

FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA

COURSE- GST 110

BY TEAM CLEVER-B

1. Choose the option that expresses the proper examination habit. **A: Simple and direct English expression is preferred in writing examinations successfully** B: Language that should make the examiner think twice should be adopted in writing examination papers C: Language of your discipline should be adopted in writing GST examinations
2. One of these is NOT a component of technical reporting. A: Abstract **B: Imagination and creativity** C: Literature Review
3. Data collection methods include all BUT ONE of the following. A: Interviews B: Library **C: Orally**
4. Identify the ODD option from the options. A: Questionnaire B: Discussion **C: Illustration**
5. Every good Abstract in a research study comprises. A: Outlines context, background and review of literature B: Name of author, title of research project and summary **C: Purpose of research, research methods, findings and recommendations**
6. A very salient fact in answering examination questions successfully is. A: Reading the questions thoroughly B: Concentrating on the questions **C: Understanding the actions demanded by the questions.**
7. One of these statements DOES NOT define a journal. A: They are publications made at regular intervals B: They contain most current discoveries **C: They reveal inadequacies in academic pursuit**
8. One of these factors can make a student fail an examination after being prepared for it. **A: Inappropriate time allocations to questions** B: Class lecture attendance irregularity C: Inconclusive field trips
9. The main purpose of excursion in school is. A: To explore the outside environment **B: To experience and practice all that has been learnt in theory** C: To extend all classroom lectures
10. Any student who desires success in examinations must participate in all BUT ONE of these activities. A: Read textbooks and extract information from them B: Seek information from the internet **C: Understand definition of terminology**
11. When you are asked to CLASSIFY, you are expected to. **A: Arrange items into groups according to a guideline** B: Name many items in succession C: Answer fully with reasons
12. When you give both sides of an argument and then your own opinion, you are said to have. **A: Discussed** B: Elaborated C: Concluded
13. In making an OUTLINE, you focus on. A: Naming many items in succession **B: Showing the major points in summary** C: Making a sketchy account of something
14. One of these options is NOT a characteristic of a SIMPLE definition. A: The term defined must be identifiable B: The definition must identify the family of the object defined **C: The object defined must not be too common comparatively**
15. Which of these options is NOT TRUE of discussion questions? A: It demands independence of thought B: It is a debate **C: You present essential parts of the question topic**

16. In the communication process, ONE of these options is not necessary. A: Message B: Receiver **C: Interpreter**
17. When there is communication breakdown, it could be a result of. A: Tone of the discussants **B: Noise** C: Health challenge
18. When a communicator uses bad grammar in expression, it is called. A: Language failure **B: Linguistic noise** C: Language confusion
19. All the facts listed in the following options are essential for effective communication EXCEPT ONE. Identify it. **A: Assume the role of the communication initiator** B: Be clear of what you want to say C: Be a good listener
20. An essay ceases to be expository when it. **A: Engages in imaginative details of an activity** B: Describes how to process soya milk C: Defines basic concepts of an operation
21. Students are given examinations to write in order to assess. A: How regular they are in class B: To find out if they are obedient students **C: To find out if they understand what was taught in class**
22. Which of these is NOT a source of information for answering examination questions? A: Textbooks B: Electronic Media **C: Social Media**
23. The rules guiding an examination are contained in which part of the examination question paper? A: The questions part **B: The instructions part** C: The introduction part
24. What is the name of reading materials that are based on specialized area of learning and are the commonest point of reference for students? A: Journals B: Lectures **C: Textbooks**
25. What is the most important activity in the school system and most important source of information? A: Studying **B: Lectures** C: Seminars
26. What is the name of the publication that contains results of latest researches and developments in particular disciplines? **A: Journals** B: Magazines C: Handouts
27. The knowledge of how much information is required to answer an examination question has to do with. **A: Scope of the answer** B: Language/Style C: Temperament of the student
28. : Questions asking you to list or itemize or mention require you to. A: Discuss extensively B: Write all you know on a subject **C: Simply name things**
29. A definition in which the term defined, the family it belongs to, and the characteristics that distinguish it from other members of the family, are clearly stated, is called. **A: Simple definition** B: Complex definition C: Descriptive definition
30. The kind of question that requires you to give details of the major characteristics or aspects of something is called. **A: Description question** B: Complex question C: Analysis question
31. What kind of description gives the characteristics of an object you can see and also touch? A: Function description **B: Physical description** C: Mental description
32. A step by step description of an activity is called. A: Gradual description **B: Process description** C: Physical description
33. A description stating what something is used for or what it does is called. A: Doing description B: Social description **C: Function description**
34. A Technical report is. A: Written report based on imagination, on issues that may occur in the future **B: An account of what has been learned based on experience, observation or investigation** C: A report that seeks to entertain, create suspense or stimulate emotions
35. The research method that involves a detailed look at the behavior of a small group, one individual or one particular population is called. A: Experiment B: Survey **C: Case Study**

