



WINSMART ACADEMY

MOTTO: PERSONALISED TUTORING FOR LEADERS OF TOMORROW

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GST102 USE OF ENGLISH AND COMMUNICATION SKILLS II

Most pieces of _____ require more than one paragraph.

Writing

Most pieces of writing require more than _____ paragraph.

one

Most pieces of writing require more than one _____.

paragraph

Most pieces of writing require more than one paragraph.

True

_____ the art of writing a paragraph is essential to success in any form of writing, whether it is a letter, a report, or a newspaper article, since all longer pieces contain a series of related paragraphs.

Mastering

Mastering the art of writing a _____ is essential to success in any form of writing, whether it is a letter, a report, or a newspaper article, since all longer pieces contain a series of related paragraphs.

paragraph

Mastering the art of writing a paragraph is essential to success in any form of writing, whether it is a letter, a report, or a newspaper article, since all longer pieces contain a series of _____.

related paragraphs

The division into paragraphs prevent _____ as it provides a physical break on the page.

boredom

The division into paragraphs prevent boredom as it provides a _____ on the page.

physical break

Any longer piece of writing is divided into a number of _____.

paragraphs

A _____ is a piece of writing which is unified by a central, controlling idea or theme.

paragraph

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A paragraph is a piece of writing which is unified by a central, controlling idea or _____.

theme

The idea or theme is called the _____.

topic of the paragraph

The topic of the paragraph is sometimes expressed at some place in the paragraph by one sentence which is usually called the _____.

topic sentence

The topic sentence may be a _____, a generalization or a problem.

statement

The topic sentence may be a statement, a _____ or a problem.

generalization

The topic sentence may be a statement, a generalization or a _____.

problem

Beginning a paragraph with a topic sentence _____

helps both the writer and the reader

Beginning a paragraph with a topic sentence helps both the _____ and the _____.

Writer, reader

Placing the topic sentence at the end or in the middle is a more difficult skill.

True

In order to develop the _____ of a paragraph, you have to expand the idea contained in the topic sentence.

central theme

In order to develop the central theme of a paragraph, you have to _____ the idea contained in the topic sentence.

expand

In order to develop the central theme of a paragraph, you have to expand the idea contained in the _____.

topic sentence

An effective paragraph requires more than a topic sentence and supporting details: it must also be _____.

coherent

In a _____ paragraph, the writer takes the reader logically and smoothly from one idea to the next.

coherent

The reader must clearly recognize that one sentence _____ leads to the next.

logically

Another technique which brings coherence in a paragraph is the use of _____ between sentences.

transitional devices

_____ are words/phrases that help a writer move smoothly from one sentence to the next and show the logical relationship between sentences.

Transitional devices

Giving _____ is one of the easiest ways of developing a topic.

examples

When a writer gives _____, he helps the reader to understand a rather difficult and abstract generalization which may be contained in the topic sentence.

examples

Examples add to the readers interest.

True

The simplest way to define a term is by _____

giving a synonym or by placing the word in a general class and then distinguishing it from others in that class

A _____ is a representation of an area of land, sea, or sky.

map

_____ have been used since the earliest civilizations, and explorers find that they are used in rather primitive societies at the present time by people who are accustomed to travelling.

Maps

Relative clauses are of _____ types

two

Relative clauses are of two types: _____ and _____

defining and non-defining

A _____ is never separated from the noun it qualifies by the use of commas.

defining relative clause

A defining relative clause begins with a relative pronoun: *that, which, who, whom, whose*.

There are _____ ways of arranging information when comparing or contrasting things.

Two

The existence of a _____ helps to assure order and discipline
hierarchy

We live on the planet Earth, a ball of rock _____ in diameter.
12,750km

_____ is a dead planet.

Moon

Moon is a _____ planet.

dead

Moon is a dead _____.

planet

The _____ is lush and fertile.

Earth

The Earth is _____ and _____.

lush and fertile

The _____ is covered by an atmosphere which we can breathe and which also keeps the temperature quite constant.

Earth

The Earth is covered by an _____ which we can breathe and which also keeps the temperature quite constant.

atmosphere

By _____ behaviour we mean that our behaviour is in accordance with certain rules, customs and conventions that are observed in our society.

formal

In spoken or written communication, we can be formal or informal depending on the situation and our _____ with the person to whom we are speaking or writing.

relationship

The language that we use at home with our family or with intimate friends is the most _____.

informal

The language that we use outside the home becomes progressively more_____.

formal

_____ language is often written generally in the form of official reports, business letters, legal documents, etc.

Formal

_____ include letters of enquiry, applications for jobs, letters to newspapers editors, orders for goods, letters asking for travel and hotel reservations, etc.

Formal letters

A _____letter has to observe the form usually adopted for such communication.

formal

There are certain things that one should keep in mind when writing a formal letter.

- (i) Keep your letters as brief as possible.
- (ii) In fact, most formal letters are restricted to one or two main points.
- (iii) Your letters should be clear, precise and complete.

