Week 1

According to Dr. Kalam, India never invaded another nation, because Indians respect the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 liberty of ourselves

 liberty of others

 both

 none

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*liberty of others*

***1 point***

Which line in the poem “Where the mind is without fear” shows that the poem is a prayer.

 line 2

 line 5

 line 7

 line 8

No, the answer is incorrect.  
Score: 0

Accepted Answers:

*line 8*

***1 point***

\_\_\_\_\_\_\_\_\_\_\_ uses emotional persuasion.

 Narration

 Description

 Argument

 Exemplification

No, the answer is incorrect.  
Score: 0

Accepted Answers:

*Argument*

***1 point***

Argument is a type of \_\_\_\_\_\_\_\_\_.

 business letter

 paraphrasing

 rhetoric

 essay

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*rhetoric*

***1 point***

Who is known as a bard?

 Rabindranath Tagore

 Percy Bysshe Shelley

 Robert Frost

 Oliver Goldsmith

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*Rabindranath Tagore*

***1 point***

Bhanu Simha is the pseudonym of \_\_\_\_\_\_\_\_\_\_\_\_

 Percy Bysshe Shelley

 Oliver Goldsmith

 Rabindranath Tagore

 William Wordsmith

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*Rabindranath Tagore*

***1 point***

Dr. Kalam was known for his inspirational speeches and fondness for the \_\_\_\_\_\_\_\_\_ community of the nation

 young student

 parents

 children

 none

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*young student*

***1 point***

I live in \_\_\_\_\_ apartment. \_\_\_\_\_ apartment is new

 the & an

 an & the

 a & the

 zero article & the

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*an & the*

***1 point***

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ an old friend of mine in the morning

 came on

 came across

 came by

 came in

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*came across*

***1 point***

A \_\_\_\_\_\_\_\_\_\_ becomes defensive when a person’s viewpoint differs from another on a particular topic.

 Hearer

 Listener

 Speaker

 Writer

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*Listener*

***1 point***

Rabindranath Tagore was the first Indian and first \_\_\_\_\_\_\_\_\_ to win the Nobel Prize for Literature.

 Asian

 African

 Non-European

 Bengali

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*Non-European*

***1 point***

I bought \_\_\_\_\_ pair of shoes

 an

 zero article

 a

 the

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*a*

***1 point***

Direct comparison is called \_\_\_\_\_\_\_\_.

 Metaphor

 Simile

 Imagery

 Figurative Language

No, the answer is incorrect.  
Score: 0

Accepted Answers:

*Metaphor*

***1 point***

The poem “Where the mind is without fear” asks for \_\_\_\_\_\_\_\_\_ freedom

 social

 political

 religious

 spiritual

No, the answer is incorrect.  
Score: 0

Accepted Answers:

*spiritual*

***1 point***

A topic sentence can be \_\_\_\_\_\_\_\_\_\_\_ in the paragraph.

 in the beginning

 in the middle

 at the end

 anywhere

No, the answer is incorrect.  
Score: 0

Accepted Answers:

*anywhere*

Week 2

Bacon worked as a \_\_\_\_\_\_\_ and scientist apart from essayist

 doctor

 lawyer

 teacher

 none

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*lawyer*

***1 point***

Chronological order is followed in \_\_\_\_\_\_\_\_\_\_\_\_ essay.

 narrative

 descriptive

 expository

 persuasive

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*narrative*

***1 point***

Crafty men mean \_\_\_\_\_\_\_\_\_

 good

 cunning

 innocent

 excellent

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*cunning*

***1 point***

He carried the rubbish \_\_\_\_\_\_\_\_\_\_\_the bin

 to

 at

 of

 none

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*to*

***1 point***

He had to go \_\_\_\_\_\_\_\_\_\_square one

 to

 back to

 in

 at

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*back to*

***1 point***

How many stanzas does The Solitary Reaper have?

 One

 Two

 Three

 Four

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*Four*

***1 point***

In academic writing, essays are always \_\_\_\_\_\_\_\_\_.

 lengthy

 short

 formal

 informal

No, the answer is incorrect.  
Score: 0

Accepted Answers:

*formal*

***1 point***

In which season does the Cuckoo bird sing?

 Spring time

 Autumn season

 Winter Season

 Summer time

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*Spring time*

***1 point***

The ending of "The Solitary Reaper" is similar to which of Wordsworth's poem?