36. In which part of your Technical Report do you give details of the sources you consulted? **A: Bibliography** B: Methodology C: Literature Review
37. Which research type requires the researcher to choose a sample of respondents from a large population and then administer a questionnaire? **A: Survey** B: Empirical research C: Experiment
38. In which part of the research report do you give details of the steps and processes you went through, including instruments used? A: Charts, Tables and Graphs B: Hypothesis **C: Methodology**
39. The detailed bibliography description of a document is called a _____. **A: Cataloguing** B: Classification C: Preservation
40. Damage or mutilated books are usually repaired in the _____ unit. A: Development **B: Bindery** C: Reprographic
41. DDC scheme was developed in the year----- **A: 1876** B: 1786 C: 1896
42. LC scheme has ----- active classes. A: 20 **B: 21** C: 26
43. The highest management unit responsible for the coordination of the general activities of the library is a _____ unit. A: Collection development B: Reserve **C: Administrative**
44. Serials information sources are _____ A: Text books B: Encyclopedias **C: Journals**
45. _____ is gained from strategic use of information to achieve targeted objective. **A: Knowledge** B: Reading C: Population
46. Part of the presentation to your reader which is done in the form of citation, is known as ----- **A: References** B: Inferences C: Deterrence
47. ----- denotes failure to acknowledge a source of substantial information or popular phrase which the writer has "borrowed" from another person or group of persons. A: Obscurantism **B: Plagiarism** C: Appropriation
48. ----- Denotes a full list of all books and related materials consulted in the course of research. **A: Bibliography** B: Discography C: Lexicography
49. Two major tools used in the organization of knowledge in a library are _____ A: Reference and bibliography **B: Catalogue and classification** C: Reserve and circulation
50. Dewey Decimal Classification (DDC) was published by _____ A: Ranganathan in 1884 **B: Melvil Dewey in 1876** C: L. O. Aina in 1941
51. The term Periodicals, Serials, Journals are used interchangeably to refer to the group of library materials which appear in series at regular intervals such as. A: Weekly **B: Monthly** C: Quarterly
52. Federal University of Technology Minna Library was established in the year _____. A: 1983 **B: 1984** C: 1986
53. The following are functions of the University Library except. A: To acquire information materials B: To organize and arrange information resources **C: To entertain dancers**
54. Under library of congress classification scheme T represents _____. A: Fine Art B: Geography **C: Technology**
55. The type of information resources available in FUT Minna library are _____. A: Local materials B: Historical resources **C: Prints and non-prints**
56. The followings are reference sources except. A: Dictionary B: Directory **C: Newspapers**
57. The software used by Federal University of Technology to detect plagiarism in student assignments, projects, thesis and dissertations is called. A: Citation B: Summarizing **C: Turn-it-in**
58. The acronym OPAC stands for. A: On-line of Public Administration Congress **B: On-line Public Access Catalog** C: On-line Peoples Access to Catalogue

59. Communication as a process is not one of these. A: Dynamic B: Cyclical **C: Recursive**
60. Writing is all but one of these. **A: Vocalization** B: Communication in print C: Language in print
61. All, EXCEPT ONE of these strategies, are employed to present materials in expository writing. A: Definition B: Classification **C: Suspense**
62. One of these does not belong to formal reports. A: Field trips **B: Minutes of meeting** C: Progress reports
63. Pick out the odd item from these options. **A: List** B: Explain C: Discuss
64. Both man and beast can verbalize. A: True **B: False**
65. Two examples of written communication are books and letters. **A: True** B: False
66. The response of the receiver sent to the source is called feedback. **A: True** B: False
67. Writing is an offshoot of non-verbal communication. A: True **B: False**
68. Pick the odd item from among these options. A: textbooks B: class lectures **C: recharge cards**
69. Tick the item that does not belong to this group of options. A: interviews **B: games** C: library
70. Tick the odd item from these option items. A: topic **B: review of examination questions** C: hypothesis
71. Empirical research and normative research are research methodologies. **A: True** B: False
72. A clearly structured document that presents informative account as clearly and succinctly as possible is called a report. **A: True** B: False
73. There are broadlytypes of reports. A: Three B: One **C: Two**
74. One of the purposes of writing technical report is to..... A: Entertain B: Amuse **C: Inform**
75. The language skill from which writing is derived is..... **A: Speaking** B: Voicing C: Communication
76. The vocabulary of technical report tends to be..... A: Loose B: Common **C: Specialised**
77. Laboratory report writing is a communication form used in. A: Humanity **B: Science and technology** C: Arts
78. One of the following attributes are necessary for a good report writing. **A: Proper research** B: Personal opinion C: Loose expression
79. Empirical research is preferred in Science and Technology because it..... A: Cannot be verified **B: Can be verified** C: Is easily used
80. In making use of observation, the researcher must be A: Frank B: Subjective **C: Objective**
81. Experimental research usually has.....group. A: Play **B: Control** C: Investigative
82. Case study research is a(n)study of a particular situation. A: Survey B: Short **C: In-depth**
83. A concise summary of a research report is called. A: A paraphrase B: A sample **C: An abstract**
84. The hypothesis usually grows out of..... **A: Observation** B: Guess work C: Meditation
85. A research method that provides information on what actually happened is calleoption: A: Questionnaire **B: Case study** C: Observation
86. The purpose of technical report writing is to. A: Explain a topic to other people B: Hide information from readers **C: Explain a variety of topics to other people**
87. A research report is used in scientific study to. A: Present the minutes of a meeting **B: Present the results of a study** C: Present the outcome of a debate

