

Lecture no 1

Multiple Choice Questions

1. Communication is a dynamic process through we convey thought or idea. It comes from the word “communis”
 - i. **Latin word**
 - ii. Greek work
 - iii. Russian word
 - iv. French word
2. Giving some shape to the language or transferring the information.
 - i. Decoding
 - ii. **Encoding**
 - iii. Receiving
 - iv. Source
3. Channel through which we give our information could be
 - i. Written
 - ii. Verbal
 - iii. Non Verbal
 - iv. **Written and Verbal**
4. The weakness of written(letters, emails, manuals, reports) channel is.
 - i. Cant see body language
 - ii. How person actually feels
 - iii. It is not good channel
 - iv. **A and B both**
5. The weakness of verbal channel is.
 - i. Cant see body language
 - ii. We cant remember things by heart
 - iii. It is not good channel of communication
 - iv. **A and B both**

6. Listen and read understanding the information.
 - i. Encoding
 - ii. **Decoding**
 - iii. Channel
 - iv. Sources
7. Feedback could be verbal or non verbal and it is given when you
 - i. **Understand**
 - ii. Hear
 - iii. See
 - iv. Hear and see
8. Basis of medium could be
 - i. Verbal
 - ii. Non verbal
 - iii. Written
 - iv. **A and B both**
9. According to the number of persons who receive the message, types of communication are.
 - i. **Four**
 - ii. Three
 - iii. Two
 - iv. Five
10. Talking to more than one person and interacting with them like professional life.
 - i. Intrapersonal
 - ii. **Interpersonal**
 - iii. Group
 - iv. Mass
11. How he thinks and talk to myself then we have grip communication.
 - i. Interpersonal
 - ii. Group
 - iii. **Intrapersonal**
 - iv. Mass

12. In groups we should be very conscious to our.
- i. **Words**
 - ii. Looks
 - iii. Gestures
 - iv. Body language
13. On the basis of organization types of communication are.
- i. FOUR
 - ii. Three
 - iii. **Two**
 - iv. Five
14. Careful about selection of words we dont include joke in them.
- i. **Formal way**
 - ii. Informal way
 - iii. Good way
 - iv. A and B both
15. Dont taking much care of words and conscious abbout language like with friends.
- i. Formal way
 - ii. **Informal way**
 - iii. Good way
 - iv. A and C both
16. On the basis of row or direction types of communication are.
- i. **Four**
 - ii. Five
 - iii. Three
 - iv. Six
17. When a boss is transmitting a letter to employers.
- i. Upward
 - ii. Horizontal
 - iii. Diagonal
 - iv. **Downward**

18. When a subordinator or junior is writing to his boss.
 - i. Horizontal
 - ii. Diagonal
 - iii. **Upward**
 - iv. Downward
19. When one colleague is talking to another colleague.
 - i. **Horizontal**
 - ii. Upward
 - iii. Downward
 - iv. Diagonal
20. A clerk of one institution is talking to the clerk of another institution.
 - i. Downward
 - ii. **Diagonal**
 - iii. Horizontal
 - iv. Upward
21. Eye contact matters a lot like raised eyebrows means a.
 - i. **Wonder**
 - ii. Sadness
 - iii. Happiness
 - iv. Anger
22. Confidence is reflecting in eyes like bent eyebrows show.
 - i. Doubt
 - ii. **Sudden focus**
 - iii. Confidence
 - iv. Anger
23. Direct way of communication shows.
 - i. Respect
 - ii. Anger
 - iii. Doubt
 - iv. **Confidence**
24. Looking downward and talking to a person show
 - i. Listening

- ii. Feeling guilty
 - iii. Confidence
 - iv. **Listening and Feeling guilty**
25. Expression of single raised eyebrow shows.
- i. Anger
 - ii. **Doubt**
 - iii. Confidence
 - iv. Sadness
26. Expression of both raised eyebrows show.
- i. **Admiring**
 - ii. Confidence
 - iii. Anger
 - iv. Doubt
27. Meanings change due to stress and stress is linked with.
- i. Language
 - ii. Words
 - iii. **Tone**
 - iv. Language and Words
28. Eyes is the muscle of our body.
- i. Large
 - ii. Small
 - iii. Large and busiezt
 - iv. **Bisziet**
29. Number of muscles required to produce human speak.
- i. 73
 - ii. 75
 - iii. **72**
 - iv. 74
30. Listen more and speak more should be.
- i. Respective
 - ii. **Productive**
 - iii. Good
 - iv. Confident

MCQS

LECTURE # 2

COMMUNICATION BARRIERS

1. Language barrier is also known as:
 - Physical Barrier
 - **Semantic Barrier**
 - Emotional Barrier
 - Cultural Barrier
2. Dialect refers to which communication barrier:
 - Emotional Barrier
 - Physical Barrier
 - **Semantic Barrier**
 - Organizational Barrier
3. People faces which form of communication barrier in Doctor's handwriting:
 - **Language Barrier**
 - Physical Barrier
 - Technology Barrier
 - Organizational Barrier
4. A confused teacher faces:
 - Cultural Barrier
 - **Physical Barrier**
 - Cultural Barrier

- Semantic Barrier

5. Physical barrier can be produced by:

- Poor communication
- Grammar
- Culture
- **Traffic**

6. Which of these is the external sounds present in the channels of communication:

- **Noise**
- Semantic Problem
- Cultural Barriers
- Over Communication

7. Which of these should not be avoided for effective communication:

- Noise
- **Planning**
- Semantic Barrier
- Wrong Assumptions

8. ----- are problems arising from expression:

- Cultural Barrier
- **Semantic Problem**
- Wrong Assumption
- Selecting Perception

9. Both encoding and decoding of message are influenced by our emotions:

- **True**

➤ False

10. In which of these problems, is the actual message lost in the abundance of transmitted information?

- Selecting Perception
- **Over Communication**
- Under Communication
- Filtering

11. Communication should serve as a conflict-reduction exercise:

- **True**
- False

12. ----- means to impart understanding of the message.

- Encoding
- Receiver
- **Decoding**
- Feedback

13. ----- is the first enemy of communication.

- **Noise**
- Clarity
- Politeness
- Completeness

14. Which of these must be avoided for effective communication ?

- Sharing of Activity
- Listening
- **Ambiguity**
- Politeness

15. Which of these is not a commandment of effective communication ?

- Clarity in Language
- **Listen Poorly**
- Home Communication Skill
- Adequate Medium

16. Which of these is not a barrier to listening ?

- Physical Barrier
- Cultural Barrier
- Linguistic Barrier
- **Written**

17. Which is the main barrier to listening ?

- **Physical Barrier**
- Linguistic Barrier
- Cultural Barrier
- Physiological Barrier

18. Which of these occurs because of difference in language ?

- Physical Barrier
- **Linguistic Barrier**
- Cultural Barrier
- Speech Decoding

19. Which of these is not a step in speech decoding ?

- Listening
- **Writing**
- Translating

- Understanding

20. Barriers which are caused because of different meanings of a word to different people

is called ----- .

- Different Perception
- **Semantic Distortions**
- Physical Barriers
- Cultural Barriers

21. What are the physical barriers to communication:

- Connotation
- **Time and Distance**
- Interpretation of Words
- Denotations

22. Which of these barriers occur when people belong to different religious background?

- Physical Barrier
- Linguistic Barrier
- **Cultural Barrier**
- Speech Decoding

23. What is “Technical Jargon” means under semantic barrier ?

- Faulty Translation
- **Technical Words not Understandable**
- Lane People
- Body Gestures

24. ----- is a barrier of communication.

- Incorrect choice of Medium

- **All of these**
- Trust Level
- Difference in status

25. Communication is a non-stop ----- .

- Paper
- **Process**
- Program
- Plan

26. ----- is defined as the drive to maintain and enhance favorable views of oneself, and generally features an inflated opinion of one's personal features and importance.

- Emotions
- Hierarchical Relationship
- **Egotism**
- confidence

27. What are communication problems otherwise known as -----
--- .

- Encoding
- Enquire
- **Barriers**
- Decoding

28. Which of these is not a physiological barrier?

- Fear
- Different perception
- **Gel effect**
- Halo Effect

29. Which of these is not a step in speech decoding ?

- Listening
- **writing**
- Translating
- Understanding

30. Which of these is based on faith?

- Fear
- **Halo Effect**
- Emotions
- Different Perception

Lecture no 3

MCQ'S

1. Communication is a ----- skills?

- a. **Soft**
- b. Hard
- c. Rough
- d. Short

2. Success of communication depends on-----

- a. Written
- b. Verbal
- c. Both

d. Feedback

3. Barriers means:

- a. Trouble in communication
- b. Hurdle in communication
- c. Obstacle in communication

d. All

4. A communication ----- is anything that prevents us from receiving and understanding the messages that other use to convey their information, ideas and thoughts.

a. Language

b. Barriers

c. Skills

d. Messages

5. In communication barriers good quality of conversation is always-----

a. Noticed

b. Lost

c. Neglected

d. None

6. The general problem with communication is-----

a. Lost the need of conversation

b. Don't time for conversation

c. Both

d. None

7. Communication barriers effects our -----
- a. Verbal
 - b. Non-verbal
 - c. Written
 - d. Psychological**
8. Communication barriers are of ----- types.
- a. Seven**
 - b. Six
 - c. Five
 - d. Four
9. Communication barriers occurs when
- a. Transferring of message
 - b. Lack of feedback
 - c. Poor timing
 - d. All**
10. In Psychological individual contract with
- a. Other individual
 - b. Other family members
 - c. Company**
 - d. None
11. As a process of sharing thoughts and ideas, communication suffers mainly from:
- a. Physical barriers
 - b. Non-physical barriers**
 - c. General differences

- d. Specific differences
12. Generally speaking, in business we communicate:
- a. Only to persuade
 - b. Only to inform
 - c. Both persuade and inform**
 - d. None
13. In general, human beings are
- a. Imperfect communication
 - b. Perfect communication
 - c. Good communication
 - d. Poor communication**
14. Communication is a non -stop-----
- a. Process**
 - b. Paper
 - c. Programed
 - d. Plan
15. It is of paramount importance that one need to construct a _____sentence in the day to day affairs
- a. Wrong
 - b. Incorrect
 - c. Correct**
 - d. Right
16. Communication problems known as -----
- a. Decoding
 - b. Barriers**

- c. Encoding
 - d. Enquire
17. Over reliance of e-mails means
- a. When we ignore e-mails
 - b. When we totally depends on e-mails**
 - c. Both
 - d. None
18. Barriers in communication affect the
- a. Clarity of message
 - b. Accuracy of message
 - c. Effectiveness of message
 - d. All**
19. ----- are the common barriers to communicate.
- a. Eight
 - b. Seven
 - c. Nine**
 - d. Six
20. Barriers to the development of ----- and -----
- a. Entrepreneurship
 - b. Innovation
 - c. Both**
 - d. None
21. Every day we conversation with
- a. Coaching
 - b. Mentoring

- c. **Both a and b**
 - d. None of the above
- 22. Delegating means:
 - a. **Development**
 - b. Sharing
 - c. Ensuring
 - d. Maintain
- 23. Encouraging and Visioning are the-----
 - a. Communication barriers
 - b. Communication types
 - c. **Conversation styles**
 - d. All of the above
- 24. Conversation, in general, differs from other forms of oral communication with respect to its
 - a. Technique
 - b. Tactics
 - c. Formality
 - d. **Informality**
- 25. The structure of social conversation is basically:
 - a. Moral
 - b. **Psychological**
 - c. Chit-chat
 - d. Gossips
- 26. A conversation is successful when its direction is:
 - a. **Sequential**

- b. Unidirectional
 - c. Divergent
 - d. Poly direction
27. Conversation control means that, through practice, you can control the conversation of
- a. Whole group
 - b. One individual
 - c. Your own self**
 - d. None
28. Conversation control teaches us:
- a. how to prevent others from speaking
 - b. how to prevent us from reading
 - c. how to prevent us from writing
 - d. self-control as speakers**
29. Visioning means:
- a. Encouraging
 - b. Sharing and sustaining**
 - c. Visual aids use
 - d. Informal
30. At the workplace, to be a successful conversationalist, you should be:
- a. Assertive**
 - b. Rude
 - c. Aggressive

d. Submissive

Lecture no 4

1. How much listening effect on our communication.
 - ☐ 20-35%
 - ☐ 5-15%
 - ☐ 25-40%
 - ☒ 40-70%
2. We listen at _____ % efficiency without training
 - ☐ 20%
 - ☒ 25%
 - ☐ 30%
 - ☐ 35%
3. How much words could be spoke by a person in a minute?
 - ☐ 70-80
 - ☐ 90-100
 - ☒ 125-150
 - ☐ 120-140
4. How much time required to shortly memorize a content?
 - ☒ Immediately
 - ☐ 5 minutes
 - ☐ 10 minutes
 - ☐ 15 minutes
5. A person can think how many words in a minute?
 - ☐ 150
 - ☐ 200
 - ☐ 300