 Ode: Intimations of Immortality

 French Revolution

 I Wandered Lonely as a Cloud or Daffodils

 To the Cuckoo

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*I Wandered Lonely as a Cloud or Daffodils*

***1 point***

They drove \_\_\_\_\_\_\_\_\_\_\_ the road

 along

 of

 out

 in

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*along*

***1 point***

\_\_\_\_\_\_\_\_\_ essays should try to evoke the latent senses of the reader.

 narrative

 descriptive

 expository

 persuasive

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*descriptive*

***1 point***

Bacon has written more than \_\_\_\_\_\_\_\_ beginning with "Of" in the title

 100 essays

 150 essays

 50 essays

 none

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*50 essays*

***1 point***

Bacon says that natural abilities are \_\_\_\_\_\_that need to be trimmed by study

 trained

 skilled

 raw

 none

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*raw*

***1 point***

He threw the ball \_\_\_\_\_\_\_\_\_\_ the court

 around

 in

 across

 none

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*across*

***1 point***

The lines in "The Solitary Reaper"  
"O listen! for the vale profound  
Is overflowing with the sound." show that the girl is

 alone in the field

 singing in the field

 bending over the sickle

 near the mountain

No, the answer is incorrect.  
Score: 0

Accepted Answers:

*singing in the field*

week 3

A special word or expression used by a professional that could be difficult for others to understand is \_\_\_\_\_\_\_\_.

 Negative Language

 Cliché

 Jargon

 Positive Language

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*Jargon*

***1 point***

Dr. S. Radhakrishnan shows how narrow our feelings of nationalism are and how dangerous militarism is to\_\_\_\_\_\_\_\_\_\_\_

 the religion

 the faith

 the world

 none

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*the world*

***1 point***

Effective letters contain minimum \_\_\_\_\_\_\_\_\_\_\_\_\_.

 you attitude

 jargon and cliche

 positive language

 tactful approach

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*jargon and cliche*

***1 point***

Enclosures should be mentioned after the \_\_\_\_\_\_\_\_\_\_\_ of the business letter.

 complimentary close

 letter head

 date

 subject line

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*complimentary close*

***1 point***

External Operational Communication is done by \_\_\_\_\_\_\_\_\_\_\_.

 memos

 business letters

 essays

 oral communication

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*business letters*

***1 point***

Full Block and Semi Block are \_\_\_\_\_\_\_\_\_ of a business letter.

 Signature Block

 Styles

 Complimentary Close

 Salutation

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*Styles*

***1 point***

In The Emerging World Society, Dr. S. Radhakrishnan discusses how a world society is being born out of world’s\_\_\_\_\_\_\_\_\_\_\_\_\_

 unity and oneness

 unity and freedom

 unity and liberty

 none

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*unity and oneness*

***1 point***

In the content and style of his writings, Dr. S. Radhakrishnan \_\_\_\_\_\_in line with such great writers

 is

 is not

 are

 none

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*is*

***1 point***

Inter-departmental Communication is called \_\_\_\_\_\_\_\_\_.

 Upward Communication

 Horizontal Communication

 Downward Communication

 External Operational Communication

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*Horizontal Communication*

***1 point***

Many prefer Dr. S. Radhakrishnan to be compared with\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 H.G. Wells

 George Orwell

 Bertrand Russell

 none

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*Bertrand Russell*

***1 point***

Choose the correct statement.

 All business letters need not be courteous.

 An adjustment letter has all the information required by the prospective reader for taking the desired action.

 The salutation of a business letter can sometimes be omitted.

 Reference no. need not always be written in a business letter.

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*An adjustment letter has all the information required by the prospective reader for taking the desired action.*

***1 point***

“growing gray with fear” in Shelley’s poem refers to \_\_\_\_\_\_\_\_.

 the multi-coloured leaves

 the winged seeds

 the marine life

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*the marine life*

***1 point***

“Destroyer and preserver” in Canto II is \_\_\_\_\_\_\_\_\_\_\_\_.

 a hyperbole

 a paradox

 an alliteration

 an anaphora

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*a paradox*

***1 point***

Which figure of speech is found in the line “Driving sweet buds like flocks to feed in air”?

 allusion

 hyperbole

 simile

 metaphor

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*simile*

***1 point***

The thunderclouds in “Ode to the West Wind” are compared to \_\_\_\_\_\_\_\_\_\_\_\_\_.

 ghosts from an enchanter fleeing,

 The winged seeds, where they lie cold and low,

 Thou dirge of the dying year

 Like the bright hair uplifted from the head of some fierce Maenad

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*Like the bright hair uplifted from the head of some fierce Maenad*

Week 4

How did the poet choose his path in the poem “The Road not Taken”?

 the path was greener

 the path had more grass

 the path seemed less used

 all the above

No, the answer is incorrect.  
Score: 0

Accepted Answers:

