

FINAL TERM EXAMINATION
Spring 2010
ENG301- Business Communication (Session - 2)

Solved by Mehreen Humayun
vuZs Team
www.vuzs.net

Time: 90 min
Marks: 55

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

-----records messages on a computer disk for retrieval by the receiver.

- ▶ E-mail
- ▶ Teleconferencing
- ▶ **Voice mail**
- ▶ Fax

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

In buffer paragraph, the point of view of the customer should be:

- ▶ **Supported**
- ▶ Opposed
- ▶ Neglected
- ▶ Rejected

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

Unsolicited letters are written on ADIA plan which is ----- step approach.

- ▶ five
- ▶ two
- ▶ **four**
- ▶ one

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

Memorandum is used to:

- ▶ Inform someone not related to your company.
- ▶ **Communicate to someone within your own company.**
- ▶ Communicate to other company.
- ▶ Communicate to the general public

www.vuzs.net

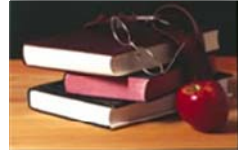
Question No: 5 (Marks: 1) - Please choose one

A standing committee is one that operates permanently:

- ▶ Month after month
- ▶ **Week after week**

www.vuzs.net

These papers are solved by vuzs Team and meant for hosting at vuzs otherwise its stolen contents.



- ▶ **Year after year**
- ▶ After six months

Question No: 6 (Marks: 1) - Please choose one
A receiver's attitude towards a message can determine whether it is:

- ▶ Accepted
- ▶ Rejected
- ▶ **Accepted or rejected**
- ▶ Mixed response

www.vuzs.net

Question No: 7 (Marks: 1) - Please choose one
A -----is a cross between interoffice memo and a formal report.

- ▶ **Memo report**
- ▶ Analytical memo report
- ▶ Informational memorandum report
- ▶ Feasibility report

Question No: 8 (Marks: 1) - Please choose one
There are -----types of Memo Reports.

- ▶ Three
- ▶ **Two**
- ▶ Four
- ▶ Five

www.vuzs.net

Question No: 9 (Marks: 1) - Please choose one
There are ----- negotiation strategies.

- ▶ Two
- ▶ Three
- ▶ **Four**
- ▶ Five

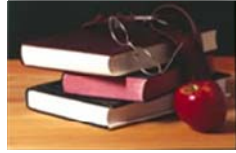
Question No: 10 (Marks: 1) - Please choose one
While writing and presenting your Thesis or Dissertation, you go through many stages. First stage is:

- ▶ Preparing the Proposal
- ▶ Writing the Research Paper
- ▶ Making an outline
- ▶ **Thinking about It**

www.vuzs.net

www.vuzs.net

These papers are solved by vuzs Team and meant for hosting at vuzs otherwise its stolen contents.



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

How many types of pre-employment tests are administered by companies?

- ▶ **Three**
- ▶ Four
- ▶ Two
- ▶ Five

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

A thesis -----is a sentence that clearly and concisely indicates the subject of your paper and the main points you will discuss.

- ▶ Question
- ▶ **Statement**
- ▶ Conclusion
- ▶ Quote

www.vuzs.net

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

APA stands for:

- ▶ **American psychological association**
- ▶ Australian physician authority
- ▶ A psychological analysis
- ▶ A philosophical approach

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

Which one of the followings is the most important for a successful message?

- ▶ Feedback
- ▶ Sender
- ▶ Message
- ▶ **Medium**

www.vuzs.net

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

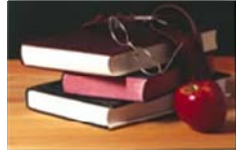
They are believable. They have faith in the substance of their message. You trust their information and their intentions.

Match the above statement with one of the followings:

- ▶ Perception
- ▶ **Credibility**
- ▶ Control
- ▶ Congeniality

www.vuzs.net

These papers are solved by vuzs Team and meant for hosting at vuzs otherwise its stolen contents.



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

Clear writing is easy to understand, which two words are required for this purpose?

- ▶ Short, easy
- ▶ **Simple, short**
- ▶ Short, complex
- ▶ Long, complex

Keep your first paragraph short and use simple conversational language.

www.vuzs.net

Question No: 17 (Marks: 1) - Please choose one

In letter refusing adjustment, the point of view of a reader should be-----.

- ▶ opposed
- ▶ ignored
- ▶ **supported**
- ▶ refused

Question No: 18 (Marks: 1) - Please choose one

For writing a successful resume, which attitude is better to adopt?

- ▶ We
- ▶ **You**
- ▶ He\She
- ▶ All third persons

www.vuzs.net

Question No: 19 (Marks: 1) - Please choose one

There are ----- types of job letters

- ▶ **two**
- ▶ three
- ▶ four
- ▶ five

Question No: 20 (Marks: 1) - Please choose one

Which tests are designed to check competency or specific abilities of a candidate to perform a job?

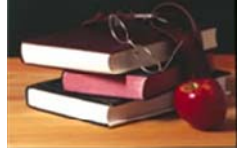
- ▶ Psychological tests
- ▶ Drug tests
- ▶ **Job skills tests**
- ▶ General tests

Question No: 21 (Marks: 2)

What is bibliography?

www.vuzs.net

These papers are solved by vuzs Team and meant for hosting at vuzs otherwise its stolen contents.



Question No: 22 (Marks: 2)

What is pre-employment test?

Question No: 23 (Marks: 2)

Write a note on "abstract" in a thesis paper.

www.vuzs.net

Question No: 24 (Marks: 3)

How do we write long quotations in a thesis paper?

Question No: 25 (Marks: 3)

Write a short note on the supplementary parts of a formal report.

www.vuzs.net

Question No: 26 (Marks: 3)

Write a note on the question and answer stage during the interview process.

Question No: 27 (Marks: 5)

How far do you agree that cultural differences provide hindrance to a company in this atmosphere of globalization?

www.vuzs.net

Question No: 28 (Marks: 5)

Write a note on five types of work place power.

Question No: 29 (Marks: 5)

Which elements influence the length and format of a report?

Question No: 30 (Marks: 5)

How can visual aids be helpful in an oral presentation?

www.vuzs.net

www.vuzs.net

These papers are solved by vuzs Team and meant for hosting at vuzs otherwise its stolen contents.