Writing to _____ and request is very common in our daily life.

complain

Writing to complain and _____ is very common in our daily life.

request

Whenever you send a copy of your curriculum vitae to an organization where you are looking for a job, you should also send a personal covering letter which is known as _____

letter of application

A _____ is an elaboration and an explanation of the facts that you list in your curriculum vitae.

letter of application

The _____ is a straightforward, factual presentation of the facts relating to your education, work experience and other qualifications.

curriculum vitae

An _____ can easily make even average qualifications appear quite impressive.

effective presentation

A _____ can make excellent qualifications look ordinary.

poor presentation

In your curriculum vitae, you should list the basic facts relating to your

education, experience and special skills

An order letter must be _____ an _____ if you are to receive the exact items that you want.

specific and complete

A letter we have to write frequently is a letter of _____ or protest.

complaint

A letter we have to write frequently is a letter of complaint or _____.

protest

_____ is defined as an organised, factual and objective presentation of information.

Report

_____ is a language that is hard to understand because it is full of special words known only to the members of a certain group.

Jargon

Laboratory tests or experiments are not limited to any particular field.

True

The _____ explains the problem.

theory

The theory explains the _____.

problem

Do not conduct an experiment without having a clear idea of what is to be tested.

True

_____ is observation carried out in specific conditions.

Experimentation

In an _____, an event is seen to occur under known conditions.

experiment

In an experiment, an event is seen to occur under _____ conditions.

known

Different _____ serve different purposes.

illustrations

Different illustrations serve different_____.
purposes

_____or drawings form an essential part of a report on scientific experiments.
Diagrams

Diagrams or _____ form an essential part of a report on scientific experiments.
drawings

_____ present mathematical data and trade statistics pictorially.
Graphs

Graphs present mathematical data and trade statistics_____.
pictorially

_____ are used to show geographical distribution of data.
Maps

_____ are used for displaying mathematical data in a compact form.
Tables

_____ is prepared in the laboratory by the action of dilute sulphuric acid on granulated zinc.
Hydrogen gas

_____ is a skill that you will be called upon to do from time to time in your academic work.
Summarisation

_____ is a day-to-day activity.
Summary

Summary is a _____ activity.
day-to-day

UNEP stands for_____
United Nations Environment Programme

_____ is a plan that combines several different methods to destroy insects and rodents.
Integrated Pest Management

IPM stands for_____
Integrated Pest Management

_____ are the answer for every garden problem, according to Harold John Weigel.

Earthworms

Earthworms are the answer for every garden problem, according to_____.

Harold John Weigel

Every _____ has a purpose.

summary

_____ is extra force used in speaking, on a particular word or syllable.

Stress

_____ is a minimal rhythmic unit of a spoken language.

Syllable

Words are made up of one or more separately pronounced parts, called_____.

Syllables

A longer sentence is usually divided into what may be called_____, or sense groups.

breath groups

A longer sentence is usually divided into what may be called breath groups, or_____.

sense groups

The last important word in each group has what is called the_____.

nucleus

The change in pitch from high to low is known as the _____

falling tone

The change in pitch from low to high is known as the_____.

rising tone

When we use a _____ on the nucleus, the pitch starts at a low level and keeps on rising till the end of the group.

rising tone

English has _____ consonant sounds.

twenty-four

The interview is often called a _____

personality test

The interview is often called a personality test because_____

it helps the interview board to get an insight into your personality

_____ is the first step towards success at an interview.

Preparation

Preparation is the first step towards success at_____.
an interview

In a_____, the speaker who has made a special study of the subject, gives his exposition of it and presents his views on it.
seminar talk

_____ and seminars help to bring experts in a particular subject together to present their experiences and views.

Conferences

Conferences and _____ help to bring experts in a particular subject together to present their experiences and views.

Seminars

The _____ is usually opened by a distinguished person invited by the organisers of the seminar.
seminar

The seminar is usually opened by a _____ person invited by the organisers of the seminar.
distinguished

A _____ is a gathering of experts who read papers on some important national or international affairs.
Seminar

The _____ is organized into a number of different sessions.
seminar

The seminar is organized into a number of different_____.
sessions

A _____ is not successful until it is concluded well.
public speech

A public speech is not successful until it is _____ well.
concluded

_____ relates to the rules and the structure of English.
Grammar

_____ is a language that is structured in its own peculiar way.
English

a and *an* are called _____ articles
indefinite

the is called the _____ article.
definite

Sentences in English belong to _____ main types according to grammatical structure.
four

_____ is a sentence that ends with an exclamation mark (!)
Exclamatory sentence

_____ regulate time and the aspectual forms of English.
Tenses

The simple present tense has the simple form of the verb called _____
plain infinitive

_____ tense emphasises the continuity of events in the past.
The past continuous tense

_____ tense is used to describe an action that started in the past and is still continuing.
The present perfect continuous tense

No sentences can be correct in English without proper sequence of tenses.
True

_____ are verbal nouns which can play the role of a noun in some positions in an English sentence.
Gerunds

A _____ is a verbal noun, that is, a noun which describes an action or experience and has the form of a present participle (the ing form).
Gerund

_____ are the two forms of a verb called present participle and past participle which may be used in compound forms of the verb or as adjectives.
Participles

Participles are the two forms of a verb called _____ and _____ which may be used in compound forms of the verb or as adjectives.
present participle and past participle

_____ is a form of direct statement whereby the subject of a sentence takes an object without any inversion.

Active voice

In an _____ the subject and the object of the sentence are not interchanged.

active voice

_____ patterns of a sentence are useful if you want to present any point directly without going round about.

Active voice

_____ is the most direct way of presenting any idea.

Active voice

_____ are some aspects of helping verbs which can vary the tense of the verb.

Modal auxiliaries

The special verbs in English are called _____.

modal auxiliaries

The core aspect of a paragraph is its _____

Main idea

The main idea is usually couched in the _____

Topic sentence

Most topic sentences are usually _____ of the paragraph.

