

ENG-201 Final Term Exams Preparation Virtual University

Sr	Questions	Answers Choice
1	What are the best persuasive messages closely connected to?	A. The indirect approach B. The positive aspects of your message C. The direct approach D. The desires and interests of the audience
2	Which is the most polite expression?	A. Can I help you? B. Could I help you? C. May I help you? D. Should I help you?
3	Which of the following proposal section is related to researcher's investigation?	A. Justification of the study B. Research question C. Definition of terms D. Purpose of the study
4	What is the tense used in the following sentence? They will have already taken the test.	A. future past B. present perfect C. future perfect D. past perfect progressive
5	A look of came over Nancy's face when the verdict was announced. She now wants to meet with lobbyists who work to change laws for the betterment of society	A. disgust B. deform C. discussed D. disperse
6	Implication of a word or a suggestion separate from the usual definition is called	A. Denotation B. Connotation C. none of the above D. Above
7	Which of the following should be essentially considered during speeches and presentations?	A. Dress B. Time C. Microphone D. None of above
8	While practicing your speech you should do all of the following except:	A. Finish your speech without stopping to correct errors or to restart B. Practice in a singular setting C. Keep practice sessions brief D. Practice in various settings
9	He wanted to join the navy _____ his parents did not allow him to	A. if B. but C. neither D. either
10	What punctuation mark should complete the following sentence? John was angry and shouted at his son, "Go to your room now!	A. Question mark B. Full stop C. Speech mark D. Comma
11	How can we increase the audience's ability to absorb and remember information from a purely practical standpoint?	A. Audience attention B. Presentation C. Speech D. The visual aids
12	When analyzing an audience during the speech, the first thing the speaker should be aware of is the audience's.	A. Evaluation B. Understanding C. Motivation D. Attention
13	"An attachment notation is included to remind the reader to check additional pages of information. This is typed single or double space below the reference initials." Match the above statement with one of the followings:	A. Copy Notation B. Enclosure C. Attention line D. Postscript
14	What is meant by attitudes?	A. Judgments of right and wrong B. Observable actions C. Statements of approval or disapproval D. Statements of truth

15	What should be the purpose of visual aids?	A. To make the document interesting B. To provide information C. To simplify the data D. All of the above
16	We are planning to go to either Spain or France during the holidays	A. either...nor B. either...or C. neither...and D. both...nor
17	How can we hold audience's attention?	A. Plan to devote half of your time on audience's behavior B. Present every point in light of audience's needs and values C. By changing tone of voice D. None of them
18	Why document objective should be stated at the beginning?	A. To motivate readers to read further B. To gain readers' attention C. Both i & ii D. To impress readers
19	Software functional specs usually contain.	A. Assumptions, resources B. Cost target, Maintenance C. A & b D. Orientation specs and Functional specs
20	Claim letter is also called:	A. Transmittal letter B. Credit refusing letter C. Adjustment letter D. Complaint letter
21	Why is the baby crying? _____ she is hungry _____ her nappy needs changing.	A. Neither nor B. Either or C. Neither and D. Either nor
22	Many people want to emigrate from their native countries to other nations. However, nowadays, it's much more difficult than it was in the past.	A. emigrate B. immigrate C. Imminent D. Eminent
23	He doesn't like her, but he wants her to like him	A. It is a compound sentence B. It is a compound-complex sentence C. It is a complex sentence D. It is a simple sentence
24	The children at the deaf-mute center can _____ hear _____ speak	A. neither...and B. neither...nor C. either...and D. either...nor
25	Middle Eastern restaurants often have a way of whisking you away to a far off land of belly dancers, exotic spices and drink.	A. instigating B. intimidating C. incriminating D. intoxicating
26	She employs a maid to do _____ the cooking _____ washing for her family	A. neither...nor B. both...and C. either...and D. both...then
27	Choose the sentence with the correct punctuation	A. The American flag has three colors: namely, red, white, and blue B. The American flag has three colors, namely; red, white, and blue C. The American flag has three colors; namely, red, white, and blue D. The American flag has three colors namely, red, white, and blue
28	Which one of the following cannot be used for the suffix -ure?	A. lect B. fiss C. depart D. polit
29	The band are bringing..... a new album in the new year	A. over B. down C. out D. up
30	Feeling nervous leads speakers to:	A. Improperly evaluate themselves B. Forget their speech C. Eliminate their anxiety D. Exaggerate their anxiety

