



# **Vu Buddy- ENG201**

1. \_\_\_\_\_ means preparing every message with the message receiver in mind.
  - a. Concreteness
  - b. Completeness
  - c. Correctness
  - d. Consideration
2. Which of the following is not an example of formal writing?
  - a. Report
  - b. Chatting
  - c. Dissertation
  - d. Article
3. For Routine, Good-News and Goodwill Messages,\_\_\_\_\_ is/are effective that pleases the reader or causes no particular reaction.
  - a. direct approach
  - b. indirect approach
  - c. none of the above
  - d. both direct and indirect approaches
4. 'Umer is an unusually tall Sindhi.'

Which of the following types of biases does it exemplify?

- a. Ethnic bias
- b. Gender bias
- c. Disability
- d. None of the above

5. \_\_\_\_\_ often give an overview of the structure of the meeting, starting with a list of attendees, a statement of the various issues before the participants, and each of their responses thereto.
- a. Memorandums
  - b. Minutes
  - c. Agendas
  - d. Letters
6. With restructuring of companies, communications are now created mainly by \_\_\_\_.
- a. administrative assistants
  - b. supervisors/managers
  - c. secretaries
  - d. all employees
7. Which of the following organizational plans is used to write persuasive messages?
- a. All of the above
  - b. AIDA
  - c. Indirect
  - d. Direct
8. \_\_\_\_\_ are functional units that revolve around a single thought.
- a. Words
  - b. Phrases
  - c. Paragraphs
  - d. Sentences
9. Which of the following words is free from 'Gender-Bias'?
- a. Police lady
  - b. All of the above
  - c. Policeman
  - d. Police officer

**10. Which of the following are known as 'Elements of a of a paragraph'?**

- a. Related sentences
- b. Transitional elements
- c. Topic sentences
- d. All of the above

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