✓ 400

6. What will be the third stage of listening?

☐ Responding

✓ ☒ Evaluating

☐ Understanding

☐ Remembering

7. In which stage the listener assesses the information they received?

☐ Responding

✓ ☒ Evaluating

☐ Understanding

☐ Remembering

8. Listening means to respond to advice or request

✓ ☒ True

☐ False

9. Which of these is not step in the listening process?

☐ To stop talking

☐ Receiving

✓ ☒ Misinterpreting

☐ Responding

10. Which of these is the first step in the listening process?

✓ ☒ Stop talking

☐ Receiving

☐ Interpreting

☐ Responding

11. Which of the following is the third step of listening process?

- ☐ Stop talking
- ☒ Interpreting
- ☐ Responding
- ☐ Receiving

12. _____ is the last step of listening process

- ☐ Receiving
- ☐ Interpreting
- ☒ Responding
- ☐ Stop talking

13. Hearing means perceiving with ears

- ☒ True
- ☐ False

14. Which of these is not a type of listening?

- ☐ Appreciative listening
- ☐ Superficial listening
- ☐ Focused listening
- ☒ Musical listening

15. Which of these types of listening lacks depth?

- ☐ Appreciative listening
- ☒ Superficial listening
- ☐ Focused listening
- ☐ Musical listening

16. In which of these types of listening, does the listener feel grateful?

- ☐ Appreciative listening
- ☐ Superficial listening

✓ Focused listening

○ Musical listening

17. Which of these types of listening is followed by skill listener?

○ Appreciative listening

✓ Superficial listening

○ Focused listening

○ Musical listening

18. In which of these, the listener puts himself in place of the speaker?

○ Appreciative listening

○ Superficial listening

○ Focused listening

✓ Musical listening

19. A successful manager should be a trained listener?

✓ True

○ False

20. Which of these should be avoided for effective listening?

○ Pre-listening analysis

○ Listening to structured talks

○ Team listening

✓ Predicting

21. In which of these does the listener pick up special features of the speech?

✓ Listening in conversation interaction

○ Listening to structural talks

○ Predicting

○ Team listening

22. A well-organized talk is a ____ talk.

○ Short

○ Long

○ Random

✓ Structured

23. Which of these should be avoided in pre-listening analysis?

- ☐ Mental discipline
- ☐ Concentration
- ☒ Prejudices
- ☐ Patience

24. Predicting is the technique to forecast what the speaker will say.

- ☒ True
- ☐ False

25. In which of these, should the listener be able to make connection between different segments of speech?

- ☐ Listening to structured talks
- ☒ Links between parts of the speech
- ☐ Team listening
- ☐ Predicting

26. Which of these is based of effective listening?

- ☒ Note talking
- ☐ Notice talking
- ☐ Letter talking
- ☐ Predicting

27. Which of these should be avoided while note talking?

- ☐ Concentration
- ☒ Evaluation
- ☐ Listening
- ☐ Using phrases

28. Which of these is not a deterrent to the listening process?

- ☐ Reference material

- ✓ Chats
 - Scientific text
 - Technical text
29. Which of these is not a deterrent to the listening process?
- Lack of interest
 - Ego
 - ✓ Confidence
 - Fear
30. What will be the third stage of listening?
- Responding
 - ✓ Evaluating
 - Understanding
 - Remembering

Lecture no 5

- 1) Listening a _____ mental process that play vital role in our daily life.
- a. Absorbable
 - b. Visible
 - c. Invisible**
 - d. Eco able
- 2) Listening is the ability to identify and understand what people are saying written by _____ in 1993.
- a. Yagang**
 - b. Underwood
 - c. Dakin
 - d. Howatt

3) Views listening is a part of _____ process in which all participant can send and receive message.

- a. Negotiating.
- b. Transactional.**
- c. Constructive.
- d. Transformative.

4) How many stages of aural processes.

- a. 1
- b. 2
- c. 3**
- d. 4

5) In Amelia (2011) who describe the process of listening.

- a. Flowerdew.
- b. Miller.
- c. Both a n b.
- d. None of these.

6) Auditory message first received by _____ memory from environment around us:

- a. Primary.
- b. Secondary.
- c. Tertiary.
- d. Sensory.**

7) Wilson (2008) distinguish the process of listening into _____ catogaries:

- a. 1
- b. 2**
- c. 3
- d. 4

8) Bottom-up and top-down processing are the process of _____.

- a. **Listening.**
- b. Hearing.
- c. Eco.
- d. Brain.

9) The level of listening except?

- a. Clarifying meaning.
- b. Acting generatively.
- c. Attentive presence.
- d. **Hearing ability.**

10) When the learner tries to understand what is happening:

- a. **Learning of gist.**
- b. Learning of objective.
- c. Hearing
- d. None of these.

11) How many kind of media use for broadcasting?

- a. 1
- b. **2**
- c. 3
- d. 4

12) All story in the news that explain the news lead:

- a. **Body.**
- b. A lead.
- c. Templates.
- d. Soul.

13) Learner problem in listening except?

- a. Lack of confidence.
- b. Limited vocabulary.
- c. Fail to recognize signals.

d. Lack of self-respect.

14) The speed of news delivery is quit fast in which sort of media:

- a. Television news**
- b. Newspaper news.
- c. Internet news.
- d. Radio news

15) The greatest difficulty with listening is inability to control:

- a. Speaker speed.**
- b. Language.
- c. Both a n b
- d. None of these.

16) What to do to explain listening ability:

- a. Provide easiest material.
- b. Hearing news.
- c. Limited vocabulary.
- d. Provide challenging material.**

17) According to research, about what percent of each day does the average person spend listening?

- a. 65%
- b. 45%**
- c. 35%
- d. 25%

18)What is the last step in the listening process?

- a. Responding.**
- b. Clarify.
- c. Action.
- d. Listening.

19) Which step in the listening process involves focusing on a particular sound or message?

- a. Understanding,
- b. Responding.
- c. Listening
- d. Attending.**

20) Which step in the listening process involves assigning meaning to messages?

- 1. Understanding**
- 2. Responding
- 3. Listening
- 4. Focusing.

21) There is new evidence to suggest that _____ listeners are more likely to be skeptical when listening to information.

- 1. Content-oriented.
- 2. Action-oriented.**
- 3. Self-oriented.
- 4. Emotion-oriented.

22) The self-absorbed listener is primarily focused on _____.

- a. Their own need.**
- b. Listen carefully.
- c. Focus on what teacher says.
- d. Responding.

23) Which listening barrier occurs when the coarse language of the speaker offends a listener?

- a. Being self-absorbed.
- b. Focusing.
- c. Emotional noise.**
- d. None of above.

24)The fear of misunderstanding others is called _____.

- a. Emotional noise
- b. Being self-absorbed.
- c. Lisner apprehension.**
- d. Responding.

25)The tendency of a self-absorbed listener to require the conversation to focus on them is called

- a. Communication dominant.
- b. Lisner apprehension.
- c. Conversational narcissism.**
- d. Self-absorbed.

26)The average person speaks at what rate?

- a. 100 word per min.
- b. 110 word per min.
- c. 120 word per min.
- d. 125 word per min.**

27)We have the ability to process approximately how many words of speech per minute?

- a. 400-600
- b. 600-800**
- c. 800-1000
- d. 1000-1400

28)Which of the following is the best definition of empathy?

- a. Feeling sorry for other.
- b. Feeling what someone else is feeling.**
- c. Understand the situation.
- d. Feeling guilty.

29) Active listening involves responding in what three ways?

- a. Content, feeling and thought.
- b. Feeling, understanding and thoughts.
- c. Thoughts, skills and understanding.
- d. Mentally, verbally and non-verbally.**

30) A statement that causes someone to value him or herself less is called a _____.

Which of the following is NOT a disconfirming response?

- a. Narcissistic response.**
- b. Irrelevant response.
- c. Mentally response.
- d. Content response.

Lecture no 6

Choose the right option.

1- Which is the main barrier of listening?

- A: Comprehensive
- B: Physical**
- C: Narrative
- D: None of these.

2- Which one is the main component of listening?

- A: Writing
- B: Speaking
- C: Hearing**
- D: Sense of humor

3- Which is the main barrier of listening?

- A: Comprehensive

B: Physical

C: Narrative

D: None of these.

4- Which one is the main component of listening?

A: Writing

B: Speaking

C: Hearing

D: Sense of humor

5- Which is the main barrier of listening?

A: Comprehensive

B: Physical

C: Narrative

D: None of these.

6- Which one is the main component of listening?

A: Writing

B: Speaking

C: Hearing

D: Sense of humor

7- What kind of process listening is?

A: Active

B: Passive

C: Non Active

D: Both “b and c”.

8- When we are speaking and listening in unfamiliar content then what kind of requirements become greater?

A: Physical

B: Cognitive

C: Writing

D: Speaking.

9- The main negative type of body language include:

A: Avoidance of eye contact

B: Gestures

C: Postures

D: Hands usage.

10- The main negative type of body language include:

A: Avoidance of eye contact

B: Gestures

C: Postures

D: Hands usage.

11- Which one is categorized as non verbal communication?

A: Cognition

B: Paralanguages

C: Thinking

D: Smelling.

12- Nodding and saying” mm, hmmm” is the sign of?

A: Keep talking

B: To be quite

C: Don't disturb

D: Say something.

13- Which one is called as “**Secret Communication**” tool?

A: Body language

B: Skills

C: Sense of humor

D: Silence.

14- The most fundamental and difficulty listening skill is?

A: Hearing

B: To be quite

C: Speaking

D: Writing.

15- Armchair psychology contrasted with?

A: Physical psychology

B: Thinking process

C: Empirical psychology

D: None of these.

16- Armchair psychology comes from logic and_____?

A: Introspection

B: Self desire

C: Interrelation.

D: All of them.

17- Why unsolicited advice is somehow not helpful?

A: Because of disturbance

B: It has potential to create stress.

C: It's not working

D: Both "a and c".

18- From where undo advise comes?

A: From measurements

B: From hypothesis

C: From observations that they find helpful for them

D: Both "a and c".

- 19- A fine line exist between reflecting understanding and quoting someone____?
- A: Ranking
 - B: Verbatim**
 - C: Communication
 - D: None of them.
- 20- How you check your assumptions?
- A: By Writing in sequence.
 - B: Write in verbal mode
 - C: By reading the sentence again**
 - D: By checking your mistake.
- 21- How would you examine your assumption?
- A: By cross validate**
 - B: By reading again
 - C: By checking that question is perfect
 - D: Both “a and c”
- 22- Why it is important to state your assumptions?
- A: Getting opportunity to challenge your employees**
 - B: To cross check
 - C: To giving valid reason
 - D: To help themselves.
- 23- Assumptions damage our_____ to relate to others.
- A: Thinking
 - B: Capacity**
 - C: Memory
 - D: Feelings.

24- How would you plan assumptions?

A: By thinking about it.

B: With ideas

C: Determine criticality

D: Having reasons

25- How assumptions negatively affect us?

A: By thinking in double meaning

B: Relate things to each other

C: Because of not understand

D: Make unconscious judgement.

26- Where do mostly assumptions come from?

A: From Books

B: From past experiences

C: From Hypothesis

D: From observations

27- Why do people make assumptions?

A: To save energy of brain

B: To relate things

C: To clear queries

D: None of these.

28- Can assumptions be good?

A: Yes

B: No

C: Generally not good

D: Maybe.

29- How do you practice new things?

A: By learning

B: Test your self

C: Both “a and b”

D: None of these

30- Practice is the act of _____ a behavior?

A: Doing something

B: By working

C: Rehearsing

D: Improving.

