

ENG-201 Final Term Exams Preparation Virtual University

Sr	Questions	Answers Choice
1	How many types of criteria are used in proposal?	A. Two B. Three C. Four D. Five
2	----- is a list of source materials on a particular subject.	A. Index B. Bibliography C. Appendixes D. Glossary
3	Identify the correct subjects and verbs. The subjects are in bold and the verbs are underlined	A. The insurance agent gave her sound advice. B. <u>The insurance agent gave her sound advice.</u> C. The insurance agent gave her sound advice. D. The insurance agent gave her sound advice.
4	-----is used to enclose one or more entire sentences that add relevant but not essential detail to the main discussion.	A. Ellipses B. Exclamation marks C. Parentheses D. Brackets
5	What is meant by self-oriented roles?	A. Showing relationship among ideas B. <u>Calling attention to oneself and demanding recognition from others</u> C. Drawing out other members by showing verbal and non verbal support, praise or agreement D. Suggesting decision-making procedures
6	When analyzing an audience during the speech, the first thing the speaker should be aware of is the audience's.	A. Evaluation B. Understanding C. Motivation D. <u>Attention</u>
7	How can we hold audience's attention?	A. Plan to devote half of your time on audience's behavior B. <u>Present every point in light of audience's needs and values</u> C. By changing tone of voice D. None of them
8	How will you define building credibility?	A. <u>Try to earn confidence of strangers especially those predisposed to be skeptical or antagonistic</u> B. Giving your audience a preview what's ahead add to your authority and more importantly, helps people understand your message C. Arousing audience's interest D. The relationship you have with your audience
9	Which of the following is a nonverbal communication conveyed by posture and movement?	A. <u>Expressions</u> B. Body language C. Nodding of head D. Smile
10	How can you make the following statement Concise? 'There are only four rules of our company and every employee is bound to follow these rules.'	A. <u>Four rules must be observed</u> B. There are four rules that must be observed C. You must follow the rules D. Follow the rules