88. The most important of all sections in writing the report of an experiment is. A: Procedure of study **B: Discussion of results** C: Conclusion
89. Communication is the key word around which life. **A: Resolves** B: Stays C: Begins
90. Communication is.....to all human activities. A: Dangerous B: Everything **C: Crucial**
91. Stimulus is whatthe communication exchange. A: Permits B: Delays **C: Triggers**
92. The pathway through which the message travels between the sender and the receiver is the. A: Source **B: Channel** C: Medium
93. The situation where a message is not well received and well understood is calleoption:
A: Negative feedback B: Incomplete communication C: Undecided feedback
94. Basically, there aremajor types of communication. A: Five B: Three **C: Two**
95. Verbal communication can be..... A: Oral or written B: Oral only **C: Oral and written**
96. Writing isof oral communication. A: Opposite **B: An off shot** C: A basic
97. Communication without the use of words is known. A: Negative message **B: Body language** C: Verbal message
98. The encoder's inability to use the language of communication appropriately is referred to as..... A: Interference B: Negative feedback **C: Linguistic Noise**
99. One of the causes of failure in examinations is..... A: Failure to understand areas where questions are set B: Not partaking in group reading **C: Inability to familiarize with how to attend to questions**
100. In order to attend to issues of time in answering examination questions, you should. A: Time each question to be answered B: Put a watch beside you and watch it constantly **C: Give priority to questions that attract heavier marks**
101. A good approach to answering examination questions is to begin with..... A: Reading the questions **B: Reading the instructions** C: Locating the difficult questions
102. A data collection method in which the researcher samples the opinions of knowledgeable persons on issues under consideration is called. A: Data analysis B: Observation **C: Interview**
103. Technical writing is the same as other kinds of writing. A: True **B: False**
104. Technical writing involves putting down your thoughts and opinions on scientific topics.
A: True **B: False**
105. Technical writing requires the use of language. A: poetic **B: factual** C: dramatic
106. Which of these do not deal with precise information? A: Engineer B: Scientist **C: Fiction writer**
107. How is good technical writing achieved? A: Naturally **B: By practice** C: Listening
108. Which of the following is not an example of technical writing? A: Medical articles B: Field reports **C: Sports and games magazines**
109. Which of these is not a basis of a technical report? A: Facts B: Tests **C: Personal prejudices**
110. The largest section in a technical report as listed in the following options is..... A: Recommendation B: Conclusion **C: Discussion**
111. Reports that provide data and findings are..... A: Informational reports B: Progress reports **C: Experimental reports**

112. What is the key difference between technical language and everyday language? A: Technical language is more opinionated B: Technical language is more abstract **C: Technical language is more exact**
113. Which of these is not an important characteristic of a technical report? **A: Compatibility** B: Conciseness C: Clarity
114. When writing a technical report, the following should be considered. A: Topic B: Purpose **C: All of the above**
115. What are the two main research methodologies? A: Questions and answers B: Documentations and citations **C: Qualitative and quantitative**
116. Which of the following is true of qualitative research? A: It is concerned with understanding an event or phenomenon B: It is used mainly in social sciences **C: All of the above**
117. Your research questions are really good when. A: they guide your literature review B: they force you to narrow the scope of your research **C: All of the above**
118. What type of communication is talking? **A: Verbal** B: Non-verbal C: Written
119. Which of the following reaches a greater number of people? **A: Writing** B: Listening C: Talking
120. What is communication? A: It is a method of talking to people B: It is speaking to other people **C: It is exchanging information with others**
121. When communication is conducted face-to-face, that means. A: You chat up someone on WhatsApp B: You talk on Facebook to people **C: You are communicating with person next to you**
122. An important part of communicating is..... A: Always knowing what to say next B: talking as much as possible **C: Listening to others**
123. Which of the following is a communication channel? A: Informal B: Unofficial **C: All of the above**
124. Why is eye contact an important factor in communication? A: It keeps you focused on the topic B: It confirms that you are actively listening **C: All of these**
125. You know that effective communication has taken place when there is..... A: encoding **B: feedback** C: effective listening
126. A report is an account of somethingor investigated. A: Borrowed **B: Observed** C: Realized
127. A report is written to..... A: give an account of a future action **B: offer solutions to a problem** C: settle a conflict
128. There aretypes of reports. A: three B: six **C: two**
129. Which type of writing gives an account of what is based on imagination and emotions? A: formal writing **B: non-technical writing** C: expository writing
130. Technical report is a type of report based on A: account of information from imagination B: account of facts based on emotions **C: reliable facts based on experience**
131. An effective report should be based on. A: hearsay B: personal opinions **C: research**
132. A research that seeks precise measurements and analysis of concepts to answer questions is known as..... A: qualitative research B: subjective research **C: quantitative research**
133. Empirical research is the same as. A: normative research **B: quantitative research** C: subjective research