Lecture no 7

Mcqs lec(7)

1.A presentation is a form of oral communication in which person shares factual information with an audience that is.

a) specific

b) small

c) large

d) mixed

2.The presenter acts as the:

a) delivery of the information

b) medium of the information

c) advocate of the information

d) supporter of the information

3. The three major element of presentation do not include.

a) an audience

b) specific content

c) a presenter

d) visual aids

4. Reading out a presentation is:

a) not allowed

b) allowed

c) helpful

d) dull

5. To select the content of your presentation you should know the audience need.

a) your purpose

b) the time limit

c) available material

6. When giving a presentation in front of an audience you should do all of the following except for.

a) speak loud and clear

b) provide handout if needed

c) dress professionally

d) look at your screen not the audience

7. The key of success is.

a) practice

b) preparation

c) effort

d) both a and b

8. A good presenter should take a well.

a) good physical appearance

b) dressing well

c) speak louder

9. To become more effective you need to take control of.

a) the material

b) the audience

c) your behavior

d) all of the above

10. _ of a presentation is the most important part.

a) beginning

b) middle

c) end

d) none of these

11. In beginning you should give firstly.

a) your introduction

b) summary of a topic

c) asking irrelevant questions

d) further information

12. A good technique to get your audience attention.

a) a statement made to surprise

b) asking rhetorical questions

- c) asking introduction to the audience
- d) none of these

13. What should you give your objectives to the audience.

- a) aim
- b) goals
- c) purpose

d) both a, b & c

14. All your information should support your:

a) purpose

- b) ideas
- c) topic
- d) merits

15. A good presenter should.

- a) sequencing your idea
- b) manage the time
- c) clear all the confusion

d) all of these

16. Illustrate your presentation topic with:

a) real life example

- b) experimental example
- c) fake stories
- d) none of these

17.Keeping the audience attention.

a) emphasizing

b) summarize the topic

c) used bore words

18.A conclusion should be :

a) short & easy

b) lengthy

c) difficult words

d) specific key points

19.Visual involves the audience :

a) motivate

b) attention

c) reinforce idea

d) all of these

20.How much of the language is made up of verbal language.

a) 7%

b)6%

c)2%

d) 15%

21. 38% message is communication with non verbal.

a) vocal

- b) verbal
- c) body movement
- d) gesture

22. Body language is included in communication.

a) 55%

b) 35%

c) 25%

d) 45%

23. facial expression should be.

a) aggressive

b) shy

c) naturally

d) bored

24. A speaker looks into the eyes of the audience.

a) confident

b) impatient

c) rude

d) impolite

25. The tone of the speaker should be:

a) loud

b) clear

c) low

d) soft

26. A speech must advance __.

a) dishonesty

b) negativity

c) truth

d) aggressiveness

27. Which of these doesn't enhance listening skills?

a) attention

b) frankness

c) clear perception

d) ignoring

28. Using your whole body to communicate is called what?

a) miming

b) sign language

c) body language

d) gesture

29. Waving is what type of communication?

a) gesture

b) body language

c) sign language

d) body position

30. Positive gestures are body signals that make you look.

a) relaxed

b) hurtful

C) nervous

d) arrogant

Lecture no 8

Lecture Number 8 :

Formal and Informal Communication :

Choose the correct option :

1. The interchange of information is done through pre-defined channels in :
 - a. Informal communication
 - b. **Formal Communication**
 - c. Cluster chain communication
 - d. Gossip chain communication

2. “Grapevine communication” is another name of:
 - a. Probability communication

- b. Upward or bottom-up communication
- c. Formal communication
- d. **Informal communication**

3. The most reliable type of communication is :

- a. Informal communication
- b. Non-verbal communication
- c. **Formal communication**
- d. Group communication

4. The evidence of formal communication is :

- a. **Written documentary**
- b. No evidence
- c. Face to face meetings
- d. Telephones

5. Advantage of informal communication is :

- a. Employees can discuss work problems
- b. Saves time
- c. Saves cost of the organization's
- d. **All of the above**

6. Systematic flow of information occurs in :

- a. **Formal communication**

- b. Informal communication
- c. Interpersonal communication
- d. Intrapersonal communication

7. Disadvantage of Informal communication is :

- a. Time consuming
- b. Fast speed
- c. Less reliable
- d. **Spread of rumours**

8. Distortion due to long chains occur in :

- a. Verbal communication
- b. Grapevine communication
- c. **Formal communication**
- d. Mass communication

9. Flow of information in Informal communication is :

- a. **Moves freely**
- b. Through pre defined channels
- c. Face to face meeting
- d. Video conferencing

10. “Official communication” is another name of:

- a. Group communication

- b. **Formal communication**
- c. Non verbal communication
- d. Interpersonal communication

11. How many types of formal communication are there ?
- a. 1
 - b. 2
 - c. **4**
 - d. 5
12. Flow of information from superior to subordinate authority is in :
- a. Upward or bottom up communication
 - b. Crosswise communication
 - c. **Downward or Top-down communication**
 - d. Horizontal communication
13. In which type of communication employees of different departments work at different levels:
- a. Mass communication
 - b. **Crosswise or diagonal communication**
 - c. Verbal communication
 - d. Non verbal communication
14. What is the type of Informal communication?

- a. Upward communication
 - b. Downward communication
 - c. **Single Strand chain**
 - d. Horizontal communication
15. The type of communication in which information goes from person to person is :
- a. Cluster chain
 - b. Probability chain
 - c. **Single Strand chain**
 - d. Downward communication
16. How many types of Informal communication are there ?
- a. 2
 - b. 3
 - c. **4**
 - d. 5
17. The process in which communication passed on to everyone is :
- a. Cluster chain
 - b. Probability chain
 - c. Formal communication
 - d. **Gossip chain**
18. Which of these is not a type of grapevine ?

- a. Gossip
 - b. Probability
 - c. **Rope**
 - d. Cluster
19. Which of these is not a type of grapevine ?
- a. **Double Strand**
 - b. Single Strand
 - c. Cluster
 - d. Gossip
20. Which of these involves the passing of information through a long line of people?
- a. Cluster
 - b. **Single Strand**
 - c. Gossip
 - d. Probability
21. Which of these is not a limitation of grapevine ?
- a. Distortion
 - b. **Slow process**
 - c. Damaging swiftness
 - d. Incomplete information
22. What is lateral communication ?
- a. Flows from superior to subordinate
 - b. Flows between manager and workers
 - c. **Flows between peers**
 - d. None of the above

23. The part of grapevine which is inaccurate ?
- a. Chain system
 - b. Gossip system
 - c. Cluster system
 - d. **Rumours**
24. Communication types according to number of persons are :
- a. 1
 - b. 2
 - c. 3
 - d. **4**
25. Formal communication is with the :
- a. Elders
 - b. Teachers
 - c. Boss
 - d. **All of the above**
26. On the basis of organisational structure , the types of communication are :
- a. **Formal and Informal**
 - b. Verbal and nonverbal
 - c. Interpersonal and Intrapersonal
 - d. None of the above
27. Organisational barriers involve :
- a. Poor listening
 - b. **Lack of staff meetings**

- c. Egotism
 - d. Noise
28. Types of communication barriers are :
- a. 4
 - b. 5
 - c. 6
 - d. 7
29. Flow of communication in formal communication is :
- a. **Only through pre defined channels**
 - b. Video conferencing
 - c. Face to face meetings
 - d. Moves freely
30. Reliability of Informal communication is :
- a. More reliable
 - b. Most reliable
 - c. **Comparatively less**
 - d. None of the above

Lecture no 9

Multiple Choice Question

- 1) The word interview is derived from:
 - a) Latin b) **French** c) German
- 2) How many types of interviews are:

- a) Two b) Four c) **Three**
- 3) How much stages of interview are: \
- a) Two b) **Three** c) Five
- 4) Interview which are take on phone or video called cvouped:
- a) **Telephone interview**
- b) Face to face interview
- 5) The word interview mean:
- a) Glimpse
- b) To see other strangers
- c) All alone
- 6) The word interview refers to a conversation between:
- a) Interviewer
- b) Interviewee
- c) **Both a and b**
- 7) Which one is the type of semi-structural interview:
- a) Panel interview
- b) **Care study**
- c) On the spot
- 8) The term interview has been derived French word -----:
- a) **Enter-voir**
- b) Anter-view
- c) Inter- voir
- 9) ----- is essentially a structured conversation:
- a) CV
- b) **Interview**
- c) Phone call
- 10) What is the important stage of interview:
- a) Semi stage
- b) **Beginning stage**
- c) Closing stage
- 11) A panel interview as known as -----:
- a) Panel interview
- b) Face to face interview

c) Board interview

12) ----- that use questions designed to probe the candidates past behavior in specific situations:

a) Group interview

b) Behavior interview

c) Face to face interview

13) Re most popular and efficient form of assessment are:

a) On the spot interview

b) Face to face interview

c) Telephone interview

14) What are the successful strategies for interview:

a) Personal rapport

b) Good eye contact

c) Clear idea of the key point

d) All of the above

15) In group interview the interviewer can judge the behavior of every candidate according to-----:

a) Presentation

b) Intelligence

c) Both a and b

16) In telephone interview interviewer looks for-----

a) Intelligence

b) Substantial answer

c) Appearance

17) Which form is better than face to face interview ;

a) On the spot

b) Telephone

c) None of these

18) Each member of the panel rates each interview on such dimension-----

a) Motivation

b) Presentation

c) Both a and b

- 19) Which one is the type of un-structural interview:
- a) Panel interview
 - b) Group interview
 - c) Behavioral
- 20) Which two is the type of semi structured interview:
- a) In depth
 - b) On the spot
 - c) case study
 - d) Both a and c
- 21) In depth interview are known as-----
- a) Board interview
 - b) One-on-one interview
 - c) Case study
- 22) During the interview smoking is allowed:
- a) Do's
 - b) Don'ts
- 23) During the interview listen carefully:
- a) Do's
 - b) Don'ts
- 24) During the interview interrupt are allowed:
- a) Do's
 - b) Don'ts
- 25) Interviewer are sincere and straightforward:
- a) Do's
 - b) Don'ts
- 26) Interviewer are over confidant or overbearing:
- a) Do's
 - b) Don'ts
- 27) During interview pick up clues and react:
- a) Do's
 - b) Don'ts
- 28) Interviewer provide negative information about yourself or any else:

a) Do's

b) Don'ts

29) Interviewer are clear and concise;

a) Do's

b) Don'ts

30) Interviewer are freeze or become tense:

a) Do's

b) Don'ts

Lecture no 10

Multiple choices questions

1. Without _____ skills, the ability to progress in the working world and in life, itself wpuld be nearly impossible.

a) listening.

b) **speaking**

c) Writing

d) All of them

2. Which of these is the study and classification of speech sounds?

a) Gestures

b) Speech style

c) **Phonetics**

d) Spoof

3. Which of these is not an element of the speaking technique?

a) Voice quality

- b) Word stress
- c) **Appearance**
- d) Correct tones

4. Which of these means giving emphasis to a syllable?

- a) Voice quality
- b) **Word stress**
- c) Tone
- d) Message

5. Which of these factors is not involved in the determination of correct tone?

- a) Pitch
- b) **Dressing style**
- c) Quality
- d) Strength

6. Formal speaking has casual approach to something.

- a) True
- b) **False**

7. Skills that allow the speaker to convey his message in a _____ manner.

- a) passionate
- b) thoughtful
- c) convincing
- d) **All of them**

8. Which of these should be avoided for an effective speech?

- a) Determination of the purpose
- b) Selection of message
- c) **Lack of interest**
- d) Selection of theme

9. Which of these factors is not required to determine the purpose of speech?

- a) Providing information
- b) **Discouragement**
- c) Accepting ideas
- d) Entertainment

10. Which of these should be avoided for an effective speech?

- a) Planning of speech
- b) Preparation of speech
- c) **Long sentences**
- d) Organisation

11. What is the maximum time for a short speech?

- a) **Ten minutes**
- b) Thirty minutes
- c) Forty- five minutes
- d) One hour

12. Which one problem is mostly faced during speaking?

- A) **Lack of confidence**
- B) shyness
- C) Time pressure
- D) fear of being laughed at

13. Inter personal means:-

- A) **face to face interaction**
- B) Exchange of information
- C) Exchange of personal information with family or friends

D) a and b both

14.semi personal means:-

A) face to face interaction

B) Exchange of information

C) Exchange of personal information with family or friends

D) a and b both

15.Informal speaking means:-

A) face to face interaction

B) Exchange of information

C) Exchange of personal information with family or friends

D) a and b both

16.Environmental barriers are the same as _____ noise.

(A) physiological

(B) psychological

(C) physical

(D) sociological

17. _____ communication includes tone of voice body language, facial expressions etc

A) Non-verbal

B) verbal

C) Notice

D) letter

18._____ is defined as the ability to deliver information with speed,accuracy and proper expression.

A) fluency

- B) vocabulary
- C) grammar
- D) pronunciation

19. In which the body of word used in a particular language.

- A) fluency
- B) vocabulary**
- C) grammar
- D) pronunciation

20. The way we arrange words to make proper sentences.....

- A) fluency.
- C) grammar**
- B) vocabulary.
- D) pronunciation

21. The way in which the a word pronounced.....

- A) fluency
- B) vocabulary
- C) grammar
- D) pronunciation**

22. which one can make your speech more powerful and more effective.

- A) fluency
- B) vocabulary**
- C) grammar
- D) pronunciation

23. While speaking, which one is most important.

- A) fluency
- B) vocabulary
- C) **grammar**

24. The act of conveying information or expressing one's feeling in speech is called

- A) **speaking**
- B) listening
- C) a and b both

25. Which of these does not come under short speech?

- a Introducing dignitaries
- b) **Presenting reports**
- c) Giving a briefing
- d) Presenting an award

26. Which of these is not a type of means of speech delivery?

- a) Reading
- b) Memorization
- c) **Scolding**

27. Before a speech, when you picture yourself giving the presentation, you should imagine all of the elements below EXCEPT:

- A) effective delivery.
- B) **nervousness.**
- C) the possibility of failure.

D) success.