*all the above*

***1 point***

The entire poem “The Road not Taken” is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 a personification

 a simile

 a metaphor

 a hyperbole

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*a metaphor*

***1 point***

On 15th December 1925, Leacock's wife Beatrix died of \_\_\_\_\_\_\_\_\_cancer

 blood

 breast

 lungs

 none

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*breast*

***1 point***

In the poem “The Road not Taken” the poet “And looked down one as far as I could To where it bent in the undergrowth;” and \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 chose that path

 decided to go home

 chose the other path

 saved the decision for later

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*chose the other path*

***1 point***

Stephen Butler Leacock is \_\_\_\_\_\_\_ author

 Canadian

 Australian

 American

 none

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*Canadian*

***1 point***

When he woke up, his mother (already /prepare) \_\_\_\_\_\_\_\_\_ breakfast

 had already prepared

 has already prepared

 had not already prepared

 none

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*had already prepared*

***1 point***

Stephen Butler Leacock was born in Hampshire, England, on 30th \_\_\_\_\_\_\_\_ 1869

 December

 November

 January

 August

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*December*

***1 point***

We went to London because our friends (invite) \_\_\_\_\_\_\_\_\_ us

 invited

 had invited

 has invited

 invites

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*had invited*

***1 point***

When she (start) \_\_\_\_\_\_\_\_\_ learning English she had already learned French

 started

 starts

 will start

 has started

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*started*

***1 point***

He said to her, What a hot day

 He exclaimed that it was a hot day.

 He told her that it was a hot day.

 He exclaimed sorrowfully that it was hot day.

 He said to her that it was a hot day.

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*He exclaimed that it was a hot day.*

***1 point***

And look, she is taking an umbrella because it \_\_\_\_\_\_\_\_\_\_\_\_\_ (rain)

 is raining

 was raining

 will be raining

 rains

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*is raining*

***1 point***

He said to him, Is not your name Khalid

 He inquired him that his name was not Khalid.

 He inquired him if his name was not Khalid.

 He inquired him whether his name was not Khalid.

 He inquired him either his name was not Khalid.

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*He inquired him whether his name was not Khalid.*

***1 point***

He said, Yes, I'll come and see you

 He said that he would come and see me.

 He accepted that he will come and see me.

 He said that he will come and see me.

 He accepted to him that he will come and see me.

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*He said that he would come and see me.*

***1 point***

He says, It’s been raining since this afternoon

 She told me that her back later.

 She told me if her back later.

 She told me whether her back later.

 none

No, the answer is incorrect.  
Score: 0

Accepted Answers:

*She told me that her back later.*

***1 point***

His first book, Elements of Political Science written in\_\_\_\_\_\_\_\_\_

 1909

 1906

 1606

 1660

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*1906*

Week 5

A document listing all the items items sold by a company is a \_\_\_\_\_\_\_\_\_\_.

 quotation

 catalog

 brochure

 enquiry

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*catalog*

***1 point***

A friend of mine is repairing the car

 The car is repairing by a friend of mine.

 The car is repaired by a friend of mine.

 The car is being repaired by a friend of mine.

 The car repairs by a friend of mine.

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*The car is being repaired by a friend of mine.*

***1 point***

After his dismissal from the BBC in 1948, after bed-confirmed thrombosis, Joad developed\_\_\_\_\_\_\_\_\_\_

 blood pressure

 cancer

 brain tumour

 none

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*cancer*

***1 point***

An enquiry letter is sent out \_\_\_\_\_\_\_\_\_\_\_\_.

 after getting a job

 before buying a product

 after buying a product

 after receiving a grant

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*before buying a product*

***1 point***

Choose the correct option - An enquiry letter should be written after \_\_\_\_\_\_\_\_\_\_.

 doing an audience analysis

 tabulating the enquiry

 doing a market survey

 tabulating the various companies

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*tabulating the enquiry*

***1 point***

Choose the correct option - Last paragraph should include the following details.

 reason for writing

 enquiry of credit

 enquiry of price

 summary of reasons

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*summary of reasons*

***1 point***

Cyril Edwin Mitchinson Joad was a\_\_\_\_\_\_\_\_\_\_

 philosopher

 poet

 manager

 none

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*philosopher*

***1 point***

Gandhi \_\_\_\_\_\_\_\_in God's presence in every soul

 didn’t believed

 believed

 rejected

 none

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*believed*

***1 point***

His attitude shocked me

 I had shocked by his attitude.

 I had been shocked by his attitude.

 I is shocked by his attitude.

 I was shocked by his attitude.