134. A research that is based on information that can be collected and verified is known as. **A: empirical research** B: experimental research C: observation research
135. To establish a link between the subject taught and the library resources available is one of the objectives of..... A: charging system B: resources sharing **C: user education**
136. One characteristics of technical report writing is that it is. A: subjective B: reliable **C: informative**
137. Expository writing is used to. A: tell a story or tale **B: provide information** C: argue on a subject matter
138. An orderly arrangement of information for easy reading and comprehension is called. A: exemplification and explanation B: definition and description **C: topical arrangement**
139. Data collection method carried out by sampling opinions of people is known as. A: library source B: observation **C: interview**
140. To keep record of all reading materials in the library and assist the user in the choice of a book are some functions of. A: library classification scheme **B: library catalogue** **C: bibliographies**
141. Definition is crucial in research because it makes. A: information symbolic **B: items to stand out clearly** C: writing easy
142. Communication means sharing information between..... A: man and other species B: receiver and the decoder **C: sender and decoder**
143. The three main types of library catalogue are. **A: author/title, subject and classifies catalogue** B: sheaf, subject and card catalogue C: computer, sheaf and book catalogue
144. channel and medium in communication are synonymous. A: correct statement **B: incorrect statement** C: partially correct
145. Oral communication means. A: communication by means of writing **B: Communication by words of mouth** C: communication by the use of the hands
146. Communication through non-use of words is called. A: written communication B: oral communication **C: non-verbal communication**
147. inability to use the verbal communication effectively results in. A: physical noise B: psychological noise **C: linguistics noise**
148. For effective communication to take place, one of the following must be considered. A: be rigid **B: be clear about what is intended** C: be expressive
149. A strategy in which similarities and differences between two things are examined is known as..... A: classification **B: comparison/ contrast** C: summary
150.is an intellectual work designed to check for specific information meant to be read and has an array of disjointed entries generally arranged in alphabetical order. A: textbook **B: reference book** C: journals
151. There are three stages in writing a research paper. Which of the following combination of such stages is correct? A: introduction, writing, re-writing **B: pre-writing, writing, re-writing** C: WRITING, re-writing, summary
152. The basic aspect of a research report that summarizes the whole report in a logical manner is called. A: methodology B: introduction **C: abstract**
153.type of essay includes every aspect of human life. A: Argumentative **B: Descriptive** C: Narrative

154. In one of the following essay types, the writer can be subjective or objective. A: Argumentative **B: Descriptive** C: Expository
155. When a writer relates a sequence of events in a piece of writing, that kind writing is likely a/an..... A: Argumentative essay B: Expository essay **C: Narrative essay**
156. Effective writing is a skill acquired through..... A: constant reading **B: constant practice** C: constant discussions with colleagues
157. Effective writing also means. **A: being conscious of your readers** B: having good handwriting C: being good at note-taking
158. Effective writing also entails practising the art of writing for. A: entertainment **B: different purposes** C: different presentations
159. Writing is askill. A: non-verbal and acquired **B: verbal and learned** C: verbal and acquired
160.is the section that describes the steps that are followed in carrying out an experiment. A: Results B: Discussion **C: Procedure**
161. There is tremendous use ofin narrative essay. A: Conditional tenses B: if constructions **C: reported speech**
162. One of the following acts should be avoided in argumentative essay. A: numerous supporting points **B: over stating a point** C: discussing with colleagues
163. One of the following essay types are written based on things that..... A: are imagined B: are convincing **C: exist**
164. All of the expressions below, except one, are irrelevant in a write-up. A: it is known to everybody that. **B: the most important point is** . C: everybody knows without doubt that.
165. The essay type used for scholarly works is..... A: Argumentative B: Descriptive **C: Expository**
166. All the sentences below, except one of them, are ambiguous. Identify the unambiguous sentence from the list. A: The shooting of the hunters was good B: They are counting machines **C: Nemesis has cut up with him**
167. An essay type that requires visualization of what is being talked about is called. A: Argumentative **B: Descriptive** C: Term paper
168. An autobiography is an example ofessay. A: Argumentative B: Expository **C: Narrative**
169. Pick the odd option from the list of vocabulary questions given below. **A: elucidate** B: name C: mention
170. It is one thing to read for information and another to have. A: knowledge of how to read it very well B: the needed techniques of using the information **C: a proper understanding of the questions**
171. A research carried out to serve as future guidance is called. A: empirical research B: Numeric research **C: Normative research**
172. Pick the odd item from the list below. A: field trips **B: scanning** C: public talks
173. An account of a body of facts on a situation or an event that will occur in the future is called..... A: exposition **B: report** C: research
174. There are basically.....ways of using language to communicate. A: 4 B: 3 **C: 2**
175. Formal report includes all but one option. A: Laboratory report B: progress report **C: plenary session**

176. Pick the odd option from the given list. A: experiments B: surveys **C: profess**
177. For a report to be logical, avoid all except option. A: strings of choppy sentences B: hanging sentences **C: auambiguous expressions**
178. The doctor must make sure that she attends to the patient properly. This is an example of A: choppy sentence **B: sexist language** C: first language interference
179. "Due to the fact that" is an example of..... A: noun clusters **B: redundant phrase** C: sexist language
180. Pick the odd option from the list below. A: psychological desposition B: temperament **C: public address system**
181. From the skills of technical report writing , choose the odd option. A: topical arrangement **B: literature review** C: use of examples
182. "All things being equal" is a wrong expression, because. A: the speaker and the listener are not equal B: the encorder and the feedback are not equal **C: all things will never be equal**
183. Bibliography and refernces are the same. A: true **B: false**
184. Channel and medium of communication are the same. **A: false** B: true
185. To outline and summarize similar activities. A: yes **B: no** C: not sure
186. The assignment was properly submitted. This sentence is in passive voice. The active voice of it is. A: i want to submit the assignment properly **B: we properly submitted the assignment** C: we were submitting the assignment properly
187. One important role of the passive voice is that it can be used toa certain word. A: repeat B: pronounce **C: emphasize**
188. In writing technical report, the over use of the indefinite phrases such as 'there are'. **A: weaken sentences** B: emphasize sentences C: clarify sentences
189. Nominalization means conversion of. A: nouns to verbs **B: verbs to nouns** C: verbs to adjective
190. Nominalizations are facilitated by the addition of. A: prefixes B: infixes **C: suffixes**
191. When one makes a compound sentence ie combination of clauses, the main idea is expressed in the.....clause. A: subordinate **B: independent** C: dependent
192. In order to avoid redundancy in verbal communication, the words "due to the fact that", should be replaced by. A: that **B: because** C: reason
193. The phrase,<u> individual input variance of data process entry</u> is an example of. A: dependent phrase **B: noun cluster** C: adjectival clause
194. In formal reports such as technical reports, it is not advisable to use. **A: personal forms** B: impersonal forms C: friendly terms
195. The committe writing.....reports. A: are.....its **B: is.....its** C: is.....there
196. Each of the costsbelow the limit. A: are **B: is** C: were not
197. The manager or the assistantsthe proposal. A: evaluates **B: evaluate** C: evaluating
198. technical report is supposed to be written in the language the audience..... A: understand B: understanding **C: understands**
199. The purpose of technical report is tothe reader about a specific practical matter. All the options below can complete the space provided except one of them. Identify the wrong option. A: inform **B: cordinate** C: convince