28. Which of these ingredients is not required for selection of theme?

- a) Planning
- b) Disorganisation**
- c) Preparation
- d) Organisation

29. Which of these should be avoided during the delivery of a speech?

- a) Confidence
- b) Clarity
- c) Pauses
- d) Rudeness**

30. A speech must always present _____

- a) facts**
- b) opinions
- c) suggestions
- d) perspectives

lecture no 11

Lecture 11

Communication skills

Listening strategies

Answer the following Mcqs

1. Mostly emotional barriers are faced by
 - **Introverts**
 - Extroverts
 - Listeners
 - Talkative persons
2. Fear of rejection is a type of:
 - Depression
 - Failure
 - Sadness
 - **Speech anxiety**
3. "I don't know the reason of my sad mood", is the:
 - Positive statement
 - Negative statement
 - **Inaccurate statement**
 - Neutral
4. Giving the spark of your project is:
 - Processing
 - **Elevator Pitch**
 - Description
 - Accuracy
5. An elevator pitch should be of:
 - 10-15 seconds
 - 15-20 seconds
 - **20-30 seconds**
 - 30-60 seconds
6. Anticipating tone can promote:

- Fear
- **Excitement**
- Aggression
- None

7. Voice expressions can be judged by:

- Vocals
- **Tone of voice**
- Speed of voice
- Words selection

8. You speak fast when there is:

- An emergency
- An urgent work
- Exciting news
- **All of above**

9. Sadness can be judged by:

- **Slow speed of voice**
- Carelessness
- Nervousness
- Pauses

10. While speaking, we are aiming for:

- 50-100 words per minute
- 100-120 words per minute
- **120-150 words per minute**
- 150-180 words per minute

11. Which one is the variation of articulation?

- Speed
- Elevator pitch
- None
- **Choice of words**

12. Voice projection should be around

- **15-20 fouts**
- 5-10 fouts
- 10-15 fouts

- 20-30 feet
- 13. Speakers need to pause before and after:
 - Paraphrasing
 - **Emphasizing**
 - Translating
 - Telling ideas
- 14. "Notes on a musical sheet", is an example of:
 - **Harmonious rhythm**
 - Self listening
 - Pitch variation
 - Language accent
- 15. Good speakers have the ability of:
 - **Quick analysis**
 - Understanding
 - Paraphrasing
 - All of them
- 16. Pre-speaking strategies can be succeeded by:
 - Management
 - **A lot of practicing**
 - Clear vocals
 - None
- 17. Good speaking skills could build the:
 - Activation
 - **Leadership skills**
 - Future
 - Money
- 18. 75% of your personality is based on:
 - Dressing
 - Education
 - Physical features
 - **Confident speaking**
- 19. When audience lose interest when:
 - You take more time

- You get nervous
 - **You can't explain properly**
 - No words selection
20. Speaking loudly in short sentences show:
- Politeness
 - **Aggression**
 - Normal behaviour
 - Sadness
21. Storytelling is incomplete without:
- Graphics visual
 - Performers
 - Time evaluation
 - **Voice expressions**
22. An active listener immediately understands:
- What other person is saying
 - What he wants to say
 - What he tries to say
 - **Logic behind his saying**
23. When you are promoting something, first you need to be:
- Happy
 - Active
 - **Assure about it**
 - Good speaker
24. At the end of speech, we:
- **Conclude**
 - Repeat
 - Paraphrase
 - Pause
25. When your speaking skills are good, you get:
- **Personally satisfied**
 - Confident
 - Job of your choice
 - Opportunity

26. Good speakers more chances of:
- Making money
 - Motivation
 - **Career advancement**
 - None of them
27. Psychological barrier comes due to:
- Depression
 - **Fear of rejection**
 - Mental illness
 - Lack of vocabulary
28. For effective communication:
- Keep on saying
 - Become a speaker
 - **Listen to others first**
 - Moving on
29. The ultimate goal is to speak:
- Too fast
 - **Conversational pace**
 - Too slow
 - Steady pace
30. Don't be afraid of:
- People
 - Speaking
 - **Raising voice**
 - Rejection

Lecture no 12

Lecture no 13:

1. On what category will extensive and intensive reading fall?

- Oral reading
- Silent reading
- Group reading
- Choral reading

2. It is used to teach or practice specific reading strategies or skills.

- Silent reading
- Oral reading
- Intensive reading
- Extensive reading

3. It involves reading of large quantities of material, directly and fluently.

- Oral reading
- Silent reading
- Intensive reading
- Extensive reading

4. This type of reading considers the text as an end in itself.

- Silent reading
- Oral reading
- Intensive reading
- Extensive reading

5. This type of reading considers the text as a means to an end.

- reading
- Oral reading
- Intensive reading
- Extensive reading

6. Reading simply for pleasure or reading technical, scientific or professional material.

- Silent reading
- Oral reading
- Intensive reading
- Extensive reading

7. Using the normal voice in pronouncing, enunciating and emphasizing a word or a text.

- Oral reading
- Silent reading
- Intensive reading
- Extensive reading

8. These are reading techniques in extensive reading EXCEPT ONE:

- Scanning
- Skimming

● Choral reading

9. what is an extensive property

- that joint over there
- a property that changes when the size of the specimen changes

- is a physical property of a system that does not depend on the system size or the amount of material in the system
- orange juice

10. what is an intensive property

- butterscotch cookies
- a property that changes when the size of the specimen changes
- something a smart guy said a long long time ago
- is a physical property of a system that does not depend on the system size or the amount of material in the system

11. Name an extensive properties

- color
- mass
- luster
- odor

12. what is luster

- how shiny something is
- how something feels
- orange juice
- how much something weighs

13. What properties that do not depend on the amount of the matter present

- density
- extensive
- intensive
- volume

14. if it reacts with acid what property is it

- intensive
- extensive

15. what is something intensive and extensive properties have in common

- can be observed or changed without altering the substance
- they are both long words that I know nothing about
- they both do not depend on the amount of matter
- both are made up words

16. mass, volume, weight are all what type of property

- intensive
- extensive

17. tendency to erode is what type of property

- intensive

- extensive

18.. how hard was this test

- supercalafrajalisticespialidous
- easy
- hard

- pick this one

19.How many important of extensive reading.

- 3
- 4
- 5
- 6

20.Extensive and Reading refer to approach to language, learning and teaching.

- Semi-retire
- Intensive
- Interested
- None

21.Long and Richards identify.....as

- Extensive reading
- Language
- Learn

22.Learnes reading taxt for enjoyment.

- Reading for completing

- Reading for enjoy

23.Important aspects of extensive reading

- Bulk

- Interesting

24.Texts must be moderate length on average at least.

- 15-30

- 13-20

- 10-18

25.Ideal learning materials for extensive reading.

- Newspapers

- Stories

- Novels

- All of them

26.Intensive reading sometimes called.

- Read

- None

- Narrow reading

27.How explains that extensive reading is carried out"to achieve a general understand of a text.

- Brown

- Long

- Richards

- William

Lecture no 14

MCQ'S

1. Short story written between :

- a) 200 to 1000 words
- b) **2000 to 10000 words**
- c) 2000 to 3000 words
- d) 2000 to 4000 words

2. Short story is based on:

- a) **Single theme**
- b) Multiple theme
- c) Both a and b
- d) None of these

3. Short stories popular since:

- a) Modern era
- b) 18th century
- c) **Ancient times**
- d) 19th century

4. A short story must have an :

- a) **Title**
- b) Background
- c) Theme

d) All of these

5. The Short story is also known as:

a) An essay

b) A summary

c) **Mythology**

d) A Precis

6. The crucial Part of a short story is:

a) Beginning

b) **Climax**

c) Ending

d) Plot

7. The short story mostly in form of :

a) Written form

b) **Oral form**

c) Both a and b

d) None of these

8. Theme of short story may be?

a) Happy

b) Negative

c) Neutral

d) **All of these**

9. How many strategies for reading short story?

a) **three**

b) four

c) five

d) None of these

10. Predict previous knowledge by:

a) After reading

b) Before reading

c) During reading

d) All of the above

11. Make questions and try to connect people, places and events ?

a) Before reading

b) While reading

c) At the end

d) None of these

12. Before reading short story it is must to read first?

a) History

b) Summary

c) Title

d) All of the above

13. What are things note down before reading:

a) Length

b) Level of language

c) Structure

d) All of these

14. When it is predict what happen next in story:

a) **during**

b) After

c) End

d) All of these

15. Skim the text of short story is :

a) After

b) During reading

c) Before reading

d) None of these

16. The most important part of the story is:

a) Theme

b) Language

c) Both a and b

d) None of these

17. A short story may be :

a) simple

- b) complex
- c) compound
- d) All of these**

18. Omniscient point of view:

- a) 1^s person
- b) 2nd person
- c) 3rd person**
- d) All above

19. The first person point of view is:

- a) I and you
- b) We and they
- c) I and him
- d) I and we**

20. An author in writing short story may be?

- a) Aggressive
- b) Active
- c) Personal
- d) Complimentary**

21. If you writing a short story what information might you need?

- a) Language**
- b) title
- c) Characters
- d) All of the above**

22. The first person point of view is called:

- a) Subjective**
- b) Objective
- c) Both of them
- d) None of these

23. Story of short story is prepared :

- a) Before reading
- b) After reading**
- c) During reading
- d) None of these

24. Short story is famous by it:
- a) Title
 - b) Characters
 - c) Language
 - d) **All of these**
25. Short story is based on the author :
- a) **Trustworthy**
 - b) Popularity
 - c) Both a and b
 - d) None of these
26. Short story may contain author?
- a) Thoughts
 - b) Like & dislike
 - c) Opinions
 - d) **All of above**
27. Short stories based on:
- a) Linguists
 - b) Culture
 - c) **Both a and b**
 - d) None of these
28. Short stories are source to improve:
- a) Our knowledge
 - b) Comprehension
 - c) **Both a and b**
 - d) None of these
29. Shot stories helps in:
- a) Organizing thing
 - b) Remembering things
 - c) Generating things
 - d) **Both a and b**
30. Short stories moves around the:
- a) Characters
 - b) Situation
 - c) Events
 - d) **All of above**

Lecture no 15

Reading Comics And Excerpts

Choose the best answers in the given choices:

1. Comics are arrangement of drawing in _____ shape:

- a. Circle**
- b. Square**
- c. Triangle**
- d. Rectangles**

2. Comics mean stories through:

- a. Audio**
- b. Video**
- c. Pictorial Representation**
- d. Signs**

3. Comics are derived from the word:

- a. Laugh**
- b. Comedy**
- c. Joy**
- d. Funny**

4. Comics were _____ initially:

- a. Relevant**
- b. Black and White**
- c. Colored**
- d. Animated**

5. Comics began in _____:

- a. 1930's**
- b. 1910's**
- c. 1940's**
- d. 1920's**

6. _____ created the first comic book:

- a. Rodolphe Topffer**
- b. H.J Henkins**
- c. Mark Bolliver**
- d. Thomas Edison**

7. The first comic book came out in:

- a. 1924**
- b. 1925**
- c. 1926**
- d. 1927**

8. Comic books flourished in:

- a. 1960's
- b. 1970's
- c. 1980's
- d. 2000's

9. Comics were relevant till:

- a. 1980's
- b. 2000's
- c. 2010's
- d. Still relevant

10. Comics contain _____ central characters:

- a. One
- b. Two
- c. Three
- d. One or more

11. Comics are good for:

- a. Socio-Emotional Development
- b. Cognitive Development
- c. Physical Development
- d. Language Development

12. Comics are:

- a. Calm
- b. Tranquil
- c. Peaceful

d. All of these

13. Comics help in figuring out the history of:

- a. Series**
- b. Characters**
- c. Both a and b**
- d. None of these**

14. Comics are about:

- a. Superheroes**
- b. Boxers**
- c. Fighters**
- d. All of these**

15. It is _____ to recognize the background in comics:

- a. Easy**
- b. Hard**
- c. Impossible**
- d. Obvious**

16. It is _____ to follow themes and characters:

- a. Impossible**
- b. Hard**
- c. Useless**
- d. Easy**

17. _____ contains box that carry drawings:

- a. Gutter**
- b. Splash**
- c. Panel**
- d. Captions**

18. _____ is the sequence and direction of panels:

- a. Spread**
- b. Splash**
- c. Speech Bubbles**
- d. Gutter**

19. Comments of characters are written in _____ :

- a. Speech Bubbles**
- b. Captions**
- c. Sound Effects**
- d. Panels**

20. “Bang! Bang! Zoom!” these are:

- a. Speech bubbles**
- b. Sound Effects**
- c. Captions**
- d. Gutter**

21. Pictures that continue for more than one page are known as:

- a. Spread
- b. Splash
- c. Captions
- d. Gutter

22. Comments that are below the drawings are known as:

- a. Sound Effects
- b. Panels
- c. Captions
- d. Speech Bubbles

23. Highlighter of any special action which can be a picture as well in called:

- a. Panel
- b. Speech Bubble
- c. Splash
- d. Captions

24. While reading comics, one should focus on:

- a. Titles
- b. Headings
- c. Captions
- d. All of these

25. While reading comics, one should connect dialogues with _____ :

- a. Colors
- b. Book Cover

- c. Pictures
- d. Title

26. One should connect _____ scenarios while reading comics:

- a. Historical
- b. Economical
- c. Political
- d. All of these

27. Excerpts are _____ part of a narrative:

- a. Lengthy
- b. Irrelevant
- c. Short
- d. None of these

28. Excerpts can be given to students for _____ analysis:

- a. Character
- b. Scenario
- c. Theme
- d. Content

29. Excerpts has _____ importance:

- a. Literary
- b. Social
- c. Political
- d. All of these

30. _____ is one of the features of excerpts:

