

MIDTERM EXAMINATION

Spring 2009

ENG201- Business and Technical English Writing (Session - 1)

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Question No: 1 (Marks: 1) - Please choose one

Which one of these words is not a synonym for "business"?

- ▶ capital
- ▶ enterprise
- ▶ project
- ▶ venture

Question No: 2 (Marks: 1) - Please choose one

Which format should be used if the document will be sent to outside individuals?

- ▶ Letter
- ▶ Presentation
- ▶ Memorandum
- ▶ Manuscript

Question No: 3 (Marks: 1) - Please choose one

Which of the followings are like good mail order forms, although they also provide more room for explaining special needs.

- ▶ Order letters
- ▶ Adjustment letters
- ▶ Inquiry letters
- ▶ Deposit letters

Question No: 4 (Marks: 1) - Please choose one

Which question is used to ask about residential status?

- ▶ What's your address?
- ▶ Where are you from?
- ▶ **Where do you belong to?**
- ▶ Please sign here.

Question No: 5 (Marks: 1) - Please choose one

Which is a correct response to the question: How do you do?

- ▶ I'm fine.
- ▶ I'm alright.
- ▶ How do you do?
- ▶ I'm doing fine.

Question No: 6 (Marks: 1) - Please choose one

Which of the following should NOT be used while answering the phone?

- ▶ Ken speaking
- ▶ This is Ken
- ▶ What do you want?
- ▶ **Can you hold on?**

Question No: 7 (Marks: 1) - Please choose one

Complete the question tag: They worked for Kaufman's,

- ▶ Did they?
- ▶ Haven't they?
- ▶ Didn't they?
- ▶ Had they?

Question No: 8 (Marks: 1) - Please choose one

Which of the following is achieved through a balance between precise language and familiar language?

- ▶ Clarity
- ▶ Correctness
- ▶ Concreteness
- ▶ Conciseness

Question No: 9 (Marks: 1) - Please choose one

Which of the following is the first thing you must consider while writing a resume?

- ▶ Defining your objectives
- ▶ Planning your objectives
- ▶ Evaluating your objectives
- ▶ Revising your objectives

Question No: 10 (Marks: 1) - Please choose one

How many steps are essential for successful oral statement?

- ▶ Five
- ▶ Six
- ▶ Seven
- ▶ Eight

Question No: 11 (Marks: 1) - Please choose one

Which of the following is the main task of a Conventional Résumé?

- ▶ Provide functions and tasks the applicant can perform
- ▶ **Make your name and professional achievements prominent**
- ▶ Put the most important information first
- ▶ Place the name and professional objectives at the top

Question No: 12 (Marks: 1) - Please choose one

What kind of paper can be used for a Conventional Résumé?

- ▶ White paper

- ▶ Buff paper
- ▶ Gray paper
- ▶ All of the above

Question No: 13 (Marks: 1) - Please choose one

What strategies should be opted for writing to Technicians?

- ▶ Keep introductions and background information brief
- ▶ Make information accessible
- ▶ Provide short definitions or explanations of any unfamiliar term
- ▶ All of the above

Question No: 14 (Marks: 1) - Please choose one

How many aspects does Accuracy have?

- ▶ 6
- ▶ 5
- ▶ 4
- ▶ 3

Question No: 15 (Marks: 1) - Please choose one

Which type of letter not only conveys information, but also establishes a contractual relationship between you and the organization or person offering you the position?

- ▶ Job application letter

▶ Acceptance letter

▶ Inquiry letter

▶ Transmittal letter

Question No: 16 (Marks: 1) - Please choose one

Communication can be defined as-----

- ▶ A sense of unshared understanding
- ▶ The process of attempting to drop information
- ▶ The activity of conveying information
- ▶ Replacement of something

Question No: 17 (Marks: 2)

What is the difference between cover letter and resume?

Question No: 18 (Marks: 2)

What are the characteristics of a well organized message?

Question No: 19 (Marks: 3)

What are the benefits of Completeness in messages?

Question No: 20 (Marks: 5)

What is meant by "concreteness"? Explain it with the help of examples.

Question No: 21 (Marks: 10)

You are student of business administration, at the end of session you are required to do one year internship experience in a well reputed software company (Adam Soft). Write a letter of inquiry to Director of Software Company (Adam Soft) about internship opportunities and present yourself fully enthusiastic, motivated and active participant.

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