

Quiz File

ENG201

Fall 2021

1. Your resume is a persuasive argument whose purpose is to convince your readers to hire you.
 - a. False
 - b. True
2. Which of the following is not an implicit purpose of a document?
 - a. To document
 - b. To create trust and establish credibility
 - c. To provide information
 - d. To establish a relationship
3. We're having a lunch next week.....?
 - a. Do you coming
 - b. Did you come
 - c. Are you coming
 - d. Will you come
4. ----- is/are a specified audience or demographics group for whom a message is designed.

- a. Both I & II
- b. General experts
- c. None of the above
- d. Target audience

5. Choose the correct form of verb.

The clock is slow.

It isn't slow, it (stop).

- a. Stopped
- b. Will stop
- c. Had stopped
- d. Has stooped

6. The need of your audience can be-----keeping in view their purpose in reading the document.

- a. Misleading
- b. Manipulated
- c. Controlled
- d. Assessed

7. All of the following are good guidelines for rehearsing speech presentations except-----

- a. Check the timing of your speech
- b. Practice standing and speaking aloud.
- c. Practice with presentation aids.
- d. Don't over-prepare.

8. Advisors provide information and advice for the-----.

- a. Implementers
- b. **Decision makers**
- c. None of the given options
- d. Readers
- e. Media

9. The man ----- my house was a cheat.

- a. **To whom I said**
- b. To who I sold
- c. To who I sell
- d. To whom I sell

10. To improve organizational communication, ----- need to recognize and overcome communication barriers.

- a. **Employers**
- b. Directors
- c. Subordinates
- d. Managers

11. The ----- flow of information follows the official chain of command.

- a. Verbal
- b. Informal
- c. **Formal**
- d. Written

12. Which of the following statements is part of persuasion is oral presentation?

- a. To explain a process of same topic
- b. To explain the marketing strategy
- c. To inform the audience of some new theory of learning
- d. **Going willing acceptance of an idea**

13. The role of ----- is to provide information for the decision makers.

- a. Office workers
- b. Executives
- c. **Advisors**
- d. Implementers

14. The performance of our players was rather -----.

- a. Worse than expectation.
- b. **Worse than I had expected.**
- c. Bad as I had expected.
- d. Worst than I had expected.

15. To establish a relationship, create trust and credibility, and document actions are examples of implicit goals.

- a. False
- b. **Ture**

16. It is usually really handy to have letters of----- from previous employers.

- a. Recommendation
- b. Promotion
- c. Resignation
- d. Demotion

17. Which of the three components is part of the human communication process?

- a. Message, recording, feedback
- b. Message, noise, feedback
- c. Message, critiquing, feedback
- d. Jargon, noise, feedback

18. Informative speaking and persuasive speaking are examples of ----- presentation.

- a. Oral
- b. Informal
- c. Formal
- d. Written

19. Choose the correct option from the following:

While writing a document ----- is written at the beginning of the document.

- a. None of the given options.
- b. Reader's interests
- c. Main idea
- d. Statement of objective

20. Introduction and background information should be ----- when your reader is a technician.

- a. Comprehensive
- b. Amitted
- c. **Brief**
- d. Detail-oriented

21. Messages are also sent to the speakers from the listener. These are called---.

- a. Decoding
- b. **Feedback**
- c. Encodings
- d. Channels

22. The key to successful communications is to make the reader feel that the most important person in our business relationship is the -----.

- a. Reader
- b. None of above
- c. **Writer**
- d. Producer

23. Why document's objective should be stated at the beginning?

- a. **All of the given options**
- b. To motivate readers to read further
- c. To make them interested
- d. To gain readers attention

24. Which of the following levels of communication is most formal?

- a. Intrapersonal
- b. Interpersonal
- c. Group
- d. **Public**

25. Which of the following is synonymous to 'implicit'?

- a) Unambiguous
- b) Hidden**
- c) precise
- d) specific

26. An underlying goal of all technical and scientific writing is to get the reader to trust the writer's ____.

- a) Credibility**
- b) authority
- c) authenticity
- d) honesty

27. Feedback can come in the form of ____.

- a) Pictures
- b) verbal and non-verbal cues
- c) All of the given options**
- d) Symbols

28. While delivering a presentation your personal appearance affects your ____

- a) confidence
- b) creativity
- c) delivery

d) Credibility

29. Which of the following font should be used on Overhead projection transparencies (OHPs)?

- a) 10pt Times Roman
- b) 14pt Times Roman
- c) 18pt Times Roman**
- d) 22pt Times Roman

30. Procedures and work plan in a document show ____

a) Instructions

- b) Objectives
- c) Purpose
- d) Main Idea

31. Revision is a chance for you to look critically at a document ____.

- a) if it's really worth saying

- b) if it says what you wanted to say
- c) if a reader will understand what you're saying
- d) **All of the given options**

32. If there is no receiver, there is no ____.

a) Communication

- b) sender
- c) message
- d) media

33. ____ carry out the decisions that have been made.

a) Implementers

- b) Advisors
- c) Chief executives
- d) None of the given options

34. One fundamental ____ of effective writing is to put the key information at the beginning.

- a) Case
- b) Example

c) Principle

- d) Situation

35. When you turn your ideas into a message, you are the ____.

A) receiver

b) Encoder

C) decoder

d) analyzer

36. Most of the fresh graduates choose this type of resume to overcome the lack of experience in their resume. Such a resume is titled as ____ resume.

a) conventional

b) non-conventional

C) functional

d) All of the given options

37. When determining the scope of a message, a writer should consider ____.

a) the level of detail the audience needs

b) how technical the document should be

c) what format the audience expects

d) All of the given options

38. Interpersonal communication helps one to -----.

a. Communication with the general public.