31	Which of the followings are real but unnamed readers?	A. Potential Readers B. Future Readers C. Complex Readers D. Technical Readers
32	The children are tired _____ happy after their trip to the zoo	A. but B. if C. when D. as
33	America has been called the affluent society because of its abundance of goods and services	A. Middle-class B. Divided C. Prosperous D. Generous
34	The liver regulates most chemical levels in the blood and excretes a product called bile, which helps waste products from the liver	A. carry over B. carry on with C. carry away D. carry through
35	----- is a list of source materials on a particular subject.	A. Index B. Bibliography C. Appendixes D. Glossary
36	To Darwin we _____	A. have owed the change B. owe the change C. owing the change D. have owed the change
37	He was told not to laugh at policemen.	A. -ed B. -ing C. Infinitive D. Past
38	Which one of the following is more effective Technical Communication?	A. Oral communication B. Mata communication C. Non verbal communication D. Written communication
39	Which of the following reports represent prefatory parts, text and supplementary parts?	A. Formal reports B. Informal reports C. Analysis reports D. Progress reports
40	Which of the following should be avoided while writing business message?	A. Pompous language B. Intimacy C. Preaching and bragging D. All of the above
41	She on trying to pass her driving test but fails every time	A. had kept B. is keeping C. keeps D. kept
42	"I am currently studying veterinary medicine, and I am working part-time at an animal clinic."This statement in the introduction of the speech could best be described as:	A. Gaining attention B. Revealing the topic C. Establishing credibility D. Bragging
43	"Many students who have to take out loans, have a heavy debt load on graduation."	A. Punctuation error B. Run-on sentence C. Pronoun case error D. Pronoun-antecedent agreement
44	A provocative question can be an effective way to open an essay. Students have begun essays with such interesting questions as, "What do you think your name means?" and "How long do you think it would take you to count to one billion?"	error A. arousing interest B. very brief C. Unanswerable D. Funny
45	_____ the men _____ their supervisor is to be blamed for the mishap.	A. Either...nor B. Either...and C. Neither...and D. Neither...nor
46	Which of the following is generally organized by direct approach and receives a favorable reaction?	A. Business message B. Bad news message C. Good news message D. Routine message
47	Choose the correct option.Feasibility reports are used:	A. To analyze problems and predict practical alternatives B. To control problems, sell products and services C. To monitor and control production, sales, shipping, etc D. To solve problems and supply facts

48	Choose the correct option. The conclusion or ending paragraph of a document should bring the communication to a polite and ----- close.	A. Subtle (Not sure) B. measurable C. interminable D. businesslike
49	What type of questions is used in both factual information and underlying feelings?	A. Multiple questions B. Objective questions C. Subjective questions D. Open-ended questions
50	Which of the following is associated with scholarly writing?	A. Informal writing B. Formal writing C. Archaic writing D. Technical writing
51	If society as a whole cannot be rejuvenated, the individual needs to work for personal certainty	A. It contains an appositive phrase B. It contains an adjectival clause C. It contains an adverbial clause D. It contains a noun clause
52	Choose the correct sentence	A. You may not enter Mr. Harris office without his permission B. You may not enter Mr. Harrises office without his permission C. You may not enter Mr. Harris' office without his permission D. You may not enter Mr. Harris's office without his permission
53	Resist, so they depend heavily on strategic planning	A. Considerate messages B. Courteous messages C. Informative messages D. Persuasive messages
54	Something that stands for or represents something else, especially an object representing an abstraction is called.	A. Pagination B. Symbol C. Equation D. Acronyms
55	The act of considering or examining something in order to judge its value shows:	A. Credibility B. Evaluation C. Conciseness D. All of them
56	Which question is used to ask about residential status?	A. What's your address? B. Where are you from? C. Where do you belong to? D. Please sign here
57	Choose the correct sentence:	A. A friendly-little dog is all I need for company B. A friendly little dog is all I need for company C. A friendly, little dog is all I need for company D. A friendly; little dog is all I need for company
58	Which of the following composition process is used in general and specific purpose while developing profile?	A. Composing business message B. Defining objectives C. Bad news message D. Planning business message
59	"I like James. He is quick on the..... You only have to tell that guy how to do something once. He understands the importance of something and how it works very quickly," Jack said to his assistant.	A. intake B. uptake C. second take D. take
60	"Guinevere and Lancelot, who can be considered archetypal betrayers."	A. It is a comma splice B. It is a sentence fragment C. It contains an adverbial clause D. It contains a noun clause
61	Bryan's friends dared him to jump off of the cliff into the awaiting lake below. But the intuitive boy forsakes the danger because the lake looked shallower than usual.	A. foresaw B. forced C. forsake D. forewent
62	The sentence that states the main idea is called	A. Main idea of paragraph B. Topic of paragraph C. Topic sentence D. Supporting details
63	Choose the best available substitute word for the following root/prefix: Poly-	A. bad B. little C. many D. self

