

ENG-201 Final Term Exams Preparation Virtual University

Sr	Questions	Answers Choice
1	Which of the following punctuation refers to explain some points within the sentence?	A. Dash B. Colon C. Semicolon D. Ellipsis
2	Choose the sentence with the correct comma placement.	A. We will grant you immunity, if you decide to cooperate with us B. We will grant you immunity, if you decide, to cooperate with us C. We will grant you immunity if you decide, to cooperate with us D. We will grant you immunity if you decide to cooperate with us
3	Choose the correct sentence:	A. A friendly-little dog is all I need for company B. A friendly little dog is all I need for company C. A friendly, little dog is all I need for company D. A friendly; little dog is all I need for company
4	Feeling nervous leads speakers to:	A. Improperly evaluate themselves B. Forget their speech C. Eliminate their anxiety D. Exaggerate their anxiety
5	Which of the following composition process is used in general and specific purpose while developing profile?	A. Composing business message B. Defining objectives C. Bad news message D. Planning business message
6	How many punctuation styles are usually used in business communication?	A. One B. Two C. Three D. Four
7	Which signature is the most formal?	A. Love B. Yours faithfully C. Best wishes D. Best regards
8	Which is the most polite expression?	A. Can I help you? B. Could I help you? C. May I help you? D. Should I help you?
9	Which of the following aims at gathering specific information?	A. Letter of claim B. Letter of request C. Letter of inquiry D. Letter of information
10	Which of the following are functional units that revolve around a single thought?	A. Paragraphs B. Passages C. Fragments D. Documents