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*I was shocked by his attitude.*

***1 point***

I did not beat her

 She is not beaten by me.

 She has not beaten by me.

 She is not beaten by me.

 She was not beaten by me.

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*She was not beaten by me.*

***1 point***

The feeling the students did not have for their schoolmaster is \_\_\_\_\_\_\_\_\_.

 fear

 respect

 hatred

 awe

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*hatred*

***1 point***

The immigration officer questioned us

 We were questioning by the immigration officer.

 We were questioned by the immigration officer.

 We were being questioned by the immigration officer.

 We questioned by the immigration officer.

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*We were questioned by the immigration officer.*

***1 point***

The line "With blossomed furze unprofitably gay," in "The Village Schoolmaster" is an example of \_\_\_\_\_\_\_\_\_\_.

 symbol

 metaphor

 personification

 imagery

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*imagery*

***1 point***

Gandhi said that we \_\_\_\_\_\_\_\_\_ lovingly with our Muslim brothers

 should behave

 shouldn’t behave

 did not behave

 none

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*should behave*

***1 point***

The poem "The Village Schoolmaster" is an extract from \_\_\_\_\_\_\_\_\_\_\_\_.

 Gitanjali

 Ode to Immortality

 Lyrical Ballads

 The Deserted Village

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*The Deserted Village*

Week 6

A thing no longer in use

 redundant

 obsolete

 sick

 ailing

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*obsolete*

***1 point***

As the summer sun sent scattered rays through the maple and oak leaves overhead, the young deer stood frozen, making it almost impossible for the hikers to see her. In the above passage, the word “frozen” means \_\_\_\_\_\_\_

 very cold

 visible

 not moving

 not melted

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*not moving*

***1 point***

Choose the wrong statement

 Details regarding delivery requirements is necessary

 Details regarding terms of payment is necessary

 Details about discount expected is necessary

 Details urging the supplier to send the material is not necessary

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*Details urging the supplier to send the material is not necessary*

***1 point***

Christmas is a time when Dad reverts to his childhood. I really think he looks forward to Santa’s visit more than any other member of the family. Mom says that he’ll always be a child during this season. What does “reverts” mean in the above passage

 stands up straight

 peeks at presents

 drinks too much egg

 goes back to being what he was

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*goes back to being what he was*

***1 point***

Companies usually do business on cash basis.

 True

 False

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*False*

***1 point***

Gayatri doesn't know how to read and write .Her friends call her\_\_\_\_\_\_\_\_

 Illiterate

 invulnerable

 blindfolded

 literate

No, the answer is incorrect.  
Score: 0

Accepted Answers:

*Illiterate*

***1 point***

I believe that if you lower taxes so that people can keep more of the money they earn, it will be an incentive for them to work harder. What is the meaning of “incentive”

 a reason to do something

 a small amount of money

 a tax

 a good job

No, the answer is incorrect.  
Score: 0

Accepted Answers:

*a small amount of money*

***1 point***

Jenny isn't sleeping late today

 who isn't sleeping late today?

 which isn't sleeping late today?

 when isn't sleeping late today?

 why isn't sleeping late today?

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*who isn't sleeping late today?*

***1 point***

John is writing a letter

 what is John writing?

 which is John writing?

 when is John writing?

 why is John writing?

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*what is John writing?*

***1 point***

Most of America's Founding Fathers did not believe in women's suffrage. Only men could vote in the United states until 1920. What is “suffrage”

 something that causes physical pain

 an early flag

 skirts that did not cover ankles

 the right to vote

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*the right to vote*

***1 point***

A life history written by somebody else

 biography

 autobiography

 anthropology

 plutocracy

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*biography*

***1 point***

Freight charges are \_\_\_\_\_\_\_\_\_\_.

 delivery charges

 packaging charges

 discount offers

 festive offers

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*delivery charges*

***1 point***

David likes cats because they are nice

 what does David like cats?

 which does David like cats?

 when does David like cats?

 why does David like cats?

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*why does David like cats?*

***1 point***

I'm leaving now

 what are you leaving?

 which are you leaving?

 when are you leaving?

 why are you leaving?

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*when are you leaving?*

***1 point***

Order Placement letters are usually \_\_\_\_\_\_\_\_\_.

 written first

 written last

 written after enquiry letters

 written before enquiry letters

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*written after enquiry letters*

week 7

A complaint letter helps to \_\_\_\_\_\_\_\_\_\_\_\_\_.

 maintain good customer relationship

 accuse the mistake done

 show rightful anger

 destroy business relationship

***1 point***

As you don’t know how to swim, I want you to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ from the pond

 stays away

 run away

 runs away

 stay away

***1 point***

Choose the wrong statement.