- a. Panel
- b. Speech Bubbles
- c. Language
- d. Sound Effects

Lecture no 16

MCQ'S

31. Letter written for searching or seeking a job is called:

- e) Resume
- f) **Job Application**
- g) CV
- h) Prospecting Letter

32. Job letter is :

- e) **Formal**
- f) Informal
- g) Both a and b
- h) None of these

33. Job letter is also called:

- e) Prospecting letter
- f) Application
- g) **Cover letter**
- h) Resume

34. A good cover letter will:
- e) **Make a good first impression**
 - f) Answer the question “Why should I hire you?”
 - g) Present your qualification directly
 - h) All of these
35. The job application letter is :
- e) A statement of your job objective
 - f) A summary of your qualifications and experiences
 - g) **A description of your core strength and suitability for job**
 - h) A foreword
36. The job application and resume perform:
- e) The same tasks
 - f) **Two different tasks**
 - g) Two opposite tasks
 - h) Overlapping tasks
37. Writing a job Application letter is very different from:
- e) Email to a friend
 - f) Thank you note to a relative
 - g) Both a and b
 - h) None of these
38. Which of the following is not a function of a cover letter?
- e) **To inform the employer of the job you are applying for.**
 - f) To show how well you write
 - g) To inform the reader of what you expect to get out of the job you're applying for

- h) To entice the reader to want to get to know you better by interviewing you
39. Which of the following is NOT something that a cover letter should always contain in its closing paragraph?
- e) **Request for an interview**
 - f) Statement that you look forward to hearing from the recipient
 - g) Statement thanking the employer for considering the cover letter
 - h) None of these
40. Which of the following is necessary for successful cover letter:
- e) Opening, body and closing paragraphs
 - f) Addressing the letter to a specific individual or department
 - g) Connecting your skills to the ones profiled in the job advertisement
 - h) **All of the above**
41. What's the best way to make value judgments or claims of personal attributes more credible in a cover letter?
- e) Use very positive language in making the claim
 - f) **Substantiate the claims by backing them up with examples**
 - g) There is no good way to make such claims, so omit them
 - h) None of these
42. How can you make the most of your college experience in your cover letter?
- e) Describe skills gained in the classroom
 - f) Describe sports and extracurricular activities
 - g) Discuss hands-on projects
 - h) **All of the above**
43. The length of cover letter should not be :

- e) **More than one page**
 - f) More than two pages
 - g) More than three pages
 - h) None of these
44. In format of job application, the space should be:
- e) **Single space**
 - f) Double space
 - g) Triple space
 - h) Tab
45. The font size should be:
- e) 10.5
 - f) 12
 - g) **14**
 - h) 16
46. In job Application the font should be:
- e) Time ne roman
 - f) Arial
 - g) **Both a and b**
 - h) None of these
47. In first paragraph of job application contain:
- e) Educational information
 - f) **Personal information**
 - g) Professional information
 - h) All of these
48. How many types of job application form:
- e) 2
 - f) 3
 - g) 4
 - h) 5
49. The body of the cover letter contain:
- e) Personal information or why you are applying for a job
 - f) Educational information or experiances
 - g) Thanks to the employer

- h) All of above**
- 50.** When you end your cover letter by saying that you will call to follow up within a week or so, you are using what type of ending?
- e) Aggressive
 - f) Active
 - g) Personal
 - h) Complimentary**
- 51.** If you writing a formal letter what information might you need?
- e) Date
 - f) Name
 - g) Contact details
 - h) All of the above**
- 52.** Which part of the letter contains the main content:
- e) Body of the letter**
 - f) Heading
 - g) Complimentary close
 - h) None of these
- 53.** contains the name, letter, address contact detail in job application letter:
- e) Heading
 - f) Body of the letter**
 - g) Salutation
 - h) None of these
- 54.** is purposed to help the student with the cost of his/her studies
- e) Resume
 - f) Scholarship**
 - g) Both a and b

- h) None of these
- 55. Scholarship mostly given to:
 - e) **Needy students and talented students**
 - f) Talented students
 - g) Both a and b
 - h) None of these
- 56. Which of the following are the types of job Application form?
 - e) Email job application
 - f) Online job application
 - g) Paper job application
 - h) **Both a and c**
- 57. While writing the scholarship form which things is important:
 - e) Describe what is your aim to gain from scholarship
 - f) Mentioned the career and educational goals
 - g) **Both a and b**
 - h) None of these
- 58. Scholarship form must be:
 - e) **Formal**
 - f) Informal
 - g) Both a and b
 - h) None of these
- 59. Do not use job title that are:
 - e) Misleading
 - f) Vague
 - g) Interesting and descriptive
 - h) **Both a and b**
- 60. A signature is done in cover letter:
 - e) **At the end**
 - f) At the start
 - g) Anywhere
 - h) None of these

Lecture no 17:

Lecture no. 17

1. Your resume is a tool with one specific purpose:

- a) To get a job.
- b) **To win an interview.**
- c) To discuss salary.
- d) To know about work.

2. Which of the following should not be a part of resume?

- a) **Religious Affiliation.**
- b) Employment history.
- c) Contact information
- d) Education.

3. The _____ format lists your work with history with dates, with your most recent employer and job title listed first.

- a) Functional.
- b) Combination.
- c) **Chronological.**

d) Portfolio.

4. Which of the following is the safest g-mail address style to use on your resume?

a) Lovin_ladies123@gmail.com.

b) samiyaazhar472@gmail.com.

c) attitudegirl@gmail.com.

d) None of the above.

5. In resume where you should keep your career goal?

a) **Objective.**

b) Skills.

c) Profile.

d) Summary.

6. Resume is a _____ word which means summary.

a) **French.**

b) German.

c) Italian.

d) American.

7. The best way to apply for a job is:

a) **Specifically written for that job.**

- b) Suitable for any job.
- c) Full of personal information.
- d) Self-recommending.

8. The application letter and the resume perform:

- a) Two opposite tasks.
- b) Two different tasks.**
- c) The same task.
- d) Overlapping task.

9. A summary placed at the beginning of the cv acts as:

- a) Statement of objectives.
- b) Synopsis.
- c) Letter of recommendation.
- d) Preface.**

10. The resume type that showcases the job seekers qualification and the skills is:

- a) Reverse-chronological.
- b) Functional.**
- c) Combination.
- d) Scan-able.

11. The heading of a resume includes:

- a) **Personal information name and address.**
- b) Names of references.
- c) Title of most recent job.
- d) Career Objective.

12. The best way to start a statement on your resume is with....

- a) I or My.
- b) A noun.
- c) An adjective.
- d) **An active verb.**

13. A very plain looking resume designed to be delivered via e-mail or an online e-form is a:

- a) Print resume.
- b) Web resume.
- c) **Electronic resume.**
- d) Scanned resume.

14. A word processed resume designed to be visually appealing is a:

- a) **Print resume.**
- b) Web resume.
- c) Electronic resume.
- d) Scanned resume.

15. An applicant should always print their resume on paper that is....

- a) Their favorite color.
- b) **White or light colored.**
- c) Highly Patterned.
- d) Bright or fluorescent.

16. This resume format focuses on both the skills and the work experience of the applicant:

- a) Chronological.
- b) Functional.
- c) Skills.
- d) **Combination.**

17. Resume can be delivered through:

- a) Mail.
- b) E-mail.

c) Fax.

d) **All of the above.**

18. Which one of the following grows over longer time?

a) Resume.

b) **Cv.**

c) Both of them.

d) None.

19. CV stands for?

a) **Curriculum vitae.**

b) Curriculum velocity.

c) Curriculum volt.

d) Curriculum verse.

20. The word CV is derived from?

a) French.

b) Greek.

c) **Latin.**

d) German.

21. Which one of the following is not a component of resume?

a) Education.

b) Skills.

c) **Interest.**

d) Contact information.

22. To get help with writing a professional resume, you can use?

a) Books.

b) Articles.

c) Internet.

d) **All of the above.**

23. It is important that you include this section so that employers can see that you are worth hiring.

a) Education.

b) **Skills.**

c) Contact information.

d) Objectives.

24. The instructions you have been provided are for creating a resume in which word-processing programme?

a) **Microsoft office.**

b) Open office.

c) Note-pad.

d) Word-pad.

25. What should you do after finishing your resume?

a) Proofread it for errors.

b) Have other people proofread it.

c) Keep it in good condition.

d) **All.**

26. Which of the following is considered unprofessional?

a) Using basic font such as time new roman or arrival.

b) Using 12 font.

c) **Using a pink font.**

d) All of the above.

27. One of the main part of the resume that includes the
address and date is...

a) Salutation.

b) **Heading.**

c) Greeting.

d) Body.

28. The purpose of resume is?

- a) To get a job.
- b) For an interview.
- c) Self-advertisement for skills, experiences and achievements.**
- d) None.

29. Which of the following should not be included in a Resume?

- a) Why you are applying for the position.
- b) Your skills, qualifications and experience.
- c) Details of problems you had with your employers in the past.**
- d) Your interest or knowledge in the organization.

30. Which of the following should not be mentioned in the resume?

- a) Address.
- b) Age.
- c) Nationality.**
- d) Experience.

LECTURE NO. 18

1. How many types of application writing are there?
 - A. 1
 - B. 2
 - C. 3
 - D. 4**
2. An application for employment is a _____
 - A. Business document**
 - B. Job document
 - C. Employer document
 - D. Email document
3. What is application?
 - A. Use
 - B. Practice
 - C. Administration
 - D. Formal request**
4. The application should be
 - A. Brief
 - B. To the point
 - C. Both a & c**
 - D. None of these
5. Application must be
 - A. Professionally written
 - B. without grammar mistakes

C. punctuation errors

D. all of these

6. Application should not be

A. Formal

B. Friendly

C. Professionally written

D. None of these

7. What length should an application letter normally be?

A. Two pages long.

B. However many pages required for what you want to say

C. No more than one page of A4.

D. Three pages long.

8. How should you start a letter if you do not have a named person to write to?

A. Dear Personnel Department

B. To Whom it May Concern

C. Dear Sir

D. Dear Manager

9. Which of the following should NOT be included in an application letter?

A. Why you are applying for the position.

B. Your skills, qualifications and experience that are relevant to the position applied for.

C. Details of problems you have had with employers in the past.

D. Your interest in / knowledge of the organization.

10. The firm must go to external sources for:
- A. Lower entry job
 - B. For expansions
 - C. For positions who's specifications cannot be met by present personal
 - D. All of the above**
11. The _____ and the job applicant are interrelated at each step in the selection procedure.
- A. Job specification
 - B. Job evaluation
 - C. Both a & b**
 - D. None of these
12. _____ are the combination of direct and indirect questioning of applicant
- A. Application blank
 - B. Physiological test
 - C. Patterned interviews**
 - D. None of these
13. Do not write _____ in applications:
- A. Lengthy passages**
 - B. Good reason for leave
 - C. Short and concise information
 - D. None of these

14. When should you send a covering letter?

- A. Every time you send your CV to an employer.**
- B. Only when it is specifically requested in a job advert.
- C. When you want to tell an employer your salary expectations.
- D. Only when your CV does not cover everything you want to say.

15. If you begin a letter with "Dear Sir" you should end it with:

- A. Yours sincerely
- B. From
- C. Yours faithfully**
- D. Yours

16. If you begin a letter with 'Dear Mrs Hope' you should end it with 'Yours sincerely’

- A. Yours sincerely**
- B. From
- C. Yours faithfully
- D. Yours

17. Which of the following should not feature in the final paragraph of an application letter?

- A. A statement thanking the reader for their time / consideration.

B. Your availability / interest in attending an interview.

C. A statement saying you look forward to hearing from the reader.

D. Why you are applying for the position.

18. In 2nd section you should tell the employer_____

A. Details of your current projects

B. Status of current projects

C. Both a & b

D. None of these

19. In final section you should tell the employer?

A. Closing remarks

B. Greeting

C. Subject of application

D. None of these

20. Application should be submitted to:

A. Authority

B. Institution

C. Organization

D. All of the above

21. The application for leave should be with:

A. Brief

B. Genuine reason

C. Long

D. None of these

22. Application should be have:

A. Name of applicant

B. Address and contact

C. Both a & b

D. None of these

23. What is the missing word in this sentence? I'm writing with _____ to my application.

A. Regard

B. Relate

C. Account

D. All of the above

24. If you are writing a job application letter but you have not given a named contact how would you sign off your application?

