

Select the correct option

☐	however
☐	moreover
☐	furthermore

AM Knowledge Official

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

Select the correct option

- ☐ To explain a process of some topic
- ☐ To explain the marketing strategy
- ☒ To inform the audience of some new theory of learning
- ☐ Gaining willing acceptance of an idea

AM Knowledge Official



Why important observations, suggestions, or objections should be written?

Select the correct option

- ☐ To persuade the reader
- ☐ To create permanent records
- ☐ To make communication more effective
- ☒ All of the above

AM Knowledge Official

- | | |
|----------------------------------|----------------------------|
| ☐ | non-verbal communication |
| ☒ | face-to-face communication |
| ☐ | impersonal communication |
| ☐ | verbal communication |

AM Knowledge Official

Which of the following guideline does not ensure completeness in a message?

Select the correct option

- | | |
|----------------------------------|---|
| ☐ | Provide all necessary information |
| ☒ | Eliminate wordy expressions |
| ☐ | Answer all questions asked |
| ☐ | Give something extra, only when desired |

AM Knowledge Official

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

Select the correct option

- ☐ Feedback, message, critiquing
- ☐ Noise, feedback, jargon
- ☒ Message, recording, feedback
- ☐ Message, noise, feedback

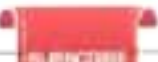
AM Knowledge Official

Fill in the gap by adding suitable transitional word.
Karen is rich; _____ her cousin Kate is poor.

Select the correct option

- | | |
|----------------------------------|-----------------|
| ☐ | therefore |
| ☐ | however |
| ☐ | otherwise |
| ☒ | on the contrary |

AM Knowledge Official





True

AM Knowledge Official



False



The key to succesful communications is to make the reader that the most important person in our business relationship is the _____.

Select the correct option

- | | |
|----------------------------------|---------------|
| ☐ | reader |
| ☒ | writer |
| ☐ | producer |
| ☐ | none of above |

AM Knowledge Official

ENG201 **Subscribe Now** 10

A good technical communication is _____.

Select the correct option

- ☐ accurate
- ☐ clear
- ☐ concise
- ☒ all of the above

AM Knowledge Official

Solicited and unsolicited are types of _____.

Select the correct option

☒	memos	<i>AM Knowledge Official</i>
☐	informal reports	
☐	letters	
☐	formal reports	

ENG201 **Subscribe Now** 09

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

Select the correct option

☐	end	
☒	beginning	<i>AM Knowledge Official</i>
☐	middle	
☐	last line	

_____ is considered to be the best attitude in business environment.

Select the correct option

☐	We-attitude	
☒	you-attitude	<i>AM Knowledge Official</i>
☐	I-attitude	
☐	None of above	

Which of the following can be achieved by expressing ideas logically and in a specific pattern?

Select the correct option

☐	Clarity	<i>AM Knowledge Official</i>
☒	Coherence	
☐	Conciseness	
☐	Accuracy	

ENG201 **Subscribe Now** 05

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

Select the correct option

☒	subordinates
☐	directors
☐	managers
☐	employers

AM Knowledge Official

ENG201 **Subscribe Now** 04

In order to create trust and establish credibility with a reader with whom you have had past negative experience, include extensive explanation of your conclusions and recommendations in the document.

Select the correct option

☒	True	<i>AM Knowledge Official</i>
☐	False	

SUBSCRIBE
NOW

ENG201 **Subscribe Now** 03

The key to succesful communications is to make the reader that the most important person in our business relationship is the _____.

Select the correct option

☐	reader	
☒	writer	<i>AM Knowledge Official</i>
☐	producer	
☐	none of above	



SUBSCRIBED



SUBSCRIBE
NOW

What is the main purpose of seven C's in business communication?

Select the correct option

- ☒ To communicate easily and effectively with your readers
- ☐ To improve non verbal skills
- ☐ To avoid unnecessary repetition
- ☐ To eliminate pesonal view

AM Knowledge Official

ENG201 **Subscribe Now** 01

Which of the following guidelines does not ensure completeness in a message?

Select the correct option

- | | | |
|----------------------------------|---|------------------------------|
| ☐ | Provide all necessary information | |
| ☒ | Eliminate wordy expressions. | <i>AM Knowledge Official</i> |
| ☐ | Answer all questions asked | |
| ☐ | Give something extra, only when desired | |



SUBSCRIBED



SUBSCRIBE
NOW

ENG201 **Subscribe Now** 10

Howard could not _____ the job.

Select the correct option

☒ accept

AM Knowledge Official

☐ except

Phantom readers are called _____ readers.