At the beginning

In most writings, the _____ in a paragraph tends to present the central theme in it.

First sentence

When using example as a paragraph development device, you will likely use one of these

For example

The central concern of narrative writing is _____

Telling a story

The major focus of a descriptive paragraph is to _____ about a thing or person.

Give details

A paragraph providing step by step details of a process of an experiment you just performed will be called _____.

Explanatory

“All men are women abusers” is an example of a statement that will be referred to as _____

Generalisation

When you write to the VC of your university, it is a(n) _____

Formal letter

A major way of determining if a letter is informal or not is through the _____

Language usage

If you are writing a letter to your friend, one of the ways you will salute them is to start your letter with _____

Dear Sam

If you are to write a letter to your Faculty Dean, you are expected to write it _____ your Centre Director.

Through

When a patient dies of lung cancer attributable to his chain smoking habit, it would be right to say cigarette is _____ of his death.

Cause

Letter to the Editor is normally written to _____

Newspaper houses

A letter seeking for job is usually called _____

Application letter

You were offered jobs by two organisations, which letter will you write to the one you did not want to work with?

Letter of acceptance

If you have a job offer from more than one organisation, state the type of letter you are going to write to the organisation you do not wish to work with _____.

Letter to decline

An essay you write to present your class debate will be written in _____ language.

Formal

When you want to write a letter to accept a job offer, it should be done with _____

Gratitude

If you are seeking to further your studies, what sort of letter can your lecturer write to support your quest?

Reference letter

When you want to sign off the letter to your friend, putting your full name and signature will be regarded as ____.

Out of order

You have siblings attending the conventional universities, if you are to write to the president to express your opinion on how the current ASUU strike should be handled, you are likely to express it as ____

Newspaper article

If you are addressing a woman with her professional title, it is always better to address her without _____, except she requested otherwise.

Mrs.

When your letter ends with 'Yours sincerely, Chuka' it is most probably a letter to _____

Your friend

A formal letter is usually expected to have ____ as the summary of its content.

A heading

Most letters to the editor tend to contain _____

complaints

If you witnessed an armed robbery incident, the report you will give to the Police is called

A statement

An experimental report will likely contain a thing like _____

Procedure

A core requirement for a scientific report is that it MUST be _____

Objective

When you are presenting only the salient points of a passage, you are doing _____

Summary writing

What best way do you think you can develop your summary writing skill?

By practising it daily

One good way of developing the summary of a passage is by taking the ____ in each paragraph.

main idea

Expansion materials are not acceptable in _____

A summary passage

To really master the summary writing skill, you must _____.

Learn to identify core points in the passage

A paragraph that presents a cause should have the _____ too for it to be considered good paragraph development strategy.

effect

In this sentence, 'She has arrived, ...?', its second part will likely be: _____

hasn't she

An English polar question will most probably be answered with a _____ or _____.

yes

A summary passage is expected to be _____ than the passage it was extracted from in terms of length.

shorter

When you use comparison in developing a paragraph, it means that, at least, _____ things are the focus of your writing.

two

The correct transcription of 'back' is _____.

/bæk/

The transcribed word /ʃelvz/ is lexically written as _____

shelves

The word transcribed as /lʌv/ will be orthographically presented as _____.

love

'How kind of you!' is structurally regarded as _____ in the classification of sentences.

simple

The transcription /jɒt/ will normally represent _____ word in English.

yacht

The transcribed word /kəʊm/ here is _____.

comb

This word 'examination' has the main stress on its _____ syllable.

fourth

The word 'Registrar' has _____ syllables.

three

Transcribe the word 'children'.

ʧɪldrən

Give the transcribed form of the word 'shot' _____.

/ʃɒt/

/θɪn/ would be a transcript of _____.

thin

/ʃə:t/ is a transcription of _____.

shirt

Transcribe the word 'cloth' _____.

/klɒθ/

Indicate the number of syllables in this word 'kingship' _____.

two

The word transcribed as /wɒndə/ is written in English as ____

wonder

'I will see you tomorrow, God willing' will functionally be described as: _____.

A statement

'Whenever he arrives, tell him to come in' is functionally regarded as _____ sentence.

command

'He came, he saw, he conquered' could be structurally described as _____.

compound sentence

'The boy that came to visit me is my nephew; he is in the University of Lagos, doing his first degree' is a sentence that is structurally _____.

compound-complex

'I just love to read!' is functionally ____.

exclamation

One way of developing paragraphs is by ____ one thing with another, which usually brings together positive features of the two elements.

comparing

You can also bring together two things in a negative sense; this is called ____ because it brings side by side negative features of those elements being focused.

contrast

When a group of scholars come together to discuss a topic in their department, it is usually known as _____.

seminar

To moderate a seminar session, the person to chair is usually expected to be _____ in that field of study.