A. Cheers

B. Your faithfully

C. Your sincerely

D. All of the above

25. When you are writing a formal letter, what information might you need?

A. Dates

B. Names

C. Contact details

D. All of the above

26. Which of the following is the standard way to punctuate the salutation of the application letter (and for that matter any business letter) addressed to Joseph Smith:

A. Dear Sir:

B. Dear Sir,

C. Dear Sir;

D. Dear Sir.

27. Which of the following is not a function of a cover letter?

A. To inform the employer of the job you are applying for

B. To show how well you write

C. To inform the reader of what you expect to get out of the job you're applying for

D. To entice the reader to want to get to know you better by interviewing you

28. When should you send a job application letter?

A. Only when an ad specifically requests it

B. Every time you send out your resume

C. When you need to list your salary requirement

D. When you need to list references

29. Which type of letter is not likely to be formal?

A. making a booking

B. making a complaint

C. email to a friend

D. confirming an interview date

30. When writing a letter, what is another word for 'layout'?

A. **format**

B. style

C. punctuation

D. all of these

Lecture no 19

1) The word “precis” which is of _____ origin.

- English

- ✓ French

- German

- Italy

2) What is the meaning of precis?

- To write meaning

- Write in own words

- Write a paragraph

- ✓ To cut short

3) For attempting a precis it is very essential that one should _____ the passage thoroughly.

- ✓ Read

- Know grammar
 - Larc knowledge
 - Understand
- 4) What is the important point for good attempt in precis writing?
- Know good English
 - Speaking power
 - Better knowledge
 - ✓ General idea of the message
- 5) What is rule of precis writing?
- ✓ Slowly and careful read the passage
 - Go through and write
 - Too long
 - Spent long time in reading
- 6) What is the method of making good precis?
- ✓ Note the important and central ideas
 - Use present tense
 - Use first person and direct speech
 - Title should be long
- 7) In precis writing always give the title to the passage at the _____ of the precise.
- ✓ Top to bottom
 - Clumdy and title
 - Without any title
 - The top only
- 8) Which of these is not the type of precis?
- Precis of speech
 - Precis of correspondence
 - ✓ Tables
 - Telegraphese

9) Which of the following is not the rule of precis writing?

- Always have a heading
- ✓ Use as extensive vocabulary as possible
- Remove any irrelevant information
- Do not use any short form of abbreviation

10) A precis should be written in third person.

- ✓ True
- False

11) Which of these should be avoided in a precis?

- ✓ Imagery
- Verbs
- Pronouns
- Indirect speech

12) _____ in a speech must be avoided in a precis.

- Facts
- Ideas
- ✓ Repetitions
- Verbs

13) Which of these is not include in precis of continuous matter?

- Parliamentary reports
- ✓ Correspondence
- Reports of evidence
- Articles

14) The date of the passage must not be given in precis of continuous matter.

- True
- ✓ False

15) Which of these is also known as abstract?

- ✓ Index precis
- Narrative precis
- Precis of speech

- Telegraphes

16) Index precis is also known as_____.

✓ Docket

- Telegraphes
- Narrative precis
- Precise of speech

17) How must the date be written in an index precis?

- July 17, 2020
- ✓ 17 July, 2020
- 2020, July 17, 2020
- July 2020, 17

18) Precis writing is an art of presenting certain information.

✓ True

- False

19) The chambers everyday dictionary describes precis as_____.

- ✓ A summary
- A presentation
- A story
- An incident

20) A precis must use the _____ tense of verbs.

- Present
- ✓ Past
- Future
- Present continuous

21) A precis must always have a _____.

- Subheading
- ✓ Heading

- Story
- Incident

22) A precis must be how long?

- ✓ One-third of original passage
- Two-third of original passage
- Same as of original passage
- One-fifth of original passage

23) Which of these are not allowed in a precis?

- Semicolon
- Verbs
- Headings
- ✓ Abbreviations

24) In a precis, conjunction can be replaced by_____.

- Full stop
- ✓ Semicolon
- Apostrophe
- Dash

25) Which of these is called a percentage graph?

- Bar graph
- Table
- ✓ Pie graph
- Precis

26) Which of these contains symbols/

- Pie graph
- ✓ Pictorial graph

- Precis
 - Bar graph
- 27) “I donated blood, paid the insurance premium, took a college admission form and ate Samosa, gulab jamun and bhel puri.” Which part is unnecessary?
- ✓ Ate samosa, gulab jamun and bhel puri
 - Donated blood
 - Paid insurance premium
 - Took a college admission form
- 28) Which words are not suitable in precis?
- Suggested, advised, questioned
 - Required, consultant the doctor
 - Requested, honored, awarded
 - ✓ Plz, coz, BT
- 29) Which word may be the opposite of precis?
- Summary
 - ✓ Expansion
 - Essence
 - Gist
- 30) “I saw a person whose eyes where not working and he was unable to see anything”. This sentence can be shortened as
- I saw a man with no eyes
 - I saw a man with two spoiled eyes
 - ✓ I saw a blind man
 - I saw a deaf man

Lecture no 20

COMMUNICATION SKILLS

LECTURE #20; SOLVING WORD PUZZLES TO DEVELOP LANGUAGE AWARENESS

MCQS;

1. Human's or an animal's perception and cognitive reaction to a condition or event 'Awareness' as defined?

- (a) **Biological psychology**
- (b) Cognitive psychology
- (c) Physical psychology
- (d) Mental psychology

2. Which degree is important for mental representation?

- (a) Mental awareness
- (b) **Conscious awareness**
- (c) Restructuring awareness
- (d) language awareness

3. Step to becoming more self-aware?

- (a) Check with your self
- (b) Discover your aptitude
- (c) Ignore any judgment
- (d) **All of these**

4. Puzzles are not just about _____ though?

- (a) Alphabets
- (b) **Numbers**
- (c) Roman numbers
- (d) words

5. Puzzles can help you to learn the _____?

- (a) **Language**
- (b) Skills
- (c) Vocabulary
- (d) Pronunciation

6. Word puzzle can help to improve your _____?

- (a) Science
- (b) **English**
- (c) Math
- (d) Urdu

7. Improving your language proficiency with

(a) Flash card

(b) Note book

(c) **Puzzles**

(d) Number

8. If you learning with puzzles no need of a _____?

(a) Any game

(b) **Any partner**

(c) Any help

(d) Any book

9. How many Educational and Entertaining puzzles?

(a) Seven

(b) Four

(c) **six**

(d) Two

10. Entertaining puzzles is a source of relaxing our _____?

(a) Body

(b) **Mind**

(c) Eyes

(d) Head

11. Entertaining puzzles can be an efficient word for you to learn?

(a) English grammar

(b) **English vocabulary**

(c) English verbs

(d) English verbs

12. Which puzzles is popular not only in English learners but also in native speaker?

(a) Crossword puzzle

(b) **Hangman puzzle**

(c) Scrabble

(d) Word ruzzle

13. Hangman game played by _____

(a) Four person

(b) **Two person**

(c) Five persons

(d) Six persons

14. Hangman means to learns _____ and developing a better feeling for English spelling?

- (a) New numbers
- (b) **New words**
- (c) New verbs
- (d) New spellings

15. Which resources help to play hangman puzzle?

- (a) Games
- (b) Web sites
- (c) Mobile app
- (d) **Both b & c**

16. A_____ puzzle is a word game where a player is given clues to guess words?

- (a) Hangman
- (b) **Crossword**
- (c) Word wrangling
- (d) Scrabble

17. Crossword puzzle help to wide you?

- (a) Language
- (b) Pronunciation
- (c) **Vocabulary**
- (d) Synonyms

18. Johnny Grammar's word challenge game is made by

- (a) English council
- (b) **British council**
- (c) Pakistani council
- (d) Indian council

19. Word challenge game help you in

- (a) **Grammar**
- (b) Language
- (c) Way of talking
- (d) Vocabulary

20. Word wrangling game is made by?

- (a) American council
- (b) Pakistani council
- (c) **British council**
- (d) Indian council

21. How many puzzles includes in word wrangling game?

- (a) Nine puzzles
- (b) Seven puzzles

(c) Five puzzles

(d) Eight puzzles

22. Playing word wrangling game helps to learn the usage of _____?

(a) Words

(b) Grammar

(c) Language

(d) Pronunciation

23. What kind of mobile game ruzzle is?

(a) Logical

(b) Word app

(c) Concept based

(d) None of these

24. What will be the affect on score when you put words together?

(a) Get same score

(b) Get different score

(c) Get average marks given

(d) No point be

25. The game is quick and _____ to play?

(a) Attractive

(b) Opposite

(c) Interactive

(d) Both a & c

26. What kind of skills become more stronger because of ruzzle?

(a) Thinking skills
skills

(b) Writing

(c) Reading skills
skills

(d) Creativity

27. How many people play scrabble game at a time?

(a) Three to six

(b) Five to ten

(c) Two to four

(d) Only two

28. The main strategy is to play scrabble that have the score?

(a) **Highest score** (b)

Lowest score

(c) Average score (d)

Different score

29. Scrabble score is based on the combination of _____?

(a) Words

(b) **Letters**

(c) Numbers

(d) Spellings

30. A scrabble boards will consist of _____?

(a) Tile lock

(b) Battery

(c) **Cells**

(d) Machine

Lecture no 21

MCQs

Lecture# 21 Narration

1- Narration is the use of ____ or ____ commentary to convey a story to an audience .

a).written or spoken

b). written or smelling

c). written or learning

d). written or hearing

2-During the process of narration we will come to know that how to convert speech into .

a). indirect to direct

b). simple to complex

c). direct to indirect

c). complex to simple

3-Convert direct into indirect this process is called _____ .

a). direct indirect speech

b). reported speech

c).both a and b

d). none

4-How many types of narrated speech ?

a). 2

b). 3

c). 4

d). 5

5-Direct speech denotes .

a). author

b). speaker

c). narrator

d). a and b both

6-The main reason is to convert direct speech into indirect is to reduce .

a). mistakes

b). confusion

c). hurdles

d). simplicity

7-Indirect speech denotes .

a). narrator

b). speaker

c). author

d). teacher

8-To convert direct narration into indirect narration” I ” convert into.

a). she

b). me

c). mine

d). it

Convert direct into IN indirect to change of verb .

9-He says , “ I am unwell ”.

- a). He says I am unwell . b). He says he is unwell.
c). He says that he is unwell. d). He says I was unwell .

10-Alia said to me , “ I am at zoo ”.

- a). Alia said to me she was at zoo.
b). Alia said to me that she was at zoo.
c). Alia told to me that she was at zoo.
d). Alia told me that she was at zoo .

11-Ayesha said to me , “ Aleena is good in English ”.

- a). Ayesha told to me that Aleena is good in English .
b). Ayesha told to me that Aleena was good in English .
c). Ayesha told to me Aleena is good in English .
d). Ayesha told me Aleena was good in English .

12-He said , “ My mother is writing a Letter ”.

- a). He said that his mother was writing a letter .
b). He said that his mother was writing a letter .
c). He told his mother was writing a letter .
d). He told me that his mother is writing a letter .

13-Sana said , “ Girls are reading hamlet ” .

- a). Sana said that girls are reading hamlet .
b). Sana said that girls was reading hamlet.
C). Sana said girls are reading hamlet.
D). Sana said girls was reading hamlet .

14-He said , “ I have passed the examination ”.

- a). He said that he have passed the examination .
- b). He said he had passed the examination .
- c). He said he have passed the examination .
- d). He said that he had passed the examination .

15-In assertive sentences we remove comma and inverted commas and use _____ in place of the opening quote .

- a). But b). Then c). That d). what

16-In assertive sentences we convert direct into indirect .

The thief said , ‘ I am innocent .

- a). The thief said I am innocent .
- b). The thief said that I am innocent .
- c). The thief said that he was innocent .
- d). The thief said he was innocent .

17-In imperative sentences verb changes into .

- a). ask b). advice c). request d). All

18-What the meaning of interrogative .

- a). To give respond b). To ask question
- c). To complete sentence d). To clear issues

19-**Change direct into indirect** . She said , “ Are you writing a poem”?

- a). She told me that I was writing a poem .

- b). She asked me that I was writing a poem .
- c). She asked me I was writing a poem .
- d). She asked me whether I was writing a poem .

20-The exclamatory sentences are those sentences which shows

- a).Some matters b). Emotions c). Quantity d). Quality

21-Which is exclamatory sentence .

- a). It is a bad news .
- b). This flowers are so beautiful .
- c). “Alas his father died ”
- d). “How beautiful a place !”

22-Operative sentences are those which expresses .

- a). Hope or prayer b). Expressions c). Emotions d). None

23-For making indirect speech of optative sentence , ‘said’ of reporting verb is changed according to the _____ .

- a). Optative verb b). Optative sentence
- c). Optative word d). Optative object

24-In operative sentence ‘Good Bye’ is ...

- a). Wished b). Prayer c). Hope d). Bade

25-Change direct into indirect . She said , “ May your enemy go to hell”.

- a). She wished that my enemy go to hell.
- b). She cursed that my enemy go to hell.
- c). She cursed my enemy might go to hell.
- d). She cursed that my enemy might go to hell.

26-In short story usually the amount of words are ____.