64	Which report share one essential characteristic and is written to help decision makers choose between two or more courses of action?	A. Long report B. Short report C. Essential report D. Feasibility report
65	Which of the following complimentary close is accurate in general letter writing?	A. Yours sincerely B. Sincerely C. Yours respectfully D. All of the above
66	Choose the correct sentence.	A. A friendly-little dog is all I need for company B. A friendly little dog is all I need for company C. A friendly, little dog is all I need for company D. A friendly; little dog is all I need for company
67	When I was called upon to give an on-the-spot speech in class, I was so surprised that I stood up and recited nothing but gibberish.	A. Nonsense B. Lies C. Clichés D. Jokes
68	How many elements are found in the conventional superstructure of a progress report?	A. Three B. Four C. Five D. Six
69	How can we make visual aids easy to understand?	A. By Informative titles B. By using appropriate objects C. By removing unnecessary details D. All of them
70	Which of the following speech offers a verbal explanation of a complex process?	A. Through visual aids B. Through simple use of language C. Through verbose language D. Through skill
71	Which of the following can be classified as a bad-news letter?	A. Letter of resignation B. Message of inquiry C. Request for a time extension D. None of the above
72	Which one of the following should be placed either immediately before or after the noun?	A. Misplaced Modifiers B. Modifiers of Nouns C. Adverb Modifiers D. Dangling Modifiers
73	Which of the following presents the main idea before the supporting data?	A. Strategic plan B. Indirect plan C. Direct plan D. Business plan
74	Which of the following factor is discussed in the data analysis section?	A. The budget B. How the data will be collected? C. Results and findings D. All of the above
75	The injured boy must receive medical attention at once _____ he will die.	A. and B. or C. but D. nor
76	Which one of the following is a sentence fragment?	A. the dog will not bite him B. However, the dog doesn't bite him C. Although the dog will not bite him D. All of the above
77	How many elements are present in superstructure for feasibility reports?	A. Four B. Five C. Six D. Seven
78	Which of the following aspect denotes the necessary research and organizing ideas?	A. Informal letter B. Report production C. Manuscript D. None of them
79 Get tired of answering the same questions every day?	A. Do you ever B. Had you ever C. Are you ever D. Have you ever
80	-----is used to enclose one or more entire sentences that add relevant but not essential detail to the main discussion.	A. Ellipses B. Exclamation marks C. Parentheses D. Brackets

81	Which of the following would be unethical to use in a persuasive message?	A. Consideration of audience needs B. The "you" attitude C. Manipulation D. Persuasion
82	Feasibility reports are used:	A. To analyze problems and predict practical alternatives B. _{To control problems, sell products and services} C. To monitor and control production, sales, shipping, etc D. To solve problems and supply facts
83	Finland and the Finnish upper secondary education system constitute a good example of the fact that it is possible to very extensive readjustments with a view to making a system more flexible and adapted to individualized learning.	A. carry away B. carry through C. carry on with D. carry off
84	An eagle, if pressed for food, might a small baby that had been left in the open unprotected, but such an opportunity must occur very rarely	A. carry out B. carry on with C. carry off D. carry through
85	"Our society's fascination with celebrities lives has resulted in recent stalking incidents."	A. Subject-verb agreement error B. Punctuation error C. Pronoun-antecedent agreement error D. Apostrophe error
86	In the years following the American Revolution and prior to the establishment of a national government, Washington provided the fledgling country with keen economic insight, _____ and astute international judgment.	A. sense of domestic stability B. a recognition of stability that was domestic C. to stabilize the domestic situation D. which was domestically stable
87	Salutations are used in	A. memorandums B. Letters C. Informal speech D. None of above
88	Which type of sequential number is given to pages in a book or document?	A. Number B. Symbol C. Enumeration D. Pagination
89	Which of the following suggests the following statement? "First group the ideas and then put them in sequence."	A. Revising a message B. Editing a message C. Organizing a message D. Planning a message
90	Which signature is the most formal?	A. Love B. Yours faithfully C. Best wishes D. Best regards
91	What is the best answer if the interviewer asks you "Where do you want to be five years from now"?	A. This job is a stopover on my way to something bigger B. I would like to reach one of the highest positions in the company C. I would like to work at the position I will be hired D. I would like to see myself contributing significantly to the company's success
92	Which of the following sentences gives instructions?	A. Open your book and turn to page twenty-five B. You open your book and turn to page twenty-five C. Do you open your book and turn to page twenty-five D. Can you open your book and turn to page twenty-five
93	Which one of these means 'a vehicle for carrying a coffin'?	A. Hernia B. Hearse C. Heron D. Hearsay
94	What is the typical sequence of interviews?	A. Screening stage and final stage B. Screening stage, selection stage, and final stage C. Selection stage and final stage D. There is no typical sequence of interviews
95	Which of the following element refers to brief overview of report's most important point?	A. Synopsis B. Executive Summary C. Contents