An expert

A seminar cover page is expected to give the _____ of the writer to identify who it is that did the work.

name

Seminar presentation is usually the _____ end of writing it.

logical

When a seminar paper stirs up debate about the topic of discussion it is focused on, it is considered _____.

good

A seminar paper that has every point raised acceptable to the audience would be considered _____.

suspect

Every culture has its manner of doing _____ in the public, depending on the acceptable way of speaking to its community members.

oratory

'I stand on the existing protocols' appears to be a _____ cultural thing.

Nigerian

Which vowel is represented in word "whack"?

/æ/

Which vowel is represented in word "chink"?

/i/

Which vowel is represented in word "deal"?

/i:/

Which vowel is represented in word "swoon"?

/u:/

Placing a topic sentence at the end of a paragraph _____

All the sentences to built up to the topic

Beginning a paragraph with a topic sentence

Helps both reader and the writer

One of the following words or phrases expresses additional information
Besides

Correct stress pattern for the word 'commerce'
Commerce

It has been observed that students who wants to be well focused in their writing, need to learn how to_____
Summarise

Explaining the meaning of a concept or thing is called
Definition

Causes and effects in paragraphs do one of the following
Help the writer to explain reasons for an event

Descriptions in paragraph do one of the following
Help the writer to create an accurate image of an event

Illustrations in paragraphs do one of the following
Help the reader to understand difficult concepts

One of the following is the most appropriate way to request for an interview
Available for an interview at your

Examples are used in paragraph development to
The reader that the generalization

Letters of job offers and acceptance are examples of
Formal letters

The form of speech we use with close associates and people of equal status is
Informal language

Paragraphs can be developed by all these methods except
Connection

A paragraph is a piece of writing unified by a central topic controlling_____
Theme

A reason for comparison and contrast in paragraph
Issues in paragraphs

One of the following is NOT a part of an effective paragraph
Equivalence

One of the following words or phrases expresses finally time _____?

Subsequently

We need a _____ door here

Sliding

When you are summarising a passage, each paragraph will most likely give you _____ each.

A point

Summary is usually _____ of a more extensive passage.

A reduction

The topic sentence is most frequently found at the _____ beginning of the paragraph.

beginning start

When speaking with your boss, you are likely to use _____ type of communication due to the official context.

formal

Letter of complaint would be regarded as a _____

Formal

off with 'Yours faithfully' will most likely be _____

formal letter

The letter that requires its having a title is _____

formal letter

the opening sentence in a paragraph. States the central _____ of the paragraph for the reader.

idea

One of the core things you must do in writing a summary is to _____

Identify the core points

When you are with your family members at home, your communication type will likely be _____

Informal

When you write a letter to your old friend to catch up on the old times, you are likely to write _____

informal letter

When you end your letter to an acquaintance with 'Yours sincerely', it is likely to have been _____

informal letter

Coherence refers to the _____
transition from one idea to the other

During your lectures, summary writing skills will help you to _____.
Make notes

Repetition is a _____ in writing a summary.
No-no

The type of error contained in this sentence I was awakened by loud cry is called _____.
omission article

The interview is often called _____ because it helps the interview board get an insight into your personality.
personality test

To write a good summary, putting examples in the summary will be regarded as a sign of _____.
Poor summary writing skill

To write summary, it is best to _____ doing it as much as possible.
Practise

The _____ is used to describe past events, and emphasise their effect on the speaker's present situation
present

Complete this sentence with 'might', 'ought' or 'should': The bus is usually on time. It _____.
Should

The _____ situation of a country determines the way a speech is presented.
Sociocultural

A good summary write will first isolate _____ and put them down to form the summary work.
The main ideas

Thing you look for in a paragraph is the _____.
Topic sentence

A letter you wrote to the Vice Chancellor of NOUN in which you address him as 'Dear Abdalla', will indicate that the letter is to _____.
Your friend

Words are made up of separable _____ units referred to as Syllables

Pronounceable

Deletion is an avoidable thing you must do when _____ a passage

Summarising

Apart from _____ stress there is also sentence stress

Word

Transition devices is used to link sentences in _____

Paragraphs

The use of jargon should be avoided in _____ writing

Formal

_____ is the extra effort used in speaking or pronouncing a word

Stress

A longer sentence is usually divided into _____ or sense groups, these can also be called tone groups

Breath

In a word, the part that has the stress is pronounced with _____ force

Greater

In speech, there is always the movement of the _____ of the speaker's voice from high to low or from low to high

Pitch

Secondary _____ is weaker than the primary stress

Stress

The words 'pocket', 'pretend' and 'docket' all have _____

Two syllables

Being able to _____ yourself well in an interview gives you greater chances of getting the job

Express

Summarization involves condensing and _____ a large piece of writing

Shortening

In Nigeria languages tone that brings about a change in the meaning while in English a change in meaning is as a result of _____

Stress

One difficulty about English pronunciation is that there is no perfect correspondence between _____ and sounds

Letters

Complex sentences with _____ clauses are deployed in summary writing to make the passage shorter

Subordinate

Falling tone is a change in pitch from _____ to low tone

High

The English language has _____ consonant sounds

Twenty four

The English vowels and consonants are very important to _____ spoken English

Effective

Constant _____ of the English sounds makes you a good speaker English

Practice

The primary stress is on the _____ syllable in the word 'locomotion'.