200. Specialized vocabulary means A: words/terms used in special way B: words/terms used in science and technology **C: words / terms based on a particular field**
201. What should you first read in an examination paper? A: time limit B: exam questions **C: exam instructions**
202. The extent and limit of your answer to a question is called.... A: limitation B: range **C: scope**
203. To name many items in succession is to. **A: list** B: mention C: arrange
204. To describe ways in which two things differ, is to.... A: compare B: convey **C: contrast**
205. To change the shade of your idea is to. A: conclude B: convey **C: contradict**
206. Synonyms are example of.....definition. A: complex **B: simple** C: systematic
207. A description that begins with visualization of what to describe is called.....description. A: complex B: simple **C: physical**
208. A description of a clock as a piece of machinery for giving information about time is called.....description. A: Physical B: useful **C: functional**
209. A description of a graduate as someone who has successfully completed primary, secondary and university education is called.....description. A: compound B: functional **C: process**
210. A kind of writing with a continuous flow of narrative with little or no subheadings is called..... A: Technical report B: Narrative **C: essay**
211. The unit that deals with computers and online information resources in the library is called. A: serial unit B: circulation unit **C: systems unit**
212. The section where you write on other people's works cited or consulted is called..... A: reference **B: literature review** C: bibliography
213. The unit that deals with the acquisition of library materials is. A: cataloguing and classification unit **B: collection and development unit** C: serial unit
214. Using another person's intellectual work without acknowledgement is theft and in research is called A: citation **B: plagiarism** C: copy and paste
215. A presentation of books, journals and other sources used in the course of your research work is called A: appendices **B: reference** C: indices
216. The method that makes an indepth study of one object/ phenomenon as a representative of the others. **A: case study** B: indepth study C: observation
217. In which of the following unit of the library is registration of library users, borrowing of books and other loan activities taking place? **A: circulation unit** B: reference unit C: reserve unit
218. Communication through the use of words is called.....communication. A: oral B: written **C: verbal**
219. In communication studies, the urge or need to communicate is called..... A: stimulation B: feeling **C: simulation**
220. Communication is broadly divided into..... **A: two** B: three C: four
221. The greater part of our lives is engaged in.....communication. A: verbal B: vertical **C: non- verbal**
222.communication cuts across all humanbeings in a society. A: verbal **B: non-verbal** C: group
223. All the following options are examples of non-verbal communication except an option below. A: gesture **B: lecture** C: paralanguage

224. The information contained in communication is called..... **A: content** B: channel C: raw data
225. Fatigue or boredom in communication process can cause..... A: distraction **B: interference** C: stress
226. All the options below except one are non-verbal communication. Identify the odd option. A: Clapping of hands **B: delivered sermon** C: kicking a ball
227. Communication is aprocess. A: static **B: continous** C: conscious
228. By understanding the scope of the answer, it means that the students should **A: determine how much information is required by a given question** B: choose appropriate style and language of expression to answer the question C: identify the required technique of answering a particular question
229. When an examination question requires you to "outline", you are expected to. A: answer the question fully with examples and reasons B: show that something is true, accurate or justified **C: show the major points or components of something**
230. One of the following is<u> not</u> a type of decription. A: process description B: physical description **C: extended description**
231. An examination question that requires you to discuss an issue demands that you..... A: mention the ways in which two or more things are different B: give the meaning of that thing to make it clearer **C: present the main points of a very wide subject.**
232. One of the following is NOT an appropriate vocabulary item to link one idea to another in a compare and contrast question. A: therefore **B: then** C: in addition
233. One of these os NOT an activity in preparing to answer examination question. A: consultation of textbooks B: group discussion **C: understanding the question**
234. Many students fail examinations because they lack. A: understanding **B: adequate information to answer the questions** C: knowledge of key words
235. The major reason why students answer questions wrongly in examination is. A: failure to allocate time appropriately to questions **B: failure to interpret the vocabulary of questions correctly** C: failure to organize ideas logically
236. The language skill from which writing is derived is..... A: Writing **B: Speaking** C: Voicing
237. The vocabulary of technical report tends to be..... A: Loose **B: specialised** C: sophiscated
238. One of the following attributes except ONE are NOT necessary for a good report writing. Identify the odd option. **A: Proper research** B: Personal opinion C: Loose expression
239. Empirical research is preferred in Science and Technology because it..... A: Cannot be verified B: Is easily used **C: Can be verified**
240. In making use of observation, the researcher must be A: Frank **B: Objective** C: Skillful
241. Experimental research usually has.....group. A: Play **B: Control** C: Investigative
242. Case study research is a/anstudy of a particular situation. A: Survey **B: In-depth** C: Surface
243. The hypothesis usually grows out of **A: Observation** B: Guess work C: Discussion