		C. Contents D. Bibliography
96	Complete the question tag: They worked for Kaufman's,	A. Did they? B. Haven't they? C. Didn't they? D. Had they?
97	How many steps a Planning report has?	A. Three B. Four C. Five D. Six
98	A letter or report to a customer from an employer belongs to which kind of communication?	A. official communication B. officer communication C. administrator communication D. manager communication
99	"I like James. He is quick on the..... You only have to tell that guy how to do something once. He understands the importance of something and how it works very quickly," Jack said to his assistant.	A. intake B. uptake C. second take D. take
100	Where we use proper tone from the beginning in a reasonable and understandable way?	A. Neutral news message B. Bad news message C. Good news message D. Business message
101	Which question asks for advice?	A. What would you like to know? B. What should I do with my plastic bottles? C. I'm afraid I don't know where the entrance is D. May I help you in any way?
102	Mr. James cannot speak English _____ he can speak Mandarin very well	A. because B. but C. since D. while
103	How many suffixes are in the word 'peaceful'?	A. 1 B. 2 C. 0 D. 3
104	Which of the following is a nonverbal communication conveyed by posture and movement?	A. Expressions B. Body language C. Nodding of head D. Smile
105	An employee with 400 accrued sick leave hours at the end of the fiscal year will into the new fiscal year 360 hours of sick leave and 8 hours of additional annual leave.	A. carry out B. carry off C. carry over D. carry on
106	What is Title Fly?	A. Title fly is a page with four blocks of information B. Title fly is a plain sheet of paper with only the title of the report on it C. Title fly is a page with the name, title, and address of the person or organization writing the report D. None of the above
107	Which of the following statement does not apply to the element of "discussion" in a report?	A. It should be consistent with the study results B. It should not go beyond the study results C. It should generally be distinct from the results D. In qualitative studies, keeping it distinct from results is difficult
108	America is at the front of the race to become the world's most obese country.	A. underling B. underbelly C. undecidedly D. undeniably
109	Biased language that might offend the audience is based on -----	A. Cultural bias, gender bias B. Cultural bias, nationality bias C. Unity bias, nationality bias D. None of them
110	Which of the following is achieved through a balance between precise language and familiar language?	A. Clarity B. Correctness C. Concreteness D. Conciseness

A. Memorandum

111	Which format should be used if the information is being sent inside an organization?	A. Memorandum B. Report C. Letter D. Proposals
112	Modern Asian restaurants in Jakarta have an External history	A. exude B. extended C. extracted D. External
113	What is the concept of dangling modifiers?	A. Modifies a word not clearly stated in the sentence B. Modifiers a word clearly stated in the sentence C. Modification of complete sentences D. Modification of phrases
114	-----is used at the end of a line when a word must be divided or to link the parts of a compound word or phrase	A. Dash B. Quotation marks C. Apostrophe D. Hyphen
115	A fault in the communication procedure where the meaning of the message is lost 'in translation' from intention to language or from language to understanding is called.....	A. Distortion B. Noise C. Redundancy D. Feedback
116	How can we create motivation among the audience during the presentation?	A. Through visual aids B. Through simple use of language C. Through verbose language D. Through skill
117	Choose the correct option. A good business letter is simple and straightforward without being harsh or -----.	A. patriotic B. paternal C. patronizing D. panoramic
118	Which of the following messages aim to influence audiences who are inclined to resist, so they depend heavily on strategic planning?	A. Considerate messages B. Courteous messages C. Informative messages D. Persuasive messages
119	What is considered as the heart of a report?	A. The introduction of a report B. Introduction, body, and a close C. Only the body of the report D. A variety of components
120	Which of the following are functional units that revolve around a single thought?	A. Paragraphs B. Passages C. Fragments D. Documents
121	Why style guides are widely used in organizations?	A. To achieve a uniform document B. To achieve consistency of style C. To achieve consistency of style D. Both i & ii
122	What is meant by intended reader?	A. Simple reader B. Complex reader C. A member of a target audience D. Unplanned reader
123	Use hyphens to connect certain prefixes to nouns. In most scientific and technical styles, the following prefixes are usually followed by a _____.	A. comma B. full stop C. hyphen D. colon
124	Ever since he married Jane, he's had a new ____ on life	A. title B. rent C. lease D. loan E.
125	Choose the sentence with the correct comma placement	A. We will grant you immunity, if you decide to cooperate with us B. We will grant you immunity, if you decide, to cooperate with us. C. We will grant you immunity if you decide, to cooperate with us. D. We will grant you immunity if you decide to cooperate with us.
126	The ape is accepted, and sits quietly smoking a cigar and reading a newspaper, which he holds upside down	A. It is a compound-complex sentence B. It is a compound sentence C. It is a simple sentence D. It is a complex sentence

A. Provide functions and tasks the

127	Which of the following is the main task of a Conventional Résumé?	applicant can perform B. Make your name and professional achievements prominent C. Put the most important information first D. Place the name and professional objectives at the top
128	Choose the correct option. A good business letter is simple and straightforward without being harsh or -----.	A. patriotic B. paternal C. patronizing D. panoramic
129	In the following sentence, which word is there a missing apostrophe? My parents and their friends often visit each others houses	A. House's B. Parent's C. Other's D. Friend's
130	I complete silence now while I try this experiment	A. have wanted B. did want C. am wanting D. want
131	"Comparing the two essays on space exploration, Zaid's argument is more convincing than Ali's."	A. Faulty comparison B. Dangling modifier C. Comma splice D. Run-on sentence
132	America is at the front of the race to become the world's most obese country	A. underling B. underbelly C. undecidedly D. undeniably
133	Which type of Visual aid is three-dimensional?	A. Objects B. Graphs C. Graphics D. Pictures
134	Which of the following report is often used when sending information to a reader outside the organization?	A. Letter reports B. Business reports C. Formal reports D. Informal reports
135	Which of the following types of interviews will judge interpersonal skills in a better way?	A. Open-ended interview B. Stress interview C. Video interview D. Group interview
136	If your message is specific, definite and vivid; which of the following principle has been applied?	A. Completeness B. Correctness C. Conciseness D. Concreteness
137	How many categories of role playing are used in meetings?	A. Three B. Two C. Four D. Five
138	_____ in his grand operas, Rinsky-Korsakov six times dealt with fantastic and but twice with real or historical subjects.	A. Observing that when B. It will be observed that C. When will it be observed D. Which of that will observe
139	Marijuana is less toxic than alcohol or tobacco. Because, some people believe it should be legalized	A. Therefore B. Because C. So D. and
140	Animals and humans use the evaporation of water to heat that is absorbed from the sun or generated by metabolic activity and exercise.	A. carry away B. carry out C. carry off D. carry through
141	Which of the following mechanics is used to denote a number of things on a list one by one?	A. Symbols B. Equations C. Acronyms D. Enumeration
142	How many elements are found in general superstructure of reports?	A. Three B. Two C. Six D. Five
143	How many elements are found in conventional superstructure for instructions?	A. Three B. Four C. Five D. Two