Third

The word 'pretend' can be an adjective as well as a _____

Noun

Wrongly _____ a word can lead to wrong meaning being expressed

Stressing

'won', 'one', 'take', 'sit', 'bit', 'peak' and 'come' are all _____

Monosyllabic words

Repetition of _____, ideas and wishes is not necessary in doing a summary

Thoughts

_____ are used to represent sounds in the dictionary

Symbols

For correct pronunciation you must learn to use the _____ every time you come across any new word

Dictionary

The substitution of one _____ for another can bring about a change in meaning

Sound

Homophones are _____ that have the same pronunciation but differ a little in spelling

Words

In English language there are more sounds than there are letters in the

Alphabet

Well-articulated discussion is possible with one another because we have adequate _____

Communication skills

Combining two or three _____ of a passage into one will help condense the passage

Sentences

Contracted forms of language use are allowed in _____

Informal writing

After doing a summary of a _____, it becomes shorter

Passage

Sounds in the English language can broadly be divided into _____ and consonants

Vowels

What should the complimentary close of letters should?

The dash

Which ONE of the under-listed shouldn't your letter of application have?

Seek for your address

What do the two documents that go together when you are seeking for employment provide for the reader?

evidence of your inability

How would you define a report?

A report is an organised, factual and objective presentation of information

Which of the following options are you supposed to use in the opening lines of a letter of refusal?

giving elaborate details of your location

What indicate that the symbol between them represents a sound and not a letter of the alphabet?

Full stop

What mark is used to indicate the syllable that is stressed?

A horizontal mark

What is the model of pronunciation to which Nigerian speakers of the English language ascribe to?

End mark pronunciation

What unites the pair of words 'sheep' and 'ship', 'seek' and 'sick', 'leave' and 'live'?

Homophones

How many consonants are there in the English language?

Twenty one

To be a good speaker of the English language what must you do?

Know the etymology of words

What is the first step to achieve success when preparing for an interview?

Typing

When going for an interview what is the first impression of you people get?

Your handwriting

Which ONE of the options is important in seminars?

Holding the microphone when speaking

What can you use in seminar presentations to explain your points better?

Your diction

Most application letter aim at doing what?

convincing the reader that the sender is suitable for the job

One or more what can be used to develop the paragraph?

Rules

Among the options listed below which is not part of a formal letter?

The salutation

What can distinguish formal and informal styles?

the placement of a preposition at the beginning or at the end of a relative clause

What makes a formal letter to be clear, precise and complete?

Some pieces of information are missing

When you do not want to accept a new job offered you what kind of letter do you write?

Letter of refusal

Which of the under-listed point is NOT included in a descriptive technique of paragraph development?

Weight and sizes

What do you use to indicate a follow-up to a previous discussion?

Pls

Signatures have the ability to do what in a formal letter?

Make the writer appear nice

The writing of reports follow some stages, at what stage of a report do you start gathering information?

Stage four

Titles have the ability to do what in a formal letter?

Specifies what the letter is about

Communication within an organisation is carried out through the _____

Memorandum

What is meant by a report being ambiguous?

Hyperbolic reasoning

The Open University System has all but ONE of the following?

There is a strong student support

What does a speaker do in a seminar talk presentation?

Study the countenance and mien of the audience

What helps to bring experts in a particular subject area together?

Antonyms and synonyms

In writing an application for a job, what do the reader basically look out for?

How good and kind you are

After writing an application for a job, what is usually the purpose of the follow-up interview?

To know your religion

Which of the following points wouldn't members of an oral interview look for when interviewing an applicant?

Imagination

How do you leave your stamp of personality in communication?

Using the right words

The letter that requires its having a title is _____.

Formal letter

When you write a letter to your old friend to catch up on the old times, you are likely to write _____

An informal letter

When you end your letter to an acquaintance with 'Yours sincerely', it is likely to have been _____

An informal letter

When you are with your family members at home, your communication type will likely be _____.

Informal

A letter you decided to sign off with "Yours faithfully" will most likely be _____.

A formal letter

When speaking with your boss, you are likely to use _____ type of communication due to the official context.

Formal

Letter of complaint would be regarded as a _____

Formal

To write summary, it is best to _____ doing it as much as possible.

Practise

Every paragraph has a central theme. This theme is usually represented by _____ in the paragraph.

Topic sentence

Explanations and illustrations are useful in _____ main idea in a paragraph

Developing

When a paragraph is logically and smoothly presented to the readers, it is said to have _____.

Coherence

In determining the method with which to develop your paragraph, one important thing that should guide you is _____.

The point you want to make

One of these is a way of using illustration to develop a paragraph.

