

## ENG-201 Final Term Exams Preparation Virtual University

Sr	Questions	Answers Choice
1	How many elements are present in superstructure for feasibility reports?	A. Four B. Five C. Six D. Seven
2	Which of the following aspect denotes the necessary research and organizing ideas?	A. Informal letter B. Report production C. Manuscript D. None of them
3	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
4	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
5	What is meant by the term 'Denotative'?	A. It refers to the literal meaning of a word B. It refers to the surface meaning of the word C. It refers to cognitive meaning of words D. It refers simple meaning of words
6	"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
7	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
8	Which format should be used if the information is being sent inside an organization?	A. Memorandum B. Report C. Letter D. Proposals
9	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
10	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