- a). 200-2000 b). 50-500 c). 500-15,000 d). 500-1500

27-How many elements of short story ?

- a). 2 b). 4 c). 6 d). 8

28- “ In Button Button ” Arthur and Norma are _____. .

- a). Plot b). Climax c). Theme d). Characterization

29-Why do we write reports?

- a). To present the findings and results
- b). To keep record .
- c). To tell about failure and success .
- d). All

30. According to period types Of report are .

- a). 2 b). 4 c). 6 d). 8

lecture no 22

MCO'S ON

REPORT WRITING

- 1)** A report or account is an:
 - a. Informational work**
 - b. Technical work**
 - c. Professional work**
 - d. None of these**
- 2)** Report are often used to display the result of:
 - a. Experiment**
 - b. Investigation**
 - c. Inquiry**
 - d. All of these**
- 3)** Common formats for report writing are:
 - a. Introduction**
 - b. Method**
 - c. Both A, B**
 - d. Inform**
- 4)** The structured for report writing as:
 - a. Genre**
 - b. Advanced**
 - c. Difficult**
 - d. Easy**
- 5)** Report use features as:
 - a. Mobile**
 - b. Graphics and images**
 - c. Method**
 - d. Account**
- 6)** Types of report:
 - a. Formal**
 - b. Research**
 - c. Resume**
 - d. Revision**
- 7)** Which thing we need to do in writing report:
 - a. Record the survey not carry out**
 - b. Record deleted data**
 - c. Record the object**
 - d. None**
- 8)** In report writing, the language used to be:
 - a. Loudly**
 - b. Unclear**
 - c. Whispers**
 - d. Ambiguous**
- 9)** The report is always written in:
 - a. Sequential manner**
 - b. Irregular manner**

- c. Horizontal manner d. Data biased manner
- 10)** Report writing by the individual should be written in:
- a. **First person** b. Last person
- c. Both A, B d. None
- 11)** The length of informal report should be:
- a. **1-3 pages** b. 13 pages
- c. 1/5-page d. full page
- 12)** Report should preferably write:
- a. **Sequential manner** b. Regular manner
- c. Irregular manner d. None
- 13)** Formal report can be categories as:
- a. Informational b. Analytical
- c. Recommendation d. **All of these**
- 14)** The data proceed to support the recommendation should be:
- a. **Accurate** b. Unreliable
- c. Incomplete d. All of these
- 15)** The purpose of trouble-shooting report is:
- a. **Analyze the problem** b. Incorrect the defeat
- c. Dislocate the defeat d. All of these
- 16)** Report discuss a particular problem in:
- a. Less detail b. **Detail**
- c. Complicated d. Horizontal way
- 17)** Which type of report is report of action:
- a. Analytical report b. Periodic report
- c. **Recommendation report** d. All of these
- 18)** In informational reports are:
- a. Organizational don't something b. Problem symptoms
- c. **Personal information on project** d. None

- 19)** Which type of plan for preparing a formal report:
a. Draw invalid conclusion b. Decide on recommendation
c. **Formulate the specific question** d. All of these
- 20)** Report is should be:
a. In-facts b. **Finding**
c. Not fault-finding d. none
- 21)** Which is one of the embodiments of the informal report:
a. **Feasibility report** b. In-Periodic report
c. Both A, B d. None
- 22)** Informal report is one of:
a. **Progress report** b. formulate report
c. Both A, B d. None
- 23)** In periodic report, it manages the track ongoing operations on:
a. Periodic b. Regular basis
c. **Both A, B** d. Irregular
- 24)** The part of formal report is:
a. **Supplement** b. Compulsory
c. No perforatory part d. None
- 25)** Informal report is used for:
a. Longer document b. **Shorter Documents**
c. Academic papers d. All of these
- 26)** Reports are often conveyed in:
a. Writing b. Speech
c. Television d. All of these
- 27)** Which one is not informal report:
a. In-financial report b. Uncredited report
c. **Progress report** d. None
- 28)** In report, the information only:
a. Provide basic information b. Very short

- 29)** Which one of a well written report?

- 30)** In informal report, they are:

- a. Internal c. external
b. Routine d. both a or b

5-how many types of report in according to level of management.

- a. 4
- b. 6
- c. 5
- d. 9

6-a good report must have:

- a. Clear logical structure.
about report.
- a. Both a and b.
- c.extra information
- d.none of these.

7-what is not in the report structure?

- a. Title page
- b. Recommendation
- c. abstract
- d.none of these

8-in report writing which one consist the clearly states the purpose of the report?

- a. letter transmittal
- b. appendices
- c-title page
- D-bibliography

9-a list of headings and appendices of the report is called.

- a. Table of content
- b. acknowledgment
- c-summary
- D-abbreviation

10-a short paragraph thanking any person or organization which gave you help in collecting data is called.

- a. Acknowledgement
- b. C-glossary
- c-summary
- D- introduction

11-a summary of the report in which you include one structure or so for every main section of your report is called

- a. Glossary
- b. c-introduction
- c-abstract
- d-summary

12-an alphabetical list in the report, espacialy if they may not be familiar to all reader of the report.

- | | |
|-----------------------------|--------------|
| a. introduction | c-title page |
| b. abbreviation or glossary | d-summary |

13-state the purpose of report, scope of the report and explanation of arrangement of report sections is known as

- | | |
|---------------|----------------|
| a. title page | c-introduction |
| b. summary | d-glossary |

14-the content of the body depend upon the purpose of the report is the----

- | | |
|-----------------|--------------|
| a. body | B-summary |
| b. introduction | D-conclusion |

15- In which include the sum up the main points of report?

- | | |
|-----------------------------|--------------|
| a. a-body
recommendation | c- |
| b. b-conclusion | d-suggestion |

16-the suggestion for future referred as—

- | | |
|---------------------|--------------|
| a. A-recommendation | c-body |
| b. b-abstract | d-title page |

17- a list of works on a subject or by an author that were used or consulted to write a research paper, book or article is called ?

- | | |
|-----------------|----------------|
| a. a-body | c-bibliography |
| b. b-conclusion | d-suggestion |

18-what is at the end of the report?

- | | |
|-------------------|--------------|
| a. a-title page | c-appendices |
| b. b-bibliography | d-body |

19-in report writing process how many steps are involved?

- a. a-8 c-7
- b. b-5 d-4

20-which one category is involved in objective of report writing process?

- a. a-purpose c- a or b both
- b. b- scope d-summary

21-what comes after the objective of report writing process?

- a. a-planning of the report of the report c-summary
- b. b- title page of the report report d-body of the

22-in report writing process information collect by—

- a. a-survey organization c-
- b. b-online publication these d-all of

23-the casual reader who want the main message as painlessly as possible are-----.

- a. **audience** c-gate keeper
- b. survey d-appendices

24-why do we need to write a report?

- a. a-to enable us to keep record. the further C-to determine
- b. b-to tell about failure and success d-all of these.

25- report that contains detailed information, research, and data necessary to make business decisions.

- | | |
|------------------------------|------------|
| a. a-formal report
report | c-informal |
| b. b-both a and c
these | d-none of |

26-a good planning in report writing involves.

- a. how much timing do you have to write the report.
- b. b-do it at the last moment.
- c. collect all data without any confirmation.
- d. all of the above.

27-you should know the scope before writing a?

- | | |
|----------------------|----------|
| a. a-mail | c-letter |
| b. b-story
report | d-formal |

28-always use active voice in your:

- | | |
|-------------------|-------------------|
| a. Report writing | c-official letter |
| b. Applications | d-bibliography |

29- In report writing flow chart, pie chart, line graph and organization chart are include in:

- | | |
|-----------------|-----------------|
| a. Appendices | c-body |
| b. Introduction | d-final touches |

30-A clear call to action at the end is called a

- | | |
|--------------|----------------|
| a. Glossary | c-recap |
| b. Finishing | d-introduction |

Answers

- | | | |
|-----|-------|------|
| 1-b | 11-c | 21-a |
| 2-c | 12- b | 22-d |

3-b	13- c	23-a
4-b	14- a	24-d
5-a	15- b	25-a
6-a	16- a	26-a
7- d	17- c	27-d
8- b	18- c	28-a
9- a	19- c	29-d
10- a	20- c	30-c

Lecture no 24

Lecture# 24 Paragraph writing

MCQ's

1.is necessary for writing.

a) Planning

b) Time

c) Place

2. Containing many thoughts at the same time isfor write a paragraph.

a) Conceptual

b) Important

c) Bad

3. We should avoid when we write a paragraph.

- a) Slamming the ideas
- b) Not having a sequence
- c) a and b

4. Paragraph demands your Skills of writing.

- a) Logical
- b) Coherent
- c) All of these

5. A paragraph can be longer or shorter it depending on

- a) The topic
- b) The time
- c) The writing skill

6. When we are writing something we should take care of one thing that we should.....

- a) Write the paragraph as a writer
- b) Read the paragraph as a reader
- c) Edit the paragraph as an editor

7. A paragraph should be talking about

- a) One topic
- b) One thought
- c) Both

8. Each sentence in a paragraph must give About the topic.

- a) Idea
- b) Information
- c) Deception

9. How many types of paragraph

- a) Three
- b) Four
- c) Five

10. When we talk about how to boil an egg it is the example of.....

- a) Descriptive paragraph
- b) Example paragraph
- c) Process paragraph

11. If i tell u about my dream house it is an example of

.....

a) Descriptive paragraph

b) Process paragraph

c) Narrative paragraph

12. In a process paragraph the writer explain how to do something .

a) According to the topic

b) Day by day

c) Step by step

13. How many steps of writing process.

a) Three

b) Four

c) Five

14. A way of gathering ideas about a topic is called

a) Delusion

b) Strategy

c) Brainstorming

15. After revising your writing, check your grammar, capitalization and spelling errors is called

a) Drafting

b) Editing

c) Revising

16. A typically Paragraph has a.

a) Topic sentence

b) Supporting sentence

c) Concluding sentence

d) All of these

17. The sentence that further explain the topic are called

....

a) Topic sentence

b) Supporting sentence

c) Concluding sentence

18. The writer initiating his own explanation is called

a) Theme of the topic

b) His speaking skill

c) Controlling ideas

19. Concluding sentence repeat the information which was given in the

a) Supporting sentence

b) Topic sentence

c) Concluding sentence

20. My doctor is very kind and patients. The underline line is called.

a) Topic sentence

b) Concluding sentence

c) Controlling sentence

21. Which sentences can include definitions, explanations, and examples?

a) Controlling ideas

b) Concluding sentence

c) Supporting sentence

22. Supporting sentences add information about the

a) Topic

b) Controlling ideas

c) a and b

23. The concluding sentence restates the main idea in a

a) Wrong way

b) Difficult way

c) New way

24. If I tell u a fairy tail it is an example of ...

a) Descriptive paragraph

b) Example paragraph

c) Narrative paragraph

25. My sister like red roses. The underline words are called

a) Concluding sentence

b) Controlling sentence

c) Topic sentence

- 26. The smooth, logical flow of sentence within a paragraph is called.....**
- a) Paragraph deduction
 - b) Paragraph coherence
 - c) Paragraph personality
- 27. How can you strength the connection between sentences in paragraph?**
- a) Use word pattern such as first, second, third
 - b) Repeat the key word, phrases or synonym
 - c) Both a and b
- 28. Which choice shows examples of words and phrases that could signal a cause-and-effect connection?**
- a) Indeed, very, infect, extremely, but
 - b) Therefore, as a result, consequently
 - c) Above, behind, below
- 29. How long should a paragraph be?**
- a) Every paragraph should be at least five sentences long
 - b) Good paragraph must be at least one page long.
 - c) Its okay for paragraphs to vary in length.
- 30. Complete the following sentence. Most paragraphs can function as.....**
- a) Miniature essays, each with a main topic and related sentences to support it.
 - b) Thesis statements, summarizing the key arguments in the body of the papers.
 - c) Both a and b

Lecture no 26

What does we use for presentations?

- a) Power point
- b) Word

- c) Office
- d) Documents

What features should our presentation have?

- a) **Impressive and effective**
- b) Inefficient
- c) Incompetent
- d) Ordinary

In presentation which things are play equal role?

- a) **Content and voice**
- b) Text and font
- c) Time and size
- d) Sort and indent

In presentation what is we use to create a simple design template?

- a) **Slide master**
- b) Outlook
- c) OneNote
- d) Drive

In the following above which is the content of presentation?

- a) Bulleted list
- b) Text and images
- c) 2-column
- d) **These all**

What should be used in presentation with the audience in mind?

- a) **Language and techniques**
- b) Font
- c) Symbols
- d) Styles

What should we use for effective presentation?

- a) Limited words and key phrases
- b) Images
- c) Layouts
- d) Styles

How can we deliver the right message to our target audience effectively?

- a) With Researched, planned and prepared professionally
- b) Casual
- c) Superficiality
- d) Unprepared

How our points land as practiced with our live audience?

- a) With rehearsal and timed practice
- b) Researched
- c) Planned
- d) Prepared

Which thing will enhance readability in presentation?