For instance

The central concern of descriptive writing _____

Giving details

In writing about the source of drug problem among the youth in our higher institutions, what sort of paragraph development strategy will you find most apt for the topic.

Cause and effect

You were asked to write a paragraph explaining what is meant by 'the topic sentence', how will you commence writing this paragraph?

Defining the concept

"Male children eventually become husbands" will be an example of ____

Generalisation

Examples of formal letter will include all these except ____

Letter to your friend

A major way of determining if a letter is formal or not is through the ____

Language usage

A formal letter must always have after the salutation ____

Heading

If you are to write a Letter of Complaint, state the essential thing that will be the major focus or content of the letter ____

Complaining about something

When you write a letter of application to an organisation, you are expecting to ____.

Be given a job

A letter written to seek for information can be classified as ____

Letter of request

One of the important things that your letter of application must do is to ____

Convince your reader that you are qualified for the job

If you have a job offer from more than one organisation, state the type of letter you are going to write to the organisation you wish to work with ____.

Letter of acceptance

If you have a job offer from more than one organisation, state the type of letter you are going to write to the organisation you do not wish to work with ____.

Letter of refusal

Another name for letter of application is ____

Cover letter

When writing a letter of acceptance, the first thing you should do is to ____.

Express your thanks for the job offer

Letters ordering goods and services need to be ____ and complete if you are to get the exact goods or services you want.

Specific

Any letter that has reference is likely to be ____.

A formal letter

In a letter of complaint, being apologetic is ____.

Bad for your case

If you are addressing a woman without a professional title, it is always better to address her as ____, except she requested otherwise

Ms.

Dear Mr Hussain will be used as a salutation in ____ type of letter.

Formal

A letter that you sign off with „With all my love, Lara“ will likely be ____.

Informal

In a letter of request with a problem as the focus, the first thing you do in the body of the letter is ____.

State your problem

The type of report that you write by presenting the step by step process is ____.

Experiment

When a report contains apparatus, procedure, observations, conclusion, etc. as part of its procedure, it is very likely to be ____.

Experimental

An important part of writing a scientific report is ____.

Objectivity

Summary writing usually involves ____.

Bringing out the salient points in a passage

To learn to do summary writing, it is best to learn it ____.

Practically by writing it

In summary writing, each paragraph can make up ____.

A main idea

When writing a summary of a passage, the repetition of elements in the passage _____.

Should be avoided as much as possible

To really master the summary writing skill, you must _____

Practise it daily

A country that seems to have languages that possess letter and sound correspondence as stated in your CM is _____.

India

A major problem that scholars have identified than foreign learners of the English language seem to easily first confront is its lack of letter and _____ correspondence.

Sound

The English language is said to have more _____ than _____.

Sounds, alphabets

Word stress in English usually occurs on _____.

Syllables

From your study of the intonation pattern in English, you would consider it to have to do with a function that is actually _____.

Communicative

In the examples below, identify the one with the same sound as the underlined: coughh.

Fruit

In the examples below, identify the one with the same sound as the underlined: cup.

Rough

In the examples below, identify the one with the same sound as the underlined: tooth.

Bath

In the examples below, identify the one with the same sound as the underlined: beat.

Sheet

In the examples below, identify the one with the same sound as the underlined: note.

Boat

In the examples below, identify the one with the same sound as the underlined: late.

Maid

In the examples below, identify the one with the same sound as the underlined: hair.

Bare

In the examples below, identify the one with the same sound as the underlined: suite

Sweet

In the examples below, identify the one with the same sound as the underlined: vision.

Pleasure

In the examples below, identify the one with the same sound as the underlined: bird.

Word

Identify the correct placement of the stress on this word "television" from the examples in the options below.

teleVIsion

Identify the correct placement of the stress on this word "open" from the examples in the options below.

Open

Identify the correct placement of the stress on this word "conversation" from the examples in the options below.

converSAtion

Identify the correct placement of the stress on this word "understanding" from the examples in the options below.

underSTANDIng

Identify the correct placement of the stress on this word "indicate" from the examples in the options below.

indiCATE

Command statements make use of _____ intonation.

Falling tune

Rising tunes are basically for _____ type of structure

Polar questions

"Abuja is the capital of Nigeria, isn't it?" should end on _____.

Falling

"The boy came yesterday" ending on a rising tune is _____

Question

"Are you serious?" will likely be a (n) _____.