Select the correct option

☐	fake	
☒	unnamed	<i>AM Knowledge Official</i>
☐	named	
☐	original	

ENG201 **Subscribe Now** 08

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

Select the correct option

☐	end	
☒	beginning	<i>AM Knowledge Official</i>
☐	middle	
☐	last line	

_____ accuracy refers to the proper coverage of your topics in appropriate detail.

Select the correct option

☒	Document	<i>AM Knowledge Official</i>
☐	Stylistic	
☐	Technical	
☐	All of the above	

In short, your resume is an argument whose purpose is to _____ your readers to hire you.

Select the correct option

- ☐ restrain
- ☐ restrict
- ☐ limit
- ☒ convince

AM Knowledge Official

A _____ resume emphasizes the functions and tasks the applicant can perform.

Select the correct option

- | | |
|----------------------------------|-----------------|
| ☒ | functional |
| ☐ | conventional |
| ☐ | nonconventional |
| ☐ | professional |

AM Knowledge Official

ENG201 **Subscribe Now** 04

The key to succesful communications is to make the reader that the most important person in our business relationship is the _____.

Select the correct option

☐	reader
☒	writer
☐	producer
☐	none of above

AM Knowledge Official



ENG201 **SUBSCRIBE NOW**

The key to succesful communications is to make the reader that the most important person in our business relationship is the _____.

Select the correct option

☐	reader	
☒	writer	<i>AM Knowledge Official</i>
☐	producer	
☐	none of above	

_____ accuracy depends on the writer's conceptual mastery of the subject and its vocabulary, as well as on his or her ability to analyze and shape data with a minimum of distortion.

Select the correct option

☐	Stylistic
☐	Document
☒	Technical
☐	Grammatical

AM Knowledge Official

ENG201 **Subscribe Now** 02

_____ possess extensive knowledge about a field in general, but might be unfamiliar with particular technical terms, or specific equipment related to your subject matter.

Select the correct option

☒	specific experts	AM Knowledge Official
☐	general experts	
☐	subject specialists	
☐	None of the above	

Which of the following should be the ultimate goal of persuasive speaking?

Select the correct option

- | | |
|----------------------------------|--|
| ☐ | To reinforce the attitudes, beliefs, and values an audience already holds. |
| ☐ | To inoculate an audience against counter persuasion |
| ☐ | To change attitudes & motivate an audience to act. |
| ☒ | All of the above |

AM Knowledge Official

ENG201 **Subscribe Now** 10

The readers perform the tasks of locating, understanding, and using information in many ways while reading a business document.

Select the correct option

☒	True	<i>AM Knowledge Official</i>
☐	False	

SUBSCRIBE
NOW

ENG201 **Subscribe Now** 09

Fill in the gap by adding suitable transitional word.
Karen is rich; _____ her cousin Kate is poor.

Select the correct option

- | | |
|----------------------------------|-----------------|
| ☐ | therefore |
| ☐ | however |
| ☐ | otherwise |
| ☒ | on the contrary |

AM Knowledge Official

ENG201 **Subscribe Now** 08

Fill in the gap by adding suitable transitional word.

Phil was not thirsty, _____ he drank five glasses of water.

Select the correct option

☐	however	<i>AM Knowledge Official</i>
☐	moreover	
☐	furthermore	
☒	thus	

Oral Communication is also known as _____.

Select the correct option

- ☐ non-verbal communication
- ☒ face-to-face communication
- ☐ impersonal communication
- ☐ verbal communication

AM Knowledge Official

ENG201 **Subscribe Now** 06

The key to succesful communications is to make the reader that the most important person in our business relationship is the _____.

Select the correct option

☐	reader
☒	writer
☐	producer
☐	none of above

AM Knowledge Official

ENG201 **Subscribe Now** 05

Accuracy, which is the careful conforming to truth or fact, has three main aspects which include document accuracy, stylistic accuracy and _____.

Select the correct option

☒	technical	<i>AM Knowledge Official</i>
☐	structural	
☐	contextual	
☐	grammatical	



SUBSCRIBED



SUBSCRIBE
NOW

Why important observations, suggestions, or objections should be written?

Select the correct option

☐	To persuade the reader	✓
☐	To create permanent records	✓
☐	To make communication more effective	✓
☒	All of the above	✓

AM Knowledge Official

Which of the following guideline does not ensure completeness in a message?

