

FINAL TERM EXAMINATION
ENG201- Business and Technical English Writing

Choose the sentence with the correct punctuation.

- ▶ I wanted a cup of coffee not a glass of milk.
- ▶ I wanted a cup of coffee: not a glass of milk.
- ▶ I wanted a cup of coffee, not a glass of milk.
- ▶ I wanted a cup of coffee; not a glass of milk.

Choose the correct sentence.

- ▶ One-third of the eligible population tend not to vote in national elections.
- ▶ One-third of the eligible population are tending not to vote in national elections.
- ▶ One-third of the eligible population have tended not to vote in national elections.
- ▶ One-third of the eligible population tends not to vote in national elections.

Which one of the following component is not a part of planning written message?

- ▶ Developing the main idea
- ▶ Construct an outline
- ▶ Estimate the appropriate length
- ▶ Handle audience's questions effectively

Feeling nervous leads speakers to:

- ▶ Improperly evaluate themselves
- ▶ Forget their speech
- ▶ Eliminate their anxiety
- ▶ Exaggerate their anxiety.

Which one of the following questions that produce specific information, save time, requires less effort to answer, and eliminate bias and prejudice in answers?

- ▶ Open-ended questions
- ▶ Close-ended questions
- ▶ Subjective questions
- ▶ Objective questions

AIDS stands for:

- ▶ Attention Immunodeficiency Syndrome
- ▶ Acquired Implement System
- ▶ Acquired Immunodeficiency Syndrome

▶ Attention Implement System

Which of the following messages aim to influence audiences who are inclined to resist, so they depend heavily on strategic planning?

- ▶ Considerate messages
- ▶ Courteous messages
- ▶ Informative messages
- ▶ Persuasive messages

Which form is correct in most situations?

- ▶ Could you help me?
- ▶ Help me?
- ▶ Excuse me; I was wondering if you could possibly help me?
- ▶ I need help.

Choose the correct sentence.

- ▶ He is a happily-married man.
- ▶ He is a happily married man.
- ▶ He is a happily, married man.
- ▶ He is a happily; married man

In the following sentence, which word is there a missing apostrophe?

My parents and their friends often visit each others houses.

- ▶ House's
- ▶ Parent's
- ▶ Other's
- ▶ Friend's

What punctuation mark should complete the following sentence?

John was angry and shouted at his son, "Go to your room now!

- ▶ Question mark
- ▶ Full stop
- ▶ Speech mark
- ▶ Comma

Which of the following proposal section refers to discussion of results?

- ▶ Conclusion
- ▶ Budget
- ▶ Procedure
- ▶ None of the above

Which of the following speech offers a verbal explanation of a complex process?

- ▶ Explanatory speech
- ▶ Instructional speech
- ▶ Demonstration speech
- ▶ Oral briefing

_____ is a matter of grouping or clustering ideas clearly.

- ▶ Visualization
- ▶ Simplification
- ▶ Effective organization
- ▶ Word choice

Which of the following would be unethical to use in a persuasive message?

- ▶ Consideration of audience needs
- ▶ The "you" attitude
- ▶ Manipulation
- ▶ Persuasion

Choose the correct sentence.

- ▶ Carl worried about the hurricane; but tried to stay calm and help his family.
- ▶ Carl worried about the hurricane; but tried to stay calm, and help his family.
- ▶ Carl worried about the hurricane but tried to stay calm and help his family.
- ▶ Carl worried about the hurricane but tried to stay calm, and help his family.

Choose the sentence with the correct comma placement.

- ▶ You are I am sure, telling the truth.
 - ▶ You are I am sure telling, the truth.
 - ▶ You are, I am sure, telling the truth.
 - ▶ You are, I am sure telling the truth.
-

Choose the sentence with the correct punctuation.

- ▶ Clothes are often made from synthetic material; for instance, rayon.
- ▶ Clothes are often made from synthetic material, for instance, rayon.
- ▶ Clothes are often made from synthetic material, for instance: rayon.
- ▶ Clothes are often made from synthetic material, for instance; rayon.

Which is farthest in the past?

- ▶ couple of days
- ▶ last week
- ▶ a day before yesterday
- ▶ a month ago

Which phrase should be used while making a presentation ?

- ▶ Please feel free to interrupt me with questions.
- ▶ Don't disturb me while I'm presenting these statistics.
- ▶ No, you're wrong. We need more staff.
- ▶ Please! No interruptions during the presentation.

Which Three types of readers usually exist?

- ▶ Phantom Readers, Future Readers, Complicated Readers
- ▶ Future Readers, Complex Readers, Complicated Readers
- ▶ Future Readers, Complex Readers, Technical Readers
- ▶ Phantom Readers, Future Readers, Complex Readers

Which of the following aspect represents a series of events that tells the reader what happened?

- ▶ Description
- ▶ Analysis
- ▶ Narration
- ▶ Improved version

Which of the following feature should be placed either immediately before or immediately after the noun?

- ▶ Adverb modifiers
 - ▶ Dependent clause
 - ▶ None of them
 - ▶ Modifiers of noun
-

Choose the correct sentence.

- ▶ I am asking if you would like to rollerblade together tomorrow?
- ▶ I am asking "if you would like to rollerblade together tomorrow"?
- ▶ I am asking "if you would like to rollerblade together tomorrow."
- ▶ I am asking if you would like to rollerblade together tomorrow.

Choose the correct sentence.

- ▶ Jan asked? "What did Joe mean when he said, 'I will see you later.'"
- ▶ Jan asked, "What did Joe mean when he said, 'I will see you later.'"
- ▶ Jan asked, "What did Joe mean when he said, 'I will see you later'?"
- ▶ Jan asked, "What did Joe mean when he said, 'I will see you later'?"

What is meant by attitudes?

- ▶ Judgments of right and wrong
- ▶ Observable actions
- ▶ Statements of approval or disapproval
- ▶ Statements of truth

Which of the following element refers to brief overview of report's most important point?

- ▶ Synopsis
- ▶ Executive Summary
- ▶ Contents
- ▶ Bibliography

What should be the purpose of visual aids?

- ▶ To make the document interesting
- ▶ To provide information
- ▶ To simplify the data
- ▶ All of the above

What is the last thing you need to do before you get ready to distribute your document?

- ▶ Designing
- ▶ Revising
- ▶ Proofreading
- ▶ All of the above

Which one of the following should be placed either immediately before or after the noun?

- ▶ Misplaced Modifiers
- ▶ Modifiers of Nouns
- ▶ Adverb Modifiers
- ▶ Dangling Modifiers

(Marks: 2)

What is the difference between Alphanumeric and Decimal System?

(Marks: 2)

Define the term "Pagination".

(Marks: 2)

Define the term Syllable.

(Marks: 3)

What do you know about Hardware Functional Specifications?

(Marks: 3)

Why do we use Semicolons?

(Marks: 3)

Explain 'Title fly and Title Page'.

How Formal Speeches and Presentations can be developed?

What is Conventional Superstructure for Instructions and why is it important in Technical English?

(Marks: 10)

poorly organized structure

(Marks: 10)

Write a detailed note on Delivering the Speech.