244. The situation where a message is not well received and well understood is called..... **A: Negative feedback** B: Incomplete communication C: Wrong feedback
245. One purpose of a bibliographic citation is to..... A: express image of words in different contexts B: check spelling syllabication **C: pay homage of pioneers in one's subject area**
246. One of the underlisted is NOT a strategy for writing effective technical reports. **A: reports should be declaratory** B: reports should be informative C: reports should be based on research
247. A non-technical report is characterised by. A: intensity **B: subjectivity** C: non-technical method of analysis
248. In technical report writing, the language often used is..... A: figures of speech decorated with idioms B: jocular and graphical discipline registers **C: highly technical and packed with meaning**
249. which one of the underlisted is true of technical report writing? A: In reporting findings, numbers and dimensions are exact when appropriate B: Graphs and tables are also used to clarify results **C: A and B**
250. The chief aim of writing technical report is to **A: inform and persuade the readers on an issue by providing facts from verifiable evidence.** B: create and persuade the readers through creating suspense C: inform and persuade the readers on an issue by giving logical opinions to convince them.
251. Which one of the underlisted is odd among others? A: empirical research B: case study research **C: hypothesis research**
252. In a survey research report writing, the researcher collects information using. A: observation **B: questionnaire** C: visitations
253. In research report writing, literature review contains..... A: summary, evaluation, critique of related research topics B: review of related research materials previously done **C: A and B**
254. Writing a research report involves all the skills listed below except one. Tick that one. A: Critical thinking and accurate reading B: Use of library and proper judgement of sources **C: appropriate motivation by language initiative**
255. The type of library set up for the use of restricted audience within an organization is known as. A: private library **B: academic library** C: school library
256. Any interface that keeps a message from being understood or accurately interpreted is known as. A: obstruction **B: noise** C: sound
257. The section of research report writing which explains the techniques employed, variables controlled sampling and research procedure adopted is called..... **A: methodology** B: hypothesis C: discussion
258. An information seeking method where the opinions of knowledgeable and dependable persons are sampled on issues under consideration is called..... A: questionnaire B: discussion **C: interview**
259. Language items mostly used in reporting procedure sections of experiments are in A: active voice forms B: nominal forms **C: passive voice**
260. Retrieval devices are carried out in the following two ways. **A: shelving and processing** B: filing and searching **C: cataloguing and classification** D: accessing and controlling

261. The elements of communication include all but One of the following..... A: the source B: the message **C: the action**
262. The stage in the communication process when an encoder initiates communication is the A: transmission stage **B: simulation stage** C: interaction stage
263. The communication process is incomplete without..... **A: a feedback** B: the elements C: a source
264. Interference in communication that results from depression or poor mental attitude to communication is known as. A: physical barrier **B: psychological** C: linguistic barrier
265. One major advantage of oral communication is that..... **A: it is applicable to the literature and illiterature** B: it benefits the illiterature more C: it helps the literature in writing
266. The type of essay writing that tells a story in a sequence of events, telling what happened, when, how and possibly where, is called a..... A: descriptive essay B: declarative essay **C: narrative essay**
267. A major advantage ofmethod of enquiry is that the tone of voice, facial expression, body language, hesitation can provide more information to the information seeker. A: analysis B: questionnaire **C: interview**
268. In organising public lectures.....are invited and requested to talk on issues of general interest for the benefit of society. **A: distinguished intellectuals, professionals and experts** B: secretaries of various schools C: touts from agencies
269. Only one of the underlisted options is true of excursions and fields trips. **A: students interact with one another to witness the practical aspects of theories** B: students witness a change of environment with new gadgets C: students interact with one another
270. The hypothesis usually grows out of **A: Observation** B: Guess work C: Discussion
271. A research report is used in scientific study to. A: Present the summary of the study B: Present the minutes of a meeting **C: Present the results of a study**
272. The most important of all sections in writing the report of an experiment is. A: Abstract of the study **B: Discussion of results** C: Conclusion
273. Communication is the key word around which life. **A: Resolves** B: Stays C: Begins
274. Communication is.....to all human activities. A: Dangerous **B: Crucial** C: Irrelevant
275. In a questionnaire, open-ended questions are..... A: Are questions that are easy to answer B: The questions are open completely **C: The questions are open to interpretation**
276. Communication is ... A: The process of sending and manipulating messages B: The process of receiving and registering messages **C: The process of sending and receiving messages**
277. Communication skills are required in. A: Teaching B: Asking questions **C: All of the above**
278. Types of non-verbal communication include..... **A: Eye contact, clothing, facial expressions, and body language** B: Facial expressions, eye contact, gestures and singing C: Hand gestures and facial expressions only
279. A continued dialogue between the sender and receiver is called..... A: Decoding B: Encoding **C: Effective listening**
280. Which element of the communication process gives meaning to the message? A: Speaker **B: Listener** C: Channel

