 30 ( Start time: 03:15:16 AM, 20 July 2020 )

Total Marks: 1

In the body of a business letter, what goes between each paragraph?

Select the correct option

- |                                  |                           |    |
|----------------------------------|---------------------------|----|
| <input type="radio"/>            | One space if hand written | // |
| <input type="radio"/>            | two space if hand written | // |
| <input type="radio"/>            | two spaces if typed       | // |
| <input checked="" type="radio"/> | both A and C              | // |



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Question # 15 of 30 ( Start time: 03:17:02 AM, 20 July 2020 )

Total Marks: 1

Which of the following is not the purpose of informational reports?

Select the correct option

- |                                  |   |    |
|----------------------------------|---|----|
| <input checked="" type="radio"/> | To Inform or instruct the reader            | // |
| <input type="radio"/>            | Analyzing the information                   | // |
| <input type="radio"/>            | Giving the details of events and activities | // |
| <input type="radio"/>            | None of the above                           | // |



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Question # 16 of 30 ( Start time: 03:18:54 AM, 20 July 2020 )

Total Marks: 1

Formal minutes are often required by federal, state, or local law, by-laws, charters, or regulations.

Select the correct option

<input checked="" type="radio"/>	True	/
<input type="radio"/>	False	/

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Question # 17 of 30 ( Start time: 03:19:42 AM, 20 July 2020 )

Total Marks: 1

Fill in the blank with appropriate option to ensure concreteness.  
He \_\_\_\_\_ with his boss tomorrow.

Select the correct option

- |                                  |                       |    |
|----------------------------------|-----------------------|----|
| <input type="radio"/>            | will have discussion  | // |
| <input type="radio"/>            | shall discuss         | // |
| <input checked="" type="radio"/> | will discuss          | // |
| <input type="radio"/>            | shall have discussion | // |



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Question # 18 of 30 ( Start time: 03:21:10 AM, 20 July 2020 )

Total Marks: 1

A letter of inquiry asks someone for specific information.

Select the correct option

- False
- True

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Question # 19 of 30 ( Start time: 03:21:53 AM, 20 July 2020 )

Total Marks: 1

Choose the correct option.  
\_\_\_\_\_ is one of the cores of concreteness.

Select the correct option

- |                                  |                  |   |
|----------------------------------|------------------|---|
| <input type="radio"/>            | Grammar          | / |
| <input type="radio"/>            | Formal writing   | / |
| <input type="radio"/>            | Informal writing | / |
| <input checked="" type="radio"/> | Clarity          | / |



Click to Save Answer &amp; Move to Next Question



Question # 21 of 30 ( Start time: 03:27:28 AM, 20 July 2020 )

Total Marks: 1

Choose the correct option.  
There are \_\_\_\_\_ types of writing.

Select the correct option

- |                                  |       |    |
|----------------------------------|-------|----|
| <input type="radio"/>            | five  | // |
| <input checked="" type="radio"/> | four  | // |
| <input type="radio"/>            | three | // |
| <input type="radio"/>            | two   | // |

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Question # 23 of 30 ( Start time: 03:29:12 AM, 20 July 2020 )

Total Marks: 1

A message organized by using direct plan starts with a buffer statement.

Select the correct option

True



False

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Question # 24 of 30 ( Start time: 03:30:22 AM, 20 July 2020 )

Total Marks: 1

Communicating concretely does not mean being \_\_\_\_\_.

Select the correct option

- |                                  |  |    |
|----------------------------------|--|----|
| <input type="radio"/>            | vague and general in one's writing     | // |
| <input type="radio"/>            | direct and explicit in one's writing   | // |
| <input type="radio"/>            | specific and definite in one's writing | // |
| <input checked="" type="radio"/> | All of the above                       | // |



Click to Save Answer &amp; Move to Next Question

Question # 26 of 30 ( Start time: 03:33:39 AM, 20 July 2020 )

Total Marks: 1

Which of the following parameters defines demographics of consumers?

Select the correct option

- |                                  |             |    |
|----------------------------------|-------------|----|
| <input type="radio"/>            | Personality | // |
| <input type="radio"/>            | Attitude    | // |
| <input type="radio"/>            | Lifestyle   | // |
| <input checked="" type="radio"/> | Income      | // |

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Question # 27 of 30 ( Start time: 03:34:37 AM, 20 July 2020 )

Total Marks: 1

In a business message, talk to your audience in a way that they are left with no -----.

Select the correct option

- |                                  |                   |    |
|----------------------------------|-------------------|----|
| <input type="radio"/>            | certainty         | // |
| <input type="radio"/>            | hope              | // |
| <input checked="" type="radio"/> | confusion         | // |
| <input type="radio"/>            | none of the above | // |



Click to Save Answer &amp; Move to Next Question

Question # 28 of 30 ( Start time: 03:36:10 AM, 20 July 2020 )

Total Marks: 1

\_\_\_\_\_ are considered binding contracts, so one should avoid implying offers or promises that can't be delivered.

Select the correct option

- |                                  |                          |    |
|----------------------------------|--------------------------|----|
| <input type="radio"/>            | Acceptance letters       | // |
| <input checked="" type="radio"/> | Sales letters            | // |
| <input type="radio"/>            | Claim letters            | // |
| <input type="radio"/>            | Job applications letters | // |

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Question # 29 of 30 ( Start time: 03:36:53 AM, 20 July 2020 )

Total Marks: 1

In many organizations the final piece of writing is a team effort; with more than one writer working on a single document is called \_\_\_\_\_.

Select the correct option

- |                                  |               |    |
|----------------------------------|---------------|----|
| <input checked="" type="radio"/> | collaboration | // |
| <input type="radio"/>            | scheduling    | // |
| <input type="radio"/>            | technology    | // |
| <input type="radio"/>            | all of above  | // |

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Question # 30 of 30 ( Start time: 03:37:35 AM, 20 July 2020 )

Total Marks: 1

In the composition of a business message technology like Microsoft Word affects the composing process by \_\_\_\_\_.

Select the correct option

- |                                  |  |    |
|----------------------------------|--|----|
| <input type="radio"/>            | decreasing productivity                        | // |
| <input type="radio"/>            | increasing effectiveness                       | // |
| <input type="radio"/>            | decreasing both productivity and effectiveness | // |
| <input checked="" type="radio"/> | increasing both productivity and effectiveness | // |



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