Statement of doubt

The sound /tʃ/ can be found in the word _____

watch

The vowel /ʊ/ can be found in the word _____

supper

Which of the following words contain the sound /a:/

calm

The use of contracted forms of words is generally absent in _____ writing

formal

The language of official reports and business letters is often _____

formal

In descriptions, you need to be very conversant with the appropriate _____ to use

words

A more _____ is needed to achieve a better description.

precise vocabulary

In formal written language the speaker _____ directly to himself or herself

does not refer

Items like shapes, patterns, colours and textures are ideal in _____

a descriptive writing

The main idea in a paragraph is usually conveyed by the _____

topic sentence

Illustrations in a paragraph are usually developed with interesting _____

details

When a writer gives examples in a given paragraph they are called _____

illustrations

In writing, when you work with several causes or reasons, you may find difficulty _____

arranging them in a significant order

Clarity is very important when developing a paragraph by the _____ method.

cause and effect

The informal forms of words like deteriorate and aperture are _____
get worse and opening

The central controlling theme of a paragraph may be called the _____
topic of the paragraph

These words firstly, secondly, thirdly, show relationship between sentences and are known as _____ devices
Transitional

From the options, choose the correct syllable(s) division for the capitalized word. SEQUENTIAL
se·quen·tial

From the options, choose the correct syllable(s) division for the capitalized word. GRAMMAR
gram·mar

From the options, choose the correct syllable(s) division for the capitalized word. REMARKED
re·marked

Descriptions in paragraphs do one of the following _____
help the writer to create an accurate image of an event

Illustrations in paragraphs do one of the following _____
help the reader to understand difficult concepts

The form of speech we use with close associates and people of equal status is _____
informal language

One of the following is the most appropriate way to request for an interview _____
I will be available for an interview at your earliest convenience

Which vowel is represented in the word 'swoon'?
/u:/

Which vowel is represented in the word 'chink'?
/I/

Which vowel is represented in the word 'deal'?
/I:/

In the sentence, 'She was singing happily' the tense form is _____

past continuous

In the sentence, 'The President arrives from China tomorrow', the tense form is _____

present

One of the following is the correct stress pattern for the underlined word in the following sentence, 'Let me have a record of all the sales for today

record

Which of the following words does NOT have a short vowel?

card

Which of the following words contain the sound /3:/?

world

A long sentence is usually divided into what may be called breath groups, or _____ groups.

tone

She longed for a friend in whom she could confide' is an example of _____ statement.

formal

The English word 'Afterwards' is stressed on the _____ syllable

first

One of the following is the most appropriate way to request for an interview

I will be available for an interview at your earliest convenience

Causes and effects in paragraphs do one of the following _____

help the writer to explain reasons for an event

The language used in reporting an experiment should be _____

objective

When we use a rising tone on the nucleus of a syllable, the pitch starts at a _____ level.

low

One of the following is NOT correct about writing reports of experiments

It should be informal and private

An organised, factual and objective presentation of information can be referred to as _____

a report

Look at the dark clouds; it _____ rain tonight.
may

The interview is often called _____ because it helps the interview board get an insight into your personality.
personality test

The only way you can learn how to summarise is for you to _____.
do it practically

One of the following words or phrases expresses additional information _____.
besides

It has been observed that students who want to be well-focused in their writing, need to learn how to _____.
summarise

One of the following is the correct stress pattern for the word 'commerce'.
commerce

Placing a topic sentence at the end of a paragraph _____.
allows for all the sentences to be built up to the topic

Which vowel is represented in the word 'whack'?
/ae/

A paragraph is a piece of writing unified by a central controlling _____.
Theme

One of the following is NOT usually used in descriptive writing _____.
temporal issues

All but one of the following is inappropriate in writing official letters _____.
Sincerely

In the sentence, 'She was always out of school during the weekends in her undergraduate days' the tense form is _____.
simple past tense

Identify the word that does NOT have this consonant / j /.
joke

Official reports, business letters, legal documents are often written in _____.
formal

Descriptions in paragraphs do one of the following _____
help the writer to create an accurate image of an event

Illustrations in paragraphs do one of the following _____
help the reader to understand difficult concepts

A topic sentence can be all except one of the following _____
Subject

What's up with you? is an example of _____ statement.
informal

The only way to learn how to summarise is for one to _____.
Practice

Which of the following is NOT a reason for comparison and contrast in paragraph development?
to identify issues in paragraphs

One of the following words or phrases expresses result _____
accordingly

Letters of job offers and acceptance are examples of _____
formal letters

One of the following words or phrases expresses time _____?
subsequently

Paragraphs can be developed by all these methods except _____
Connection

One of the following words or phrases expresses contrast _____
however

Coherence in a paragraph is achieved through all but one of the following _____
topic sentence

One of the following is NOT a part of an effective paragraph _____
equivalence

A paragraph is a piece of writing unified by a central controlling _____.
Theme

When a text is divided into paragraphs, it provides a physical break on the page. This prevents _____ while reading.
boredom

Generally, paragraphs are used to introduce new ideas and _____
develop the central theme

Paragraphs are used in different forms of writing like _____ and _____
reports and articles

Longer pieces of writings contain a series of related _____
paragraphs

In paragraph development, you can use one of the listed options. Identify the option.

Definition

Business letters are written for all but one of the following _____
requesting acquaintance

Re-' in letter writing indicates that the letter is _____
reply to an earlier letter

I write on behalf of the company's management board to offer you an appointment' is introductory statement of a _____
letter of offer

In the sentence, 'The fishermen have been fishing all night long', the tense form is _____
present perfect

This topic sentence may be a _____
statement, a generalization or a problem.

The topic of a paragraph is usually a _____
theme or idea

Polar questions are also called _____.
yes or no

'You will come, won't you?' is known as _____ kind of question.
tag

The underlined element in this word 'small' is represented by the sound _____
/m/

The sound that normally represent this underlined element in this word 'pleasure' is _____
/ə/

The transcription of the word 'now' will be _____..