Select the correct option

- ☐ Provide all necessary information
- ☒ Eliminate wordy expressions
- ☐ Answer all questions asked
- ☐ Give something extra, only when desired

AM Knowledge Official

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

Select the correct option

- ☐ Feedback, message, critiquing
- ☐ Noise, feedback, jargon
- ☒ Message, recording, feedback
- ☐ Message, noise, feedback

AM Knowledge Official

ENG201 **Subscribe Now** 01

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

Select the correct option

- | | | |
|----------------------------------|---|------------------------------|
| ☐ | To explain a process of some topic | |
| ☐ | To explain the marketing strategy | <i>AM Knowledge Official</i> |
| ☒ | To inform the audience of some new theory of learning | |
| ☐ | Gaining willing acceptance of an idea | |

Vu Helping World

ENG201: Quiz-I

seconds

Quiz Start Time: 04:49 AM, 18 May 2021

ENG201: Quiz-I

Question # 10 of 10 (Start time: 05:04:12 AM, 18 May 2021)

Total Marks: 10

Objectives should always be -----.

Select the correct option



specific



attainable



measurable



all of the given options



Click to Save Answer & Move to Next Question



Vu Helping World

1 second(s)

ENG201:Quiz-I

Quiz Start Time: 04:49 AM, 18 May 2021

Question # 9 of 10 (Start time: 05:02:36 AM, 18 May 2021)

Total Mark

Often a business document will be read by readers with different levels of expertise.

Select the correct option

True



False



Click to Save Answer & Move to Next Question



Vu Helping World

1 second(s)

ENG201:Quiz-I

Quiz Start Time: 04:49 AM, 18 May 2021

Question # 9 of 10 (Start time: 05:02:36 AM, 18 May 2021)

Total Mark

Often a business document will be read by readers with different levels of expertise.

Select the correct option

True



False



Click to Save Answer & Move to Next Question



Question # 8 of 10 (Start time: 05:00:44 AM, 18 May 2021)

Total Marks

In resume, the best way to list your jobs is in ----.

Select the correct option



random order



chronological order



reverse chronological order



none of above



Click to Save Answer & Move to Next Question



Vu Helping World

ENG201:Quiz-I

Quiz Start Time: 04:49 AM, 18 May 2021

Question # 7 of 10 (Start time: 04:58:57 AM, 18 May 2021)

Total Marks: 10

Which of the following levels of communication is most formal?

Select the correct option

☐	Group
☐	Intrapersonal
☐	Interpersonal
☒	Public



Click to Save Answer & Move to Next Question



Question # 6 of 10 (Start time: 04:57:19 AM, 18 May 2021)

Total Marks: 10

'Procedures' and 'work plans' are the sections of _____ .

Select the correct option



inquiry letters



proposals



job application letters



resumes



Click to Save Answer & Move to Next Question



Vu Helping World

ENG201:Quiz-I

sec(s)

Quiz Start Time: 04:49 AM, 18 May 2021

Question # 5 of 10 (Start time: 04:55:41 AM, 18 May 2021)

Total Marks

The conclusion or ending paragraph should bring the communication to a polite and close.

Select the correct option

☒	Businesslike
☐	Interminable
☐	Measurable
☐	Subtle



Click to Save Answer & Move to next question



Question # 3 of 10 (Start time: 04:53:08 AM, 18 May 2021)

Total Mark

When asked to deliver a speech at the last moment, the type of delivery style you will use is _____

Select the correct option

☐	Memorization	0
☐	Manuscript	0
☒	Impromptu	0
☐	Extemporaneous	0



Click to Save Answer & Move to Next Question



Vu Helping World

ENG201:Quiz-I

Quiz Start Time: 04:49 AM, 18 May 2021

Question # 3 of 10 (Start time: 04:53:08 AM, 18 May 2021)

Total Marks: 10

When asked to deliver a speech at the last moment, the type of delivery style you will use is _____

Select the correct option

☐	Memorization
☐	Manuscript
☒	Impromptu
☐	Extemporaneous



Click to Save Answer & Move to Next Question



Suggested: Eng201 Most Important Mcqs. Eng201 Preparation for...



ENG201.Quiz-I

Quiz Start Time: 04:49 AM, 18 May 2021

Question # 2 of 10 (Start time: 04:51:29 AM, 18 May 2021)

Total Marks: 10

The performance of our players was rather _____

Select the correct option

- | | |
|----------------------------------|---------------------------|
| ☐ | worst than i had expected |
| ☐ | bad as i had expected |
| ☒ | worse than i had expected |
| ☐ | worse than expectation |

Click to Save Answer & Move to Next Question



Vu Helping World

ENG201:Quiz-I

sec(5)

Quiz Start Time: 04:49 AM, 18 May 2021

Question # 1 of 10 (Start time: 04:49:43 AM, 18 May 2021)

Total Mark

It has been stated that the world of Communication is the world of ____.

Select the correct option

☐	imagination	✓
☐	planning	✓
☐	action	✓
☒	coordination	✓



Click to Save Answer & Move to Next Question