 The writer should be specific but not selective

 Paraphrase is not precis writing

 Meaning of the original sentence should be retained

 Paraphrase should be shorter than the original text

***1 point***

Complaint letter is also called \_\_\_\_\_\_\_\_\_\_.

 request letter

 reply letter

 claim letter

 order letter

***1 point***

Complaint letter should avoid \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 honest and straightforward approach.

 aggressive, accusing language

 relevant details

 tactfulness

***1 point***

Complaint letters are \_\_\_\_\_\_\_\_\_\_\_\_\_ letters.

 persuasive

 unappealing

 accusing

 aggressive

***1 point***

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ an old friend of mine in the morning

 came on

 came across

 came by

 came in

***1 point***

Mother was late because she was \_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the office

 hold up

 held up

 held on

 holds on

***1 point***

Paraphrase does \_\_\_\_\_\_\_\_\_\_\_\_.

 not alter the meaning of the original sentence

 insert your opinion

 encourage innovation

 alter the meaning of the original sentence

***1 point***

Paraphrase does not include splitting or combining sentences.

 True

 False

***1 point***

Please walk slowly. I can’t \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with you

 hold up

 put up

 came in

 keep up

***1 point***

Positive statement in a complaint letter should be written in the \_\_\_\_\_\_\_\_\_\_ paragraph.

 second

 first

 third

 conclusion

***1 point***

Spot the odd one out about paraphrasing.

 essential in research

 increases cognitive skills

 does not convince readers

 control temptation to quote

***1 point***

They \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the meeting because of the chairman’s illness

 put off

 called off

 call of

 put in

***1 point***

Choose the correct statement about adjustment letters

 An adjustment letter need not be courteous

 An adjustment letter has all the information required for taking the desired action

 The salutation of an adjustment letter can sometimes be omitted

 Reference number in an adjustment letter should always be written

Week 8

A \_\_\_\_\_\_\_\_\_\_ becomes defensive when a person’s viewpoint differs from another on a particular topic.

 Hearer

 Listener

 Speaker

 Writer

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*Listener*

***1 point***

A job application letter should be written after \_\_\_\_\_\_\_\_.

 completing academics

 gaining work experience

 self-analysis

 sending in a resume

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*self-analysis*

***1 point***

A solicited application letter mentions the source of information.

 True

 False

No, the answer is incorrect.  
Score: 0

Accepted Answers:

*True*

***1 point***

An \_\_\_\_\_\_\_\_\_\_ is a communication policy that allows top management to interact with employees of the company.

 superficial

 active

 passive

 empathetic

No, the answer is incorrect.  
Score: 0

Accepted Answers:

*superficial*

***1 point***

Cover letter is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 list of educational qualifications

 list of previous experience

 self-promotion instrument

 list of contact address

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*self-promotion instrument*

***1 point***

Doctors and counsellors use \_\_\_\_\_\_\_\_ type of listening.

 Appreciative

 Passive

 Empathetic

 Evaluative

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*Empathetic*

***1 point***

Falling intonation is prominent in \_\_\_\_\_\_\_\_\_.

 questions

 commands

 lists

 requests

No, the answer is incorrect.  
Score: 0

Accepted Answers:

*commands*

***1 point***

Greeting can be both formal and informal

 True

 False

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*True*

***1 point***

In \_\_\_\_\_\_\_\_\_\_ listening, enjoyment and pleasure is the main purpose

 active

 passive

 empathetic

 appreciative

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*appreciative*

***1 point***

Job Application Letter covers only the details given in a resume.

 True

 False

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*False*

***1 point***

Job Application Letter is not different from a resume.

 True

 False

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*False*

***1 point***

MAP stands for \_\_\_\_\_\_\_\_\_.

 Mind, Act and Practice

 Meet, Act and Participate

 Motivate, Activate and Participate

 Motivate, Act and Practice

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*Motivate, Activate and Participate*

***1 point***

More information is communicated through \_\_\_\_\_\_\_\_\_\_\_.

 gestures

 picture

 words

 letters

No, the answer is incorrect.  
Score: 0

Accepted Answers:

*gestures*

***1 point***

Noise should be be removed in \_\_\_\_\_\_\_\_\_\_\_.

 feedback

 context

 tone of voice

 channel

No, the answer is incorrect.  
Score: 0

Accepted Answers:

*feedback*

***1 point***

Polite tone should be used to \_\_\_\_\_\_\_\_\_.

 complain

 explain

 request

 question

Yes, the answer is correct.  
Score: 1

Accepted Answers:

*complain*