

ENG_201 fall 2021
Quiz 01 by Attiq kundi

Your resume is a persuasive argument whose purpose is to convince your readers to hire you.

False

True

Which of the following is not an implicit purpose of a document?

To document

To create trust and establish credibility

To provide information

To establish a relationship

We're having a lunch next week.....?

Do you coming

Did you come

Are you coming

Will you come

----- is/are a specified audience or demographics group for whom a message is designed.

Both I & II

General experts

None of the above

Target audience

Choose the correct form of verb.

The clock is slow.

It isn't slow, it (stop).

Stopped

Will stop

Had stopped

Has stooped

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

Misleading

Manipulated

Controlled

Assessed

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

Check the timing of your speech

Practice standing and speaking aloud.

Practice with presentation aids.

Don't over-prepare.

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

Implementers

Decision makers

None of the given options

Readers

Media

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

To whom I said

To who I sold

To who I sell

To whom I sell

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

Employers

Directors

Subordinates

Managers

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

Verbal

Informal

Formal

Written

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

To explain a process of same topic

To explain the marketing strategy

To inform the audience of some new theory of learning

Going willing acceptance of an idea

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

Office workers

Executives

Advisors

Implementers

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

Worse than expectation.

Worse than I had expected.

Bad as I had expected.

Worst than I had expected.

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

False

True

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

Recommendation

Promotion

Resignation

Demotion

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

Message, recording, feedback

Message, noise, feedback

Message, critiquing, feedback

Jargon, noise, feedback

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

Oral

Informal

Formal

Written

Choose the correct option from the following:

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

None of the given options.

Reader's interests

Main idea

Statement of objective

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

Comprehensive

Amitted

Brief

Detail-oriented

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

Decoding

Feedback

Encodings

Channels

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

Reader

None of above

Writer

Producer

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

All of the given options

To motivate readers to read further

To make them interested

To gain readers attention

Which of the following levels of communication is most formal?

Intrapersonal

Interpersonal

Group

Public

Interpersonal communication helps one to -----.

Communication with the general public.

To know what others are thinking (not sure)

To become a talented public speaker

Learn about oneself

Why experts read technical and scientific document?

To maintain and expand their own general expertise

To obtain specific answers to their own research and writing.

All of the given options

To evaluate a document's technical or scientific content.

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

Random discussion

Grapevine

Speculation

Gossip

Oral presentations can be formal or informal.

True

False

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

Educational, instrumental

Explicit, implicit

None of the given options.

Impromptu, extempore

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

Focused

Sample

Specific

Target

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

Professional

Conventional

Nonconventional

Functional

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

Exposed

None of above

Threatened

Less Threatened

Which three types of readers usually exist?

Phantom readers, future readers, complicated readers.

Future readers, complex readers, technical readers.

Phantom readers, future readers, complex readers.

Future readers, complex readers, complicated readers.

Explicit purpose means the purpose which is ambiguously stated.

True

False

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

Conventional Resume

Non-Conventional

Functional Resume

None of the above

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

Examine the time and place of your speech.

Examine the size of your audience.

Examine the speaking occasion

Examine the location of your speech.

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

Message interference

The person who decodes a message

The person who encodes an idea

A message pathway

Choose the correct option from the following:

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

Material

Purpose

Instructions

Objective

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

Creativity

Relationship

Credibility

Control

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

Monitoring

Problem solving

Choosing between alternatives

Developing alternative courses of action

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

It involves speaking from key words rather than reading or speaking from memory.

It emphasizes audience interaction over exact wording.

It emphasizes learning to respond to audience feedback.

It is generally preferred when exact timing is a must.

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

Changing the attitudes

Instructing an audience

Explaining a concept

Describing an event

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

Communal

Sensational

Conventional

Conversational

The concept of time is ---- specific.

Culture

Space

Location

Person

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

Coordinators

Implementers

Advisors

Decision makers

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

False

True

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

Example

Principle

Case

Situation

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

Conventional

Non-Conventional

Informal

Formal

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

Personal detail

Educational qualification

Experience

Statement of objective

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

18pt Times Roman

22pt Times Roman

14pt Times Roman

10pt Times Roman

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

Discussion, support

Claim, refute

Discussion, refute

Claim, support

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

None of the above

Both of the above

Particular

General

Choose the correct option from the following:

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

Audience purpose

The level of expertise

Audience type

All of the given

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

Voluntary audience

Interested audience

Elective audience

Captive audience

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

All of the given options.

Symbols

Pictures

Verbal and non-verbal cues.

Mark the statement as true/false

Oral presentation can be only presented in formal mode.

False

True

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

End

Last line

Beginning

Middle

Objectives should always be-----.

Specific

Measureable

Attainable

All of the given options

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

Instructions

Objectives

Purpose

Main idea

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

Select the correct option:

True

False

----- 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:

Consistency

Consideration

Conciseness

Completeness

Phantom readers are called _____ readers.

Select the correct option:

Fake

Unnamed

Named

Original