144	Buffer of a bad news should be	A. explanatory B. neutral C. positive D. negative
145	He was told not to laugh at policemen	A. -ed B. -ing C. Infinitive D. Past
146	Which of the following aspect represents a series of events that tells the reader what happened?	A. Description B. Analysis C. Narration D. Improved version
147	While delivering an oral presentation to large groups, a person should use ----- style.	A. Casual B. Informal C. Formal D. Interpersonal
148	Which of the following proposal section refers to discussion of results?	A. Conclusion B. Budget C. Procedure D. None of the above
149	If you go to a Mexican restaurant, you can infer that	A. They will not serve tea B. They will have hot dogs on the menu C. They have specialized in Mexican food D. They will have the best food in the town
150	Software functional specs usually contain:	A. Assumptions, resources B. Cost target, Maintenance C. A & b – correct D. Orientation specs and Functional specs
151	Which of the following punctuation refers to explain some points within the sentence?	A. Dash B. Colon C. Semicolon D. Ellipsis
152	Which of the followings are like good mail order forms, although they also provide more room for explaining special needs	A. Order letters B. Adjustment letters C. Inquiry letters D. Deposit letters
153	"Many people probably think that politeness is simply a social lubricant."	A. It contains a noun clause B. It contains an adverbial clause C. It contains an adjectival clause D. It contains a prepositional phrase
154	I want complete silence now while I try this experiment	A. have wanted B. did want C. am wanting D. Want
155	Pauline and Bruno have a big argument every summer over where they should spend their summer vacation.	A. Compound Sentence B. Compound-Complex Sentence C. Simple Sentence D. Complex Sentence
156	What is the last thing you need to do before you get ready to distribute your document?	A. Designing B. Revising C. Proofreading D. All of the above
157	How many types of criteria are used in proposal?	A. Two B. Three C. Four D. Five
158	Abstract stands for:	A. Condensation of entire reports B. Focusing on the main issues C. a & b D. Writing problems
159	Which of the following is unsurpassed in its ability to depict the composition of a whole?	A. Pie Charts B. Flow Charts C. Organizational Charts D. Schedule Charts
160	All animals are born with innate or qualities. As they grow, they pick up new skills from their environment	A. illicit B. immanent C. imminent D. eminent

161	The meaning of the stem traditis:	<p>A. chance</p> <p>B. hand over, deliver</p> <p>C. stand, place</p> <p>D. fall</p>
162	What is meant by the term 'Connotative'?	<p>A. It refers to the literal meaning of words</p> <p>B. It refers to the associations that are connected to a certain word</p> <p>C. It refers to general meaning of words</p> <p>D. It refers to cognitive meaning of words</p>
163	"Why is the baby crying?" "_____ she is hungry _____ her nappy needs changing."	<p>A. Neither...nor</p> <p>B. Either...or</p> <p>C. Neither...and</p> <p>D. Either...nor</p>
164	Identify the correct subjects and verbs. The subjects are in bold and the verbs are underlined	<p>A. The insurance agent gave her sound advice.</p> <p>B. The insurance agent gave her sound advice.</p> <p>C. The insurance agent gave her sound advice.</p> <p>D. The insurance agent gave her sound advice.</p>
165	International restaurants in Singapore are particularly adept at simultaneously perfecting both eastern and western dishes on their menus	<p>A. Partly</p> <p>B. Particularly</p> <p>C. Partially</p> <p>D. Particularly</p>
166	The Introduction of a report answers:	<p>A. Proposal</p> <p>B. Facts of report</p> <p>C. Conclusions and Recommendations</p> <p>D. Reader questions</p>
167	Which phrase should be used while making a presentation ?	<p>A. Please feel free to interrupt me with questions</p> <p>B. Don't disturb me while I'm presenting these statistics</p> <p>C. No, you're wrong. We need more staff</p> <p>D. Please! No interruptions during the presentation.</p>
168	That car is too expensive for our budget	<p>A. inexpensive</p> <p>B. costly</p> <p>C. priced</p> <p>D. small</p>
169	A semicolon is more ----- than the comma	<p>A. Formal</p> <p>B. Informal</p> <p>C. Useful</p> <p>D. None of above</p>
170	My Corvette's voracious appetite for gasoline made me decide to trade it in for an economy car, the Chevette.	<p>A. Tiny</p> <p>B. Huge</p> <p>C. Sensational</p> <p>D. Finicky</p>
171	Which of the following can be defined as follows."It is not merely politeness with mechanical insertion of 'please' and 'thank you', rather it is politeness that grows out of respect and concern for others."	<p>A. Clarity</p> <p>B. Courtesy</p> <p>C. Consideration</p> <p>D. Credibility</p>
172	Which of the following is the first thing you must consider while writing a resume?	<p>A. Defining your objectives</p> <p>B. Planning your objectives</p> <p>C. Evaluating your objectives</p> <p>D. Revising your objectives</p>
173	The children at the deaf-mute center can neither hear nor speak	<p>A. Neither...and</p> <p>B. Neither...nor</p> <p>C. Either...and</p> <p>D. Either...nor</p>
174	You must have been either daydreaming or sleeping in class again	<p>A. Neither...nor</p> <p>B. <sub>Either...or</sub></p> <p>C. Neither...or</p> <p>D. Both...or</p>
175	All seven C's can apply to	<p>A. Oral communication</p> <p>B. Written communication</p> <p>C. Both of the above</p> <p>D. None of the above</p>