- b. To know what others are thinking (not sure)
- c. To become a talented public speaker
- d. Learn about oneself

39. Why experts read technical and scientific document?

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

40. ----- is an informal interpersonal channel of information not officially approved by the organization.

- a. Random discussion
- b. Grapevine
- c. Speculation
- d. Gossip

41. Oral presentations can be formal or informal.

- a. True
- b. False

42. Oral presentation can be formal or informal, depending upon their ---- and -
--- purposes and the delivery situation.

- a. Educational, instrumental
- b. Explicit, implicit
- c. None of the given options.

d. Impromptu, extempore

43. ----- Audience is a specified audience or demographics group for whom a message is designed.

- a. Focused
- b. Sample
- c. Specific
- d. Target

44. A ----- Resume emphasizes the functions and tasks the applicant can perform.

- a. Professional
- b. Conventional
- c. Nonconventional
- d. Functional

45. Our readers feel ---- if they know, we as writers understand their needs.

- a. Exposed
- b. None of above
- c. Threatened
- d. Less Threatened

46. Which three types of readers usually exist?

- a. Phantom readers, future readers, complicated readers.
- b. Future readers, complex readers, technical readers.
- c. Phantom readers, future readers, complex readers.

d. Future readers, complex readers, complicated readers.

47. Explicit purpose means the purpose which is ambiguously stated.

- a. True
- b. False

48. In ---- type of resume, you may place your name along the bottom or side.

- a. Conventional Resume
- b. Non-Conventional
- c. Functional Resume
- d. None of the above

49. The first step of audience analysis is to -----.

- a. Examine the time and place of your speech.
- b. Examine the size of your audience.
- c. Examine the speaking occasion
- d. Examine the location of your speech.

50. In the communication process, a receiver is-----.

- a. Message interference
- b. The person who decodes a message
- c. The person who encodes an idea
- d. A message pathway

51. Choose the correct option from the following:

Style guides provide definite ----- for preparing a document.

- a. Material
- b. Purpose
- c. **Instructions**
- d. Objective

52. The document should include extensive explanations of your conclusions and recommendations to establish -----.

- a. Creativity
- b. Relationship
- c. **Credibility**
- d. Control

53. The essence of decision making is -----.

- a. Monitoring
- b. **Problem solving**
- c. Choosing between alternatives
- d. Developing alternative courses of action

54. All of the following are true of extemporaneous speaking except-----.

- a. **It involves speaking from key words rather than reading or speaking from memory.**
- b. It emphasizes audience interaction over exact wording.
- c. It emphasizes learning to respond to audience feedback.
- d. It is generally preferred when exact timing is a must.

55. Which of the following is not the purpose of an informative speech?

- a. **Changing the attitudes**
- b. Instructing an audience
- c. Explaining a concept
- d. Describing an event

56. The oral communication is ---- in its nature and brings back immediate result.

- a. Communal
- b. Sensational
- c. Conventional
- d. **Conversational**

57. The concept of time is ---- specific.

- a. **Culture**
- b. Space
- c. Location
- d. Person

58. The role of a --- is to say how the organization, or some part, will act when confronted with a particular situation.

- a. Coordinators
- b. Implementers
- c. Advisors
- d. **Decision makers**

59. Complex readers are the readers who may use your communication after weeks, months or even years later.

- a. False
- b. True

60. One fundamental ---- of effective writing is to put the key information at the beginning.

- a. Example
- b. Principle
- c. Case
- d. Situation

61. Name and professional objectives are placed at the top in a ---- resume.

- a. Conventional
- b. Non-Conventional
- c. Informal
- d. Formal

62. While writing a document ---- is writing at the beginning of the document.

- a. Personal detail
- b. Educational qualification
- c. Experience
- d. Statement of objective

63. Which of the following font should be used on overhead projection transparencies (OHPs)?

- a. 18pt Times Roman
- b. 22pt Times Roman
- c. 14pt Times Roman
- d. 10pt Times Roman

64. The persuasive argument has two elements; a ---- and evidence to ---- your claim.

- a. Discussion, support
- b. Claim, refute
- c. Discussion, refute
- d. Claim, support

65. General experts possess extensive knowledge about on field in -----.

- a. None of the above
- b. Both of the above
- c. Particular
- d. General

66. Choose the correct option from the following:

It is important to target your audience by identifying-----.

- a. Audience purpose
- b. The level of expertise
- c. Audience type
- d. All of the given

67. A group of people who are compelled to assemble and listen to a speaker are known as a ----.

- a. Voluntary audience
- b. Interested audience
- c. Elective audience
- d. Captive audience

68. Feedback can come in the form of----.

- a. All of the given options.
- b. Symbols
- c. Pictures
- d. Verbal and non-verbal cues.

69. Mark the statement as true/false

Oral presentation can be only presented in formal mode.

- a. False
- b. True

70. It is better to state your document's objective at/in the----.

- a. End
- b. Last line
- c. Beginning
- d. Middle

71. Objectives should always be-----.

- a. Specific
- b. Measureable
- c. Attainable
- d. All of the given options

72. Procedures and work plan in a document show-----.

- a. Instructions
- b. Objectives
- c. Purpose
- d. Main idea

73. Content words (nouns, verbs, adjectives, adverbs) have only denotative meanings.

Select the correct option:

- a. True
- b. False

74. ----- is important, not only because it genuinely improves the reader's ability to understand your material, but also because it gives the reader confidence in your ability to assert control over detail.

Select the correct option:

- a. Consistency
- b. Consideration
- c. Conciseness
- d. Completeness

75. Phantom readers are called _____ readers.

Select the correct option:

- a. Fake
- b. **Unnamed**
- c. Named
- d. Original

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