

## ENG-201 Final Term Exams Preparation Virtual University

Sr	Questions	Answers Choice
1	What punctuation mark should complete the following sentence? John was angry and shouted at his son, "Go to your room now!"	A. Question mark B. Full stop C. Speech mark D. Comma
2	In the following sentence, which word is there a missing apostrophe? My parents and their friends often visit each others houses	A. House's B. Parent's C. Other's D. Friend's
3	Which form is correct in most situations?	A. Could you help me? B. Help me? C. Excuse me; I was wondering if you could possibly help me? D. I need help
4	Which one of the following questions that produce specific information, save time, requires less effort to answer, and eliminate bias and prejudice in answers?	A. Open-ended questions B. Close-ended questions C. Subjective questions D. Objective questions
5	How many elements are found in the conventional superstructure of a progress report?	A. Three B. Four C. Five D. Six
6	How many categories of role playing are used in meetings?	A. Three B. Two C. Four D. Five
7	While practicing your speech you should do all of the following except:	A. Finish your speech without stopping to correct errors or to restart B. Practice in a singular setting C. Keep practice sessions brief D. Practice in various settings
8	How many elements are found in general superstructure of reports?	A. Three B. Two C. Six D. Five
9	Which of the following reports represent prefatory parts, text and supplementary parts?	A. Formal reports B. Informal reports C. Analysis reports D. Progress reports
10	Which of the following report is often used when sending information to a reader outside the organization?	A. Letter reports B. Business reports C. Formal reports D. Informal reports