281. What role does encoding play in the communication process? A: It is the method by which a message is sent B: It is the process of interpreting a message sent **C: It is the process of transforming a thought into a message**
282. What is the best explanation of a communication channel? **A: A radio station** B: The process of encoding C: The verbal communication process
283. What is noise? A: Sound B: Unknown high sound that hinders transmission of a message **C: Anything that hinders understanding of a message**
284. In which of these two sentences is a verb used as a noun? A: Students population is increasing rapidly and the university needs to provide more accommodation in order carter for every student. **B: There is rapid increase in the population of students and the university needs to provide more accommodation in order to carter for every student.**
285. In which of the following sentences is a noun used as a verb? **A: The temperature of the planet is rising as a result of global warming.** B: The rise of the planet's temperature is a result of global warming.
286. Technical reports present conclusions based on.... A: Impression **B: Investigation** C: Belief
287. A population census is an example ofresearch. **A: Empirical** B: Clinical C: Survey
288. The final stage of the research process is A: Problem formulations B: Data collection **C: Report writing**
289. Research by observation is a physical and.....activity. A: Social **B: Mental** C: Psychological
290. Research is A: Searching again and again B: Finding solutions to any problem **C: All of the above**
291. Which of the following is the first step in starting the research process? A: Searching sources of information to locate problems B: Survey of related literature **C: Identification of problem**
292. In the process of conducting research, formulation of hypothesis is followed by. A: Statement of objectives B: Analysis of data **C: Selection of research tools**
293. A journal is a collection of. A: Stories B: Description **C: Articles**
294. A magazine can be described as a collection of..... A: Academic and scholarly references B: Historical national events **C: Diverse material**
295. When evaluating a source of information, you should consider. A: the purpose of the source B: how current is the source **C: all of the above**
296. What Kind of information is usually presented in the limitation section of a research report? **A: Influences that may have prevented a more thorough research.** B: An outline of the extent of the research study C: An outline of the limit of historical background of the research study
297. In a questionnaire, close-ended questions are those where A: The questions and answers are close to each other **B: The answers are given as options** C: Short answers are required
298. The qualities of a researcher are. A: Sprit of enquiry B: Reliance on observation and evidence **C: All of the above**

299. The method of collecting data through observation, experimentation, formulation and testing of hypothesis is known as.... **A: Empirical method** B: Scientific method C: Scientific information
300. Information acquired by experience or by experimentation is called. A: Facts B: Scientific **C: Empirical**
301. What is the main job of the title of a research? A: The title is a clever page **B: The title characterizes the report** C: The title gives a quick version of the results
302. What is the benefit of subheadings? A: They relate the material to theme of the report B: They keep the material in a meaningful order **C: All of the above**
303. Which of the following presents the sections of a research report in correct order? A: Title page, abstract, introduction, method, results, discussion, conclusion, references **B: c. Title page, abstract, introduction, method, results, discussion, conclusion, references, appendices.** C: Title page, abstract, introduction, method, results, discussion, conclusion, appendices.
304. When would you write the abstract? **A: Once you are aware of the results** B: After the main sections of the experiment has been drafted C: Before the introduction and after the title
305. In what tense should the introduction of a research be written? A: Future B: Past **C: Present**
306. What does the results section highlight? A: Psychological interpretation of findings **B: Outcome of data analysis** C: The success of the study
307. Writing a research report is best regarded as... A: Something most students find easy B: An unnecessary chore **C: A skill**
308. As an undergraduate student of this University, how would you explain the concept of oral communication to your younger ones in secondary school? A: Oral communication means talking to yourself B: Oral communication means reading aloud only **C: Oral communication means communication by words of mouth**
309. Which of the following is not an advantage of oral communication? A: It gives room to warmth and interpersonal relationship. **B: It lacks performance** C: It combines sight and sound
310. Written communication could be a disadvantage if. A: It serves as a record B: It reduces the chance of distortion **C: It may be laborious**
311. All the options below are the requirements of verbal communication, except. A: Use of words, oral or written **B: Use of body language** C: Use of numbers
312. Which of the options lettered A to D is Not an example of written communication? A: Letters B: Lecture notes **C: Mimming**
313. Effective communication involves all, except one of the options listed A to D below. Identify the wrong option. **A: Being a bi-lingual** B: Being clear about what to say C: Avoiding vague expressions
314. Noise in communication could be catered in all these areas, except one. Identify the odd category. A: Physical noise B: Linguistic noise **C: Loud music or market noise**
315. Which of the following is the most recommended and most available source of information to students? A: Library B: Textbooks and journals **C: Lectures**
316. An examination question that asks you to 'Analyse' expects you to. A: Give the meaning of something B: Answer fully with reasons **C: Devide into parts and describe each**
317. "Distillation is a process which is used to separate substances from a mixture". This sentence is an example of. A: Explanation **B: Elaboration** C: Definition

