

ENG-201 Final Term Exams Preparation Virtual University

Sr	Questions	Answers Choice
1	Which is farthest in the past?	A. Couple of days B. Last week C. A day before yesterday D. A month ago
2	Which of the following sentences gives instructions?	A. Open your book and turn to page twenty-five B. You open your book and turn to page twenty-five C. Do you open your book and turn to page twenty-five D. Can you open your book and turn to page twenty-five
3	Which of the following presents the main idea before the supporting data?	A. Strategic plan B. Indirect plan C. Direct plan D. Business plan
4	Which of the followings are like good mail order forms, although they also provide more room for explaining special needs	A. Order letters B. Adjustment letters C. Inquiry letters D. Deposit letters
5	Which one of the following is an example of a progress report?	A. Bid to write training manuals for a health care corporation B. Presentation of the policies and procedures required by a health care corporation. C. Report on research done to ascertain whether online multimedia training for health care professionals is a viable option. D. Summary of the end-of-year-one status of a two-year project to develop multimedia-based training modules for healthcare professionals.
6	The Introduction of a report answers:	A. Proposal B. Facts of report C. Conclusions and Recommendations D. Reader questions
7	Which of the following should be done when writing recommendation letters?	A. Include only relevant and factual information B. Avoid value judgments C. Balance criticisms with favorable points D. All of the above
8	Which of the following mechanics is used to denote a number of things on a list one by one?	A. Symbols B. Equations C. Acronyms D. Enumeration
9	Software functional specs usually contain.	A. Assumptions, resources B. Cost target, Maintenance C. A & b D. Orientation specs and Functional specs
10	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. The insurance agent gave her sound advice C. The insurance agent gave her sound advice D. The insurance agent gave her sound advice