176	Choose the best available substitute word for the following root/prefix:Annu-	A. day B. month C. minute D. year
177	Which of the following feature should be placed either immediately before or immediately after the noun?	A. Adverb modifiers B. Dependent clause C. None of them D. Modifiers of noun
178	What is meant by self-oriented roles?	A. Showing relationship among ideas B. Calling attention to oneself and demanding recognition from others C. Drawing out other members by showing verbal and non verbal support, praise or agreement D. Suggesting decision-making procedures
179	How will you define building credibility?	A. Try to earn confidence of strangers especially those predisposed to be skeptical or antagonistic B. Giving your audience a preview what's ahead add to your authority and more importantly, helps people understand your message C. Arousing audience's interest D. The relationship you have with your audience
180	What is meant by chronology?	A. Investigating a chain of events B. Information about the relevant subject C. Specific goals D. All of the above
181	We have enough spices for only one type of curry. We can cook both chicken curry and mutton curry.	A. Both...and B. Either...or C. Neither...nor D. Either...and
182	Airport x-ray devices _____ designed more carefully in order to detect the more sophisticated forms of explosive materials that are now produced.	A. must have been being B. must C. must be D. must have been
183	What is meant by task-facilitating roles?	A. Suggesting decision-making procedures that will move the group towards the goal B. Drawing out other members by showing verbal support C. Offering to yield on a point in the interest of reaching mutually acceptable decision D. Drawing out other members by showing verbal and non verbal support, praise or agreement www.vustudents.net
184	Which of the following is the process of drafting your message?	A. Planning B. Composing C. Editing D. Revising
185	Middle Eastern restaurants often have a way of whisking you away to a far off land of belly dancers, exotic spices and drink	A. instigating B. intimidating C. incriminating D. intoxicating
186	Identify the correct subjects and verbs.The subjects are in bold and the verbs are underlined.	A. The insurance agent gave her sound advice. B. The insurance agent gave her sound advice C. The insurance agent gave her sound advice D. The insurance agent gave her sound advice
187	We had a tremendous snowstorm during the night. Winds gusted to 45 mph. The roads are blocked, even at the bus stop	A. We decided to make a snowman B. We were not able to go to school C. We stayed inside and made hot chocolate D. We went to the store to get some snacks
188	Which one of the following component is not a part of planning written message?	A. Developing the main idea B. Construct an outline C. Estimate the appropriate length

		D. Handle audience's questions effectively
189	----- is a nonverbal communication conveyed by posture and movement.	A. expressions B. body language C. nodding of head D. none of the above
190 Any one objects if I turn the heating down?	A. Doing B. Does C. Did D. Do
191	Which of the following aspect represents the act of giving somebody a reason or incentive to do something?	A. Motivation B. Direction C. Usage D. Subject
192	Which Three types of readers usually exist?	A. Phantom Readers, Future Readers, Complicated Readers B. Future Readers, Complex Readers, Complicated Readers C. Future Readers, Complex Readers, Technical Readers D. Phantom Readers, Future Readers, Complex Readers
193	International restaurants in Singapore are adept at simultaneously perfecting both eastern and western dishes on their menus	A. partly B. particularly C. partially D. particularly
194	AIDS stands for:	A. Attention Immunodeficiency Syndrome B. Acquired Implement System C. Acquired Immunodeficiency Syndrome D. Attention Implement System
195	The Teacher compared the poet.....a bird	A. of B. to C. with D. for
196	Which phrase is used during a presentation?	A. Thanks for giving me a hand B. Thank you very much for your time today C. Thank you for your quick response. D. Thank you for your corporation
197	The expanding economy of the 1920s created new freedom for young people, who began to break away from their families and live on their own	A. It contains no dependent clause B. It contains an adverbial clause C. It contains a noun clause D. It contains a relative clause
198	In which of the following bars are replaced by drawings that represent the thing described?	A. Bar graphs B. Line Graphs C. Pictographs D. Photographs
199	Among American football aficionados, the tackling of the quarterback behind the line of scrimmage that is known as a "sack."	A. That is B. is what is C. has what D. what is
200	The lab technicians went through the titration process with _____ care	A. sedulous B. ribald C. vestigial D. mordant
201	What kind of paper can be used for a Conventional Résumé?	A. White paper B. Buff paper C. Gray paper D. All of the above
202	Choose the sentence with the correct punctuation.	A. We ask: therefore, that you keep this matter confidential B. We ask, therefore; that you keep this matter confidential C. We ask, therefore, that you keep this matter confidential D. We ask; therefore, that you keep this matter confidential
203	How many punctuation styles are usually used in business communication?	A. One B. Two C. Three D. Four