/nau/

The correct transcription of 'geese' is _____.

/gi:z/

The transcribed word /tʃænsɪz/ is lexically written as _____.

chances

'Even though I was invited to the party, I refused to attend because I am not in good terms with the organiser' is functionally regarded as _____ in the classification of sentences.

statement

The transcription /jæm/ will normally represent _____ word in English.

yam

The transcribed word /dʒæm/ here is _____.

jam

This word 'collocation' has _____ syllables

four

Looking at page 159 of your CM, David's appearance is said to be ____ and _____.

neat, proper

The thing the chairman skimmed through during David's interview is _____.

biodata sheet

According to David during his interview, speaking from his job experience as a sales personnel, the first thing that is most effective in the promotion of sales by a company is _____.

Good advertising

From the passage on pages 161-162 of your CM, we gather that Olaofe is a _____ graduate.

medical

The degree that Rinde Olaofe obtained from the ABU Teaching Hospital, Zaria is _____

MBBS

The reality that it may be 'difficult to explain things to illiterate villagers...' is described by Olaofe as _____.

A challenge

A junior doctor who is completing hospital training and living in the hospital is describe as a_____

houseman

In your understanding of English, the statement 'There won't be much scope of additional private earnings' would seem like a kind of _____ to Olaofe by the interviewer.

warning

Looking at the two interviews on pages 164, will you employ Mr Nwafor if you are the one to decide on employing him?_____.

No

If you are to interview Mr Nwafor for a job and the exchanges pages 165-166 ensues, will you be willing to employ him? _____.

Yes

The major difference between the conduct of Mr Nwafor in the two interviews on pages 164-166 has to do mainly with his _____ at the two interviews.

Conduct

Looking at the passage on pages 167-168 of your CM, the thick rimmed glasses of Mrs Zeha Imam makes her look _____.

Studios

The answer of Mrs Imam to the question 'Do you mean to say that you find teaching in the lower classes is beneath your dignity?' is basically _____ when she said 'It's not that, sir .

No

Mrs Imam answer to the interviewer that 'Even pessimism can have an appeal. It reflects our own inner disappointments in life' suggests that Mrs Imam may not be without some _____ in her own life.

disappointments

In seminar presentations, a _____ usually gives an exposition on a particular subject matter.

speaker

When a question and answer session follows a seminar paper presentation, the purpose is to start a _____ on the topic presented.

discussion

Seminar sessions are usually chaired or moderated by an expert already distinguished in the _____.

field

Seminar papers usually start with an _____ and end with a _____.

introduction, conclusion

Seminar papers are usually _____ to be delivered before colleagues.

written

Papers presented at seminars are usually _____ after the speaker has finished presenting the paper.

discussed

The major ways in which seminar papers are discussed include the audience making _____ or asking _____.

comments, questions

The major thing that influence how public speeches are made in different countries _____.

socio-cultural situation

In Nigeria, one of the important things required when starting a public speech is to give the _____, which is a way of acknowledging the presence of dignitaries at the public event.

protocol

A public speech should normally be written as if it is going to be _____.

spoken

The speech to be given should have _____ pronouns to make it owned by the speaker.

personal

One thing that public speeches have in common with other kinds of writings is that it should be _____.

logical

A good public speaker should avoid being too technical in their presentation as a way of understanding that they are speaking to _____ audience.

mixed

To get and maintain the attention of the audience, the speaker tend to use _____

attention getter

The indefinite articles of the English language are ____ and ____.

a, an

The definite article of English is ____.

the

Fill in the missing element in this sentence: Are coming to ____ party with me?

the

Fill in the missing element in this sentence: The young man brought with him _____ pen and _____ exercise book to the meeting.

a, an

Fill in the missing element in this sentence: I am not ____ good judge of character.

a

Fill in the missing element in this sentence: ____ arrest of their leaders caused the riot.

The

Fill in the missing element in this sentence: He comes from _____ well-known family.

a

Fill in the missing element in this sentence: I thought you were ____ honest person.

an

Fill in the missing element in this sentence: Please, close _____ window if you don't want mosquitoes to invade _____ house.

the, the

Fill in the missing element in this sentence: There was ____ warrant of arrest for Evans, the kidnapper.

a

Concord in grammatical structures have to do with _____ of elements in a structure.

agreement

Plural concord usually has to do with _____ element in nouns.

number

The person element must have concord with the _____ in the structure.

Verb

Fill in the correct concord element in this sentence: I ____ a Nigerian.

am

Fill in the missing element in this sentence: You _____ always coming home late these days.

are

Fill in the missing element in this sentence: Professor Abdalla Adamu _____ the Vice Chancellor of NOUN.
is

Fill in the missing element in this sentence: Our children _____ all grown up now.
are

Fill in the missing element in this sentence: _____ they going to Ibadan with us tomorrow?
are

Fill in the missing element in this sentence: _____ he in attendance at the conference last week?
was

Fill in the missing element in this sentence: They _____ surprised to see my mother looking so well when they met her for the first time.
were