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ENG201 Solved Grand Quiz 2020

Question No 1

Everyone on the bus _____ annoyed by the little boy running up and down the aisle.

Select Correct Option

- ✓ was
- ✓ **were**.....(For More Visit VUStudents.pk)

Question No 2

The main idea is the single ----- idea, concisely stated.

Select Correct Option

- ✓ least important
- ✓ **most important**.....(For More Visit VUStudents.pk)
- ✓ average important
- ✓ none of the above

Question No 3

Choose the correct option from the following.

Letters of _____ are typically related to employment, admissions to institutions of higher education or scholarship eligibility.

Select Correct Option

- ✓ references
- ✓ inquiry
- ✓ **recommendation**.....(For More Visit VUStudents.pk)
- ✓ job application

Question No 4

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

Select Correct Option

- ✓ True
- ✓ **False**.....(For More Visit VUStudents.pk)





Question No 5

Fill in the blank with appropriate option to ensure concreteness

He _____ with his boss tomorrow.

Select Correct Option

- ✓ Will have discussion
- ✓ Shall discuss
- ✓ **Will discuss**.....([For More Visit VUStudents.pk](http://VUStudents.pk))
- ✓ Shall have discussion

Question No 6

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

Select Correct Option

- ✓ Decreasing productivity
- ✓ Increasing effectiveness
- ✓ Decreasing both productivity and effectiveness
- ✓ **Increasing both productivity and effectiveness**

Question No 7

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

Select Correct Option

- ✓ Low
- ✓ **Increased**.....([For More Visit VUStudents.pk](http://VUStudents.pk))
- ✓ Fewer
- ✓ Medium

Question No 8

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 Correct Option

- ✓ Writers
- ✓ Administrators
- ✓ **Receivers**.....([For More Visit VUStudents.pk](http://VUStudents.pk))
- ✓ Employers





Question No 9

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

Select Correct Option

- ☒ **True**.....([For More Visit VUStudents.pk](https://www.vustudents.pk))
- ☐ False

Question No 10

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

Select Correct Option

- ☐ True
- ☒ **False**.....([For More Visit VUStudents.pk](https://www.vustudents.pk))

Question No 11

Select the option which gives the exact meaning of the verb 'accept'.

Select Correct Option

- ☒ **Receive**.....([For More Visit VUStudents.pk](https://www.vustudents.pk))
- ☐ Neglect
- ☐ Omit
- ☐ Quit

Question No 12

When punctuation marks are omitted in the opening and closing lines of a letter, the punctuation style is called.

Select Correct Option

- ☐ Open
- ☒ **Formal**.....([For More Visit VUStudents.pk](https://www.vustudents.pk))
- ☐ Close
- ☐ Informal





Question No 13

Which of the following is the most important part of indirect plan?

Select Correct Option

- ✓ Acknowledgements
- ✓ **Buffer**.....([For More Visit VUStudents.pk](https://www.vustudents.pk))
- ✓ Positive close
- ✓ Reasons

Question No 14

What is a common mistake made in writing persuasive messages?

Select Correct Option

- ✓ Using emotional appeals
- ✓ **Using the YOU perspective**.....([For More Visit VUStudents.pk](https://www.vustudents.pk))
- ✓ Using logical appeals
- ✓ Failing to clarify your purpose

Question No 15

_____ words are usually more vivid than long ones and improve the readability of a document.

Select Correct Option

- ✓ Familiar
- ✓ **Short**.....([For More Visit VUStudents.pk](https://www.vustudents.pk))
- ✓ Concrete
- ✓ Strong

Question No 16

Which of the following transitional markets shows ‘additional details’?

Select Correct Option

- ✓ Therefore
- ✓ **Besides**.....([For More Visit VUStudents.pk](https://www.vustudents.pk))
- ✓ Because
- ✓ Thus





Question No 17

There are _____ type of minutes.

Select Correct Option

- ✓ Four
- ✓ Three
- ✓ **Two**.....([For More Visit VUStudents.pk](https://www.vustudents.pk))
- ✓ Six

Question No 18

_____ words are usually more vivid than long ones and improve the readability of a document.

Select Correct Option

- ✓ Familiar
- ✓ **Short**.....([For More Visit VUStudents.pk](https://www.vustudents.pk))
- ✓ Concrete
- ✓ Strong

Question No 19

Which of the following transitional markers shows ‘additional details’?

Select Correct Option

- ✓ Therefore
- ✓ **Besides**.....([For More Visit VUStudents.pk](https://www.vustudents.pk))
- ✓ Because
- ✓ Thus

Question No 20

They saw a parking space _____ two cars and drove _____ it.

Select Correct Option

- ✓ **Between/into**.....([For More Visit VUStudents.pk](https://www.vustudents.pk))
- ✓ Over/into
- ✓ By/on
- ✓ Up to/ out of





Question No 21

Choose the correct option from the following.

_____ share a general document architecture, which is usually modified to suit specific circumstances.

Select Correct Option

- ☒ **Proposals**.....([For More Visit VUStudents.pk](https://VUStudents.pk))
- ☐ End Matter
- ☐ Introduction
- ☐ Report

Question No 22

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

Select Correct Option

- ☐ Writers
- ☐ Administrators
- ☒ **Receives**.....([For More Visit VUStudents.pk](https://VUStudents.pk))
- ☐ Employers

Question No 23

Choose the correct option.

English _____ is constantly changing.

Select Correct Option

- ☐ Language
- ☐ Pronunciation
- ☒ **Both of the above**.....([For More Visit VUStudents.pk](https://VUStudents.pk))
- ☐ None of the above





Question No 24

When placing _____, you don't need to excite your reader's interest, just state your needs clearly and directly.

Select Correct Option

- ✓ Appeal
- ✓ Demand
- ✓ Request
- ✓ **Order**.....([For More Visit VUStudents.pk](https://VUStudents.pk))

Question No 25

Choose the correct option.

The _____ of an order letter is to provide the vendor with detailed instructions for fulfilling an order.

Select Correct Option

- ✓ Claim
- ✓ Way
- ✓ Method
- ✓ **Objective**.....([For More Visit VUStudents.pk](https://VUStudents.pk))

Question No 26

Choose the best option:

The persuasive message given _____ to the audience.

Select Correct Option

- ✓ No choice
- ✓ Difficult options
- ✓ **A free choice**.....([For More Visit VUStudents.pk](https://VUStudents.pk))
- ✓ Easy access





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Question No 27

Which one of the following is a specialized document prepared to share relevant information with the media?

Select Correct Option

- ✓ **An e-mail**.....([For More Visit VUStudents.pk](http://VUStudents.pk))
- ✓ A letter
- ✓ A news release
- ✓ A memo

Question No 28

Most organizations rely on _____ for their existence.

Select Correct Option

- ✓ Meeting with companies
- ✓ Applications to donor
- ✓ **Successful proposal writing**.....([For More Visit VUStudents.pk](http://VUStudents.pk))
- ✓ Survey of the market trends

Question No 29

Choose the right option to fill in the blank.

If you _____ anything to say, just speak out.

Select Correct Option

- ✓ Had
- ✓ Had had
- ✓ Will have
- ✓ **Have**.....([For More Visit VUStudents.pk](http://VUStudents.pk))

Question No 30

_____ means preparing every message with the message receiver in mind.

Select Correct Option

- ✓ **Consideration**.....([For More Visit VUStudents.pk](http://VUStudents.pk))
- ✓ Completeness
- ✓ Concreteness
- ✓ Correctness

THE END



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