		D. Four
204	Choose the sentence with the correct comma placement.	<p>A. We will grant you immunity, if you decide to cooperate with us</p> <p>B. We will grant you immunity, if you decide, to cooperate with us</p> <p>C. We will grant you immunity if you decide, to cooperate with us</p> <p>D. We will grant you immunity if you decide to cooperate with us</p>
205	Which of the following should be done when writing recommendation letters?	<p>A. Include only relevant and factual information</p> <p>B. Avoid value judgments</p> <p>C. Balance criticisms with favorable points</p> <p>D. All of the above</p>
206	Tom was arrested on Friday. Six months later, he received a sentence of ten years in prison for dealing drugs	<p>A. illicit</p> <p>B. elite</p> <p>C. eliminate</p> <p>D. elicit</p>
207	They can watch _____ the detective series _____ the foreign movie	<p>A. neither...and</p> <p>B. either ...or</p> <p>C. both...or</p> <p>D. either...then</p>
208	Which type of Visual aid is the most difficult to execute effectively?	<p>A. Graphics</p> <p>B. Projections</p> <p>C. Handouts</p> <p>D. Film and video</p>
209	If you are at a meeting and are asked to report on the progress you have made on a project,what method of delivery you will use?	<p>A. Extempore</p> <p>B. Impromptu</p> <p>C. Memorization</p> <p>D. Reading</p>
210	"The politicians in office today need to start looking for a solution to our Social Security program running out of funds instead of passing the buck to the next people in line," George said to Luke. "You it! I am sick of hearing about problems in this country and never hearing about any solutions	<p>A. thought</p> <p>B. meant</p> <p>C. post</p> <p>D. said</p>
211	The children are tired _____ happy after their trip to the zoo.	<p>A. But</p> <p>B. if</p> <p>C. when</p> <p>D. as</p>
212	Identify the correct subjects and verbs.The subjects are in bold and the verbs are underlined	<p>A. In the newspaper, an interesting article appeared</p> <p>B. In the newspaper, an interesting article appeared</p> <p>C. In the newspaper, an interesting article appeared</p> <p>D. In the newspaper, an interesting article appeared</p>
213	"Would you like to have fruits _____ ice-cream for dessert?" the waitress asked us.	<p>A. for</p> <p>B. as</p> <p>C. but</p> <p>D. or</p>
214	Which of the following accurately convey the actual appearance of things?	<p>A. Graphs</p> <p>B. Diagrams</p> <p>C. Charts</p> <p>D. Tables</p>
215	Which form is correct in most situations?	<p>A. Could you help me?</p> <p>B. Help me?</p> <p>C. Excuse me; I was wondering if you could possibly help me?</p> <p>D. I need help</p>
216	A visual consisting of parallel bars representing specific data is called	<p>A. Line graph</p> <p>B. Pictogram</p> <p>C. Bar graph</p> <p>D. None of above</p>
217	Which of the following significantly improves the interest of a presentation?	<p>A. Illustration</p> <p>B. Visual aids</p> <p>C. Image</p> <p>D. Reflection</p>
218	"According to scientists, the withdrawal symptoms for caffeine are not as severe as other drugs."	<p>A. Faulty comparison</p> <p>B. Punctuation error</p> <p>C. Pronoun reference error</p> <p>D. Subject-verb agreement</p>
219	Which of the following is the correct format for a letter of request?	<p>A. Letter of claim</p> <p>B. Letter of request</p>

