

ENG-201 Final Term Exams Preparation Virtual University

Sr	Questions	Answers Choice
1	What is considered as the heart of a report?	A. The introduction of a report B. Introduction, body, and a close C. Only the body of the report D. A variety of components
2	Choose the correct option. The conclusion or ending paragraph of a document should bring the communication to a polite and ----- close.	A. Subtle (Not sure) B. measurable C. interminable D. businesslike
3	Which of the following can be classified as a bad-news letter?	A. Letter of resignation B. Message of inquiry C. Request for a time extension D. None of the above
4	What is the concept of dangling modifiers?	A. Modifies a word not clearly stated in the sentence B. Modifiers a word clearly stated in the sentence C. Modification of complete sentences D. Modification of phrases
5	How many steps a Planning report has?	A. Three B. Four C. Five D. Six
6	Abstract stands for:	A. Condensation of entire reports B. Focusing on the main issues C. a & b D. Writing problems
7	-----is used at the end of a line when a word must be divided or to link the parts of a compound word or phrase	A. Dash B. Quotation marks C. Apostrophe D. Hyphen
8	Which one of the following component is not a part of planning written message?	A. Developing the main idea B. Construct an outline C. Estimate the appropriate length D. Handle audience's questions effectively
9	Where we use proper tone from the beginning in a reasonable and understandable way?	A. Neutral news message B. Bad news message C. Good news message D. Business message
10	Why document objective should be stated at the beginning?	A. To motivate readers to read further B. To gain readers' attention C. Both i & ii D. To impress readers