318. Breakdown in communication can occur at these levels except one. A: grammatical B: semantic **C: geometrical**
319. When a lecturer increases his/her tone of voice while delivering lectures, this is an example of. A: Verbal communication **B: Paralanguage** C: Body language
320. One of the advantages of written communication is that. A: it is tasking and hazardous **B: materials can be read** C: the writer is literate
321. One of these is not a variety of research. A: experimental research B: case study **C: interview research**
322. A "report" can also be referred to as. A: A summary **B: A record** C: past action
323. The most important skill needed in Technical Report is- A: Description **B: Exposition** C: Argumentation
324. Activities such as information, classification, Explanation, instruction etc. are needed in. A: Description B: Narration **C: Exposition**
325. Exemplification mode begins with. A: Generalization followed by main points B: Main points followed by generalization **C: Generalization followed by examples**
326. In writing technical report, there is emphasis on. A: Functional words **B: Content words** C: Synonymous words
327. The objectivity in Technical report writing is expressed through the use of- A: Complex phrases **B: Impersonal forms** C: Special vocabulary
328. Students should beware of deceptive questions such as questions..... A: without instructions **B: with double negatives** C: with difficult questions
329. In answering questions each word in the question should be. :A Studied carefully **B: Interpreted fully** C: Written out correctly
330. Technical Report is based on -(used). A: Facts and opinion **B: Facts and evidence** C: Facts and examples
331. Technical Report means report based on. A: Reading and writing **B: Experience and observation** C: Information and communication
332. Girl education is better than the boy education" Agree or disagree with this assertion. The student is expected to. **A: Juxtapose** B: Assume C: Predict
333. Pick the odd item. **A: Classify** B: Criticise C: Discuss
334. One of them does not belong to this group. A: Tittle **B: Review of Literature** C: Aim
335. Select the odd item. **A: Analyse** B: Appropriate C: Temperament
336. The major essence of language to humans is to convey. **A: Message** B: Signs C: Meanings
337. Which of the following does NOT describe the theory of technical writing? **A: The subject matter is famous and entertaining** B: Technical writing is the accumulative process of researching, organizing and presenting information for a specific audience. C: Technical writing is a process of creating unique content to help an audience rethink an idea or action.
338. Which of the following would provide an appropriate definition for a non-technical
 Audience? A: A neoplasm is a type of tumour. **B: Axonal arboration is a treelike formation of a nerve cell.** C: Acetaminophen is an analgesic (pain reliever).
339. Which of the following consideration is NOT part of the process of report development? **A: The value the product has for the user.** B: Whether the use of the product is intuitive for the target user. C: What prior knowledge or user experience can be assumed

340. Laboratory reports usually contain all the following sections except. A: Results B: Discussions **C: Recommendations**
341. When analyzing your audience which of the following is NOT an important consideration? A: The education or professional level of the target audience. **B: How many other similar reports describe the end result** C: Reading conditions such as how the document will be used.
342. What is language? This kind of question demands. A: Description B: Summary **C: Extended definition**
343. A magazine can be described as a collection of..... A: Academic and scholarly references B: Humorous articles **C: Diverse material**
344. When evaluating a source of information you should consider. A: The currency of the source B: The scope of the source **C: All of the above**
345. Which words best describe the writing style that should be used in research reports? A: Subjective and detached B: Personal and critical **C: Objective and detached**
346. Which type of library is usually referred to as people's university? A: Private library B: School library **C: Public library**
347. One of the objectives of the use of library course is..... A: to know the total number of newly admitted students **B: to teach the students how to use library resources** C: none of the above
348. Which among the following reference materials will refer a user to another source of information? A: Gazetteer **B: Bibliography** C: Geographical sources
349. To get information on either the author or the title which library tool will you consult. A: classification scheme B: list of information materials **C: catalogue**
350. The hypothesis usually involves..... **A: observation** B: guess work C: experiment
351. In a questionnaire, open-ended questions arequestions that. A: are easy to answer **B: require long answer** C: are open to interpretation
352. The method of data collection in research writing which involves on the spot assessment of the situation is known as. **A: interview** B: survey C: case study
353. Communication can be described as **A: a process that involves the transmission of messages between a sender and a receiver** B: a psychological interaction within a person C: appropriate sending of messages through the right channels
354. One major advantage of oral communication is that.....it. **A: is applicable to the literates and illiterates** B: benefits the illiterate more than the literate C: cannot be used for official communication
355. What role does encoding play in communication process. A: it is a method by which a message is sent **B: it is the process of transforming thought into a message** C: none of the options is correct
356. When evaluating a source of information, you should consider. A: the purpose of the source B: the scope of the source **C: all of the above**
357. Laboratory reports usually contain all the following sections except..... A: materials methods B: discussions **C: recommendations**
358. What is language? this kind of question demands..... A: description B: simple definition **C: extended definition**

359. Which of the following is the most recommended and most available source of information to students? A: library B: textbooks and journals **C: lectures**
360. One of the advantages of written communication is that, A: it is tasking and hazardous **B: materials can be read** C: the writer is literate
361. Everybody must bringidentity card to the examination hall. A: his **B: his/her** C: his and her
362. The following activities are expository modes in essay writing, except. A: definition **B: narration** C: cause and effect
363. Exemplification is an element of expository writing which begins with.....followed by A: examples/ conclusion **B: generalization/examples** C: none of the above
364. Hypothesis refers to. A: assumptions to be tested B: detailed explanation of methods **C: discussion of results**
365. A series of tests relevant to the information required in writing a report is called. A: facts B: questions **C: questionnaires**
366. The process through which a message is passed to the intended audience is called. A: sender **B: channel** C: distributing
367. A research study is supposed to be. **A: an original work** B: a reviewed C: a photocopied
368. Which of these is not a component of research work? A: methodology B: literature review **C: summay**
369. Which of the following is a formal report ? A: report on social club **B: progress report** C: normative report
370. Only one of the underlisted options is true of excursions and field trips. **A: Students experience/witness the practical aspects of classroom theories** B: Students witness C: Students spend a lot of time travelling to new areas
371. Mathematics.....his favourite subject when he was in secondary school. A: is B: are **C: was**
372. If either John or Marry.....please take a message. A: phone B: phoned **C: phones**
373. It would be more manageable if there wereguests. A: less **B: fewer** C: several

BEST OF LUCK FROM TEAM CLEVER-B