219	Which of the following aims at gathering specific information?	<p>D. Letter of request</p> <p>C. Letter of inquiry</p> <p>D. Letter of information</p>
220	Which one of the following is an example of a progress report?	<p>A. Bid to write training manuals for a health care corporation</p> <p>B. Presentation of the policies and procedures required by a health care corporation.</p> <p>C. Report on research done to ascertain whether online multimedia training for health care professionals is a viable option.</p> <p>D. Summary of the end-of-year-one status of a two-year project to develop multimedia-based training modules for healthcare professionals.</p>
221	Like reward, punishment serves two major functions in discipline. It deters the repetition of socially undesirable acts, and it shows the adolescent what the social group considers wrong	<p>A. Permits</p> <p>B. Changes</p> <p>C. Discourages</p> <p>D. Encourages</p>
222	"Oh, dear! I have left _____ my purse _____ keys in the other bag," said Sean.	<p>A. both...and</p> <p>B. either...and</p> <p>C. either...nor</p> <p>D. neither...or</p>
223	What is meant by the term 'Denotative'?	<p>A. It refers to the literal meaning of a word</p> <p>B. It refers to the surface meaning of the word</p> <p>C. It refers to cognitive meaning of words</p> <p>D. It refers simple meaning of words</p>
224	How can you make the following statement Concise? 'There are only four rules of our company and every employee is bound to follow these rules.'	<p>A. Four rules must be observed</p> <p>B. There are four rules that must be observed</p> <p>C. You must follow the rules</p> <p>D. Follow the rules</p>
225	"Whereas, no one could believe that she had married him."	<p>A. It is a comma splice.</p> <p>B. It is a compound sentence.</p> <p>C. It is a compound-complex sentence</p> <p>D. It is a sentence fragment</p>
226	Bruno tends to get bored sitting on the beach, watching the waves, getting sand in his swimsuit, and reading detective novels for a week	<p>A. Compound Sentence</p> <p>B. Simple Sentence</p> <p>C. Compound-Complex Sentence</p> <p>D. Complex Sentence</p>
227	Which one of these words is not a synonym for "business"?	<p>A. Capital</p> <p>B. Enterprise</p> <p>C. Project</p> <p>D. Venture</p>
228	What is the first task in planning a report?	<p>A. Defining purpose</p> <p>B. Identifying the sequence in which tasks should be performed</p> <p>C. Preparing a work plan</p> <p>D. Preparing a work plan</p>
229	Which one of the following questions that produce specific information, save time, requires less effort to answer, and eliminate bias and prejudice in answers?	<p>A. Open-ended questions</p> <p>B. Close-ended questions</p> <p>C. Subjective questions</p> <p>D. Objective questions</p>
230	Which method is a bottom-up or generative approach to research?	<p>A. Pattern method</p> <p>B. Hypothesis method</p> <p>C. Inductive method</p> <p>D. Deductive method</p>
231	Written defamation is called	<p>A. Slander</p> <p>B. Libel</p> <p>C. Written disagreeable opinions</p> <p>D. None of above</p>
232	Which of the following you consider while making the framework of your table?	<p>A. How to order the rows and columns</p> <p>B. How to align entries in the columns</p> <p>C. Where to place special notes</p> <p>D. All of them</p>
233	Which word in the following sentence should contain an apostrophe?Phillipa cannot go to her friends party because her parents have no cars.	<p>A. Phillipa</p> <p>B. parents</p> <p>C. friends</p>

		<p>C. mirror</p> <p>D. car's</p>
234	When a person gives his judgment, assessment or evaluation of something, what it will be called?	<p>A. Fact</p> <p>B. vision</p> <p>C. Analysis</p> <p>D. Opinion</p>
235	The total of livestock of all kinds which used the National Agricultural System in 1910 under pay permits _____ 2.75% in comparison with the previous year.	<p>A. carried off</p> <p>B. fired off</p> <p>C. laid off</p> <p>D. fell off</p>
236	Bruno, on the other hand, likes the view that he gets from the log cabin up in the mountains, and he enjoys hiking in the forest	<p>A. Compound-Complex Sentence</p> <p>B. Complex Sentence</p> <p>C. Simple Sentence</p> <p>D. Compound Sentence</p>
237	You might hurt yourself if you don't watch out	<p>A. It contains an appositive phrase</p> <p>B. It contains an adjectival clause</p> <p>C. It contains an adverbial clause</p> <p>D. It contains a noun clause</p>
238	to answer, and eliminate bias and prejudice in answer?	<p>A. Open-ended questions</p> <p>B. Close-ended questions</p> <p>C. Subjective questions</p> <p>D. Objective questions</p>
239	Bruno went to the White Mountains of New Hampshire, and Pauline went to Cape Cod	<p>A. Compound-Complex Sentence</p> <p>B. Complex Sentence</p> <p>C. Compound Sentence</p> <p>D. Simple Sentence</p>
240	The population has increased by 6% since 1970	<p>A. Present</p> <p>B. Infinitive</p> <p>C. -ing</p> <p>D. -ed</p>
241	Fill in the blanks with appropriate words. To create a memorable speech the subject of the speech should be related to-----	<p>A. Government's needs</p> <p>B. Media's needs</p> <p>C. Audience's needs</p> <p>D. None of above</p>
242	The liver regulates most chemical levels in the blood and excretes a product called bile, which helps carry away waste products from the liver	<p>A. carry over</p> <p>B. carry on with</p> <p>C. carry away</p> <p>D. carry through</p>
243	To ensure clarity, place your -----carefully	<p>A. articles</p> <p>B. modifiers</p> <p>C. semicolon</p> <p>D. exclamation marks</p>
244	Which is farthest in the past?	<p>A. Couple of days</p> <p>B. Last week</p> <p>C. A day before yesterday</p> <p>D. A month ago</p>