

ENG-201 Final Term Exams Preparation Virtual University

Sr	Questions	Answers Choice
1	Which of the following is the main task of a Conventional Résumé?	A. Provide functions and tasks the applicant can perform B. Make your name and professional achievements prominent C. Put the most important information first D. Place the name and professional objectives at the top
2	How can we make visual aids easy to understand?	A. By Informative titles B. By using appropriate objects C. By removing unnecessary details D. All of them
3	Which type of Visual aid is three-dimensional?	A. Objects B. Graphs C. Graphics D. Pictures
4	Use hyphens to connect certain prefixes to nouns. In most scientific and technical styles, the following prefixes are usually followed by a _____.	A. comma B. full stop C. hyphen D. colon
5	What is the tense used in the following sentence? They will have already taken the test.	A. future past B. present perfect C. future perfect D. past perfect progressive
6	What is Title Fly?	A. Title fly is a page with four blocks of information B. Title fly is a plain sheet of paper with only the title of the report on it C. Title fly is a page with the name, title, and address of the person or organization writing the report D. None of the above
7	What is the first task in planning a report?	A. Defining purpose B. Identifying the sequence in which tasks should be performed C. Preparing a work plan D. Preparing a work plan
8	Which report share one essential characteristic and is written to help decision makers choose between two or more courses of action?	A. Long report B. Short report C. Essential report D. Feasibility report
9	What is meant by chronology?	A. Investigating a chain of events B. Information about the relevant subject C. Specific goals D. All of the above
10	What is meant by intended reader?	A. Simple reader B. Complex reader C. A member of a target audience D. Unplanned reader