- a) Empty space on the slide
- b) Background of the slide
- c) Font size
- d) Style of font

Which text is the best for the background in presentation?

- a) Light text on dark background
- b) Dark text on light background
- c) Colorful font
- d) Black and white style

Which background can reduce the readability of text?

- a) **Patterned background**
- b) Vinyl
- c) Foil
- d) Flock

Which features seems impressive at first but get old quickly?

- a) **Flashy transitions such as text fly-ins**
- b) Toned-down
- c) Restrained
- d) Modest

Which special effects can negative impact on the credibility of text?

- a) **Animation and sounds**
- b) Font and style
- c) Language and content
- d) Layouts

Which thing maintains its impact and resolution when projected on a larger screen?

- a) **Image**
- b) Layouts
- c) Styles
- d) Clip arts

What is a good rule of thumb during presentation?

- a) **One slide per minute**
- b) Five slides per minute
- c) One slide in few seconds
- d) Avail max time

What we learn presentation in a non-linear presentation?

- a) **Learn to navigation**
- b) Cruise

- c) Skipper
- d) Neglect

Through what power point allows the presenter to jump ahead or back without having to page?

- a) **Interim slides**
- b) Permanent slides
- c) Unlimited slides
- d) Perpetual slides

What will not be shown by animation or other special effects?

- a) **Transparencies and handouts**
- b) Obscurity
- c) Ambiguity
- d) Cunning

Which thing we should use for run our presentation?

- a) **Hard disk**
- b) Floppy disk
- c) Compact disk
- d) Digital versatile disk

Which thing may slow down our presentation?

- a) **USB**
- b) Flash drive
- c) Hard disk
- d) Compact disk

In presentation which font style is not used?

- a) **Italics**
- b) Bold
- c) Underline
- d) Outline

Which audio should be avoided in presentation?

- a) **Unlicensed music**
- b) Folk music
- c) Swing
- d) Plainsong

At the end of the presentation which thing will we done?

- a) **Record and rehearse the timing**
- b) Planning
- c) Checkout
- d) Present

In dialogue box which feature we find to saw our slides?

- a) **Slide show**
- b) Print
- c) Animation
- d) Shuffle

Lecture no 27

MCQS:

1. Short formal piece of writhing dealing with a single subject called.
 - a) Narrative essay
 - b) Essay**
 - c) Expository essay
2. How many types of Essay are?
 - a) 3
 - b) 6
 - c) 8

- d) 4
3. When you write about something how many steps you follow?
- a) 6
 - b) 3
 - c) 5
4. A way of gathering idea about a topic is?
- a) Outlining
 - b) Brainstorming
 - c) Editing
5. How many types of brainstorming?
- a) 6
 - b) 3
 - c) 9
6. Write down any words or ideas that you can think of is the step of?
- a) Brainstorming
 - b) Outlining
 - c) Mapping
7. Write one paragraph for each outline called?
- a) Editing
 - b) Oitline
 - c) Drafting
8. Necessary thing in drafting?
- a) All of these
 - b) Margins or spacing
 - c) Important things or indenting
9. Take ouy unnecessary details or sentence, move sentence, add words are the tips of?
- a) Editing
 - b) Drafting
 - c) Revising

10. Check your grammar, capitalization punctuation nad spelling error called?
- a) Drafting
 - b) Editing**
 - c) Revising
11. The sentences that follow further explain and support the topic sentence called?
- a) Narrative sentence
 - b) Discriptive sentence
 - c) Drafting
 - d) Supporting sentence**
12. Explain what the writer will talk about the topoc.this explanation called?
- a) Topic sentence
 - b) Controlling idea**
 - c) Supporting sentence
13. Essay writing is not without?
- a) Revising
 - b) Drafting
 - c) Any structure or arrangement**
14. Revising is a step of?
- a) Writing process**
 - b) Topic
 - c) Narrative
15. Pakistan and terrorism is a?
- a) Seruence
 - b) Idea

c) An outline

16. Writing essay is divided in how many parts?
- a) Two**
 - b) Three
 - c) Five
17. I sentence give reader a feeling of beinh part of?
- a) Idea
 - b) Story**
 - c) Learner
18. An informative piece of writing that presents a balanced analysis of a topic?
- a) Narrative essay
 - b) Expository essay**
 - c) Persuasive essay

Select the adjectives in the sentences.

19. How many things are necessary in drafting?
- a) 4**
 - b) 7
 - c) 6
20. Terrorism is a ?
- a) Easy word
 - b) Buzz word**
 - c) Horror word
21. History of first murder is?
- a) Sons of prophet Hazrar Ibrahim (PBUH)
 - b) Sons of Hazrat Esah (PBUH)
 - c) Sons of the holy prophet Adam (PBUH)**
22. A wrtier tells the story about a eeal life experience called?
- a) Narrative essay**
 - b) Descriptive essay

c) Expository essay

23. Pakistan too has suffered a lot because of its?

a) Fear

b) Poverty

c) Horrors

24. In any topic we first write about its.

a) Type

b) Introduction

c) Advantages

25. Each idea of the essay should be connected to the?

a) Types

b) Next idea

c) Line

26. A piece of writing that gives the author's own arguments.

a) Paragraph

b) Essay

27. The writer should present all sides of the arguments, but must be able to communicate clearly is the type of essay.

a) Persuasive essay

b) writing process

28. Making a list, free writing, mapping are the type of?
- a) Outline
 - b) Brainstorming**
 - c) Drafting
29. Don't worry about making it perfect.
- a) Editing
 - b) Drafting**
 - c) Outline
30. Capitalization punctuation or spelling error are.
- a) Outline
 - b) Mapping
 - c) Revising
 - d) Editing**

Lecture no 28

MCQS:

31. ----- is the paragraph that begins your story.
- a) Narrative essay**
 - b) Expository essay
 - c) Transaction sentence
32. The introduction of narrative essay should have a -----
-
- a) Study at narrative essay
 - b) The narrative hook
 - c) Identifying hook
 - d) Hook and thesis**
33. The hook is an----- is the part of the introduction.
- d) Story

- e) Essay
 - f) paragraph
34. are especially important in narrative essay.
- d) Book
 - e) Hook
 - f) Novels
35. Narrative essay help----- for the story.
- d) set the stage
 - e) Emotions
 - f) Behaviour
36. How many stage are in narrative essay introduction?
- d) 1
 - e) 2
 - f) 3
37. In most types of essays the thesis states the ----- of the essay
- d) Main idea
 - e) central points
 - f) Organisation
38. In narrative essay the thesis introduced the----- that begins in the first paragraph of the essay
- d) Skills
 - e) Hook
 - f) Action
39. The body of your narrative essay contains most of-----
- d) Time order
 - e) Plot,supporting information
 - f) Information about story
40. The action in narrative essay can b organized in-----
- e) Few method
 - f) Important point of essay
 - g) About the story

h) Different ways

41. In narrative essay one way is
- d) Supporting information
 - e) Chronological or time order**
 - f) Some events
42. In a narrative essay each paragraphs ends with a
- d) Transitional sentence**
 - e) narrative hook
 - f) Thesis
43. Transitional sentence have-----purpos
- d) 1
 - e) 3
 - f) 2**
44. Narrative essay needs-----
- d) Concluding ideas**
 - e) Transitional sentence
 - f) Thesis
45. In the narrative essay conclusion you ----- describing the action in the essay
- d) Start
 - e) Finish**
 - f) Prediction
46. In final sentence of narrative essay have----- functions
- d) 2**
 - e) 4
 - f) 6
47. Final sentence in narrative essay delivers the ----- of the story
- d) Hook
 - e) Moral**
 - f) Prediction

48. The little boy had finally learned that telling the truth was the most important thing to do. it is example of
- e) Prediction
 - f) Revelation
 - g) Moral
49. I can only hope that one day i will be able to do the same for another travel who is suffering through a terrible journey it example of
- d) Prediction
 - e) Moral
 - f) Revelation
50. Every new year's Eve my wife and I return to that magical spot and remember the refers act that saved our lives its example of
- d) Moral
 - e) Prediction
 - f) Revelation
51. In storytelling tip you describe -----
- d) Role of a story
 - e) Sights semlls and sound of story
 - f) Environment of the story
52. In story telling tip try to include a few.....
- d) Pronoun
 - e) Adjectives
 - f) Meaning

23. I walk into the noisy classroom and looked for a place to sit down in this sentence adjective is -----

- c) walked
- d) Noisy

24. In the back of the well it poom I saw an old wooden desk and walked toward it adjective is?

d) Well it old wooden

e) Back desk

f) Room desk

25. The anxious students quieted students down when they observed the prim. English teacher enter the room. In this sentence adjectives are?

d) Noisy classroom

e) Anxious, prim

f) Observed, English

26. He just scowled and walked away Adjectives are.

e) Away

f) Walked

g) Just

h) Scowled

27. I watch in despair as the elevator doore closed. adjective are?

a) Despair

b) Watched

c) Elevator

28. I saw the deserted lobby and realized that I would miss my plans. adjective are:

a) Saw

b) Deserted

c) realized

29. She wanted to see me night away?

a) Wanted

b) See

c) Right away

30. An elderly airport employees shuffled around the corner

a) Elderly, shuffled

b) Then airport

c) Just corner

lecture no 29

Lecture#29

Question#1: Answer the following question below:

1: When giving presentation in front of an audience you should do all things except?

- a) Speak loud and clear
- b) Provide handouts if needed
- c) Dress professionally
- d) Look at your screen and not your audience

2: to whom should a presentation be aimed?

- a) The highest authority in the room, regardless of where they are
- b) The entire audience
- c) The people in closest rows
- d) Your best friend in the room

3: Information in the presentation should be organized?

- a) True
- b) False

4): which one of the following is not easy to read font?

- a) sego script
- b) times new roman
- c) Calibri
- d) Arial

5): when presenting, your noise should be:

- a) nervous and angry
- b) confident and relaxed
- c) annoyed
- d) shy

6: when presenting, it is important to articulate and use a loud and clear voice:

- a) True
- b) False

7: how we can become an effective presenter:

- a) By speaking
- b) By practicing
- c) By playing
- d) None

8: Arrive early for the presentation it is:

- a) True
- b) False

9: to make a presentation effective and impressive you should use:

- a) A simple and active form of sentence
- b) Complex sentence
- c) Jargon
- d) Passive sentence

10: in presentation maximum time is given to:

- a) Main body
- b) Introduction
- c) Conclusion
- d) Question answer session

11: what is the best way to keep audience engaged when giving a speech:

- a) By presenting information audience agrees with
- b) By presenting info the audience disagree with
- c) By presenting info audience already knows
- d) By presenting new info about topic

12: before you begin writing your presentation you should consider:

- a) The cost of giving presentation
- b) The overall aim of presentation
- c) The time taken during presentation
- d) None

13: which of these is not a way in which you can be more assertive when giving a presentation:

- a) Being direct and keeping to the point
- b) Standing up for yourself
- c) Speak clearly, slowly and loudly
- d) Letting your emotions govern your reactions

14: which one of these is example of open and positive body language:

- a) Indirect eye contact
- b) Folded arms
- c) Keeping facial expressions neutral
- d) Enthusiastic hand gestures

15: which of these you avoid while giving your presentation:

- a) Repeating yourself and going off topic
- b) Using occasional pauses
- c) Talking slowly
- d) Making frequent eye contact with your audience

16: to contrast text on a presentation slide for better viewing it is preferable to use:

- a) Light text on the light background
- b) Dark text on light background
- c) Light text on dark background
- d) Dark text on dark background

17: the purpose of presentation intended to sell a service to a potential client is to:

- a) Inform
- b) Educate
- c) Persuade
- d) Entertain

18: which of the following is a requirement that a presenter should know to prepare effectively for a presentation:

- a) Number of bullets points allowed per slide
- b) Presentation duration
- c) Available attire
- d) Foods the presenter can eat during the presentation

19: the outline of presentation should include:

- a) Acknowledgment
- b) Reference
- c) A beginning, middle and an end of the presentation
- d) Possible question from the audience

20: one advance preparation too can do to overcome initial nervousness when delivering a presentation to:

- a) Walk into room just before the presentation

- b) Ask the audience write down their question and give them to you in advance
- c) Introduce yourself to the audience before the presentation
- d) Hydrate yourself by drinking water before presentation

21: why should you keep text minimum on slides

- a) So the focus is on you as the speaker
- b) To help make your presentation longer
- c) So the pictures are easier to see
- d) To sure that audience will read all the text written on the slides

22: you should add pictures in your presentation even if it does not have anything to do with your presentation:

- a) True
- b) False

23: what is the rule of thumb when creating an effective presentation:

- a) Organize your information
- b) Spell check your presentation
- c) Keep it simple
- d) Minimize text on slides

24: you can be loud without shouting:

- a) True
- b) False

25: skill is something that develop through practice:

- A) True
- B) False

26: which type of layout is more preferable:

- a) Vertical
- b) Horizontal
- c) Landscape
- d) Both b and c

27: why we use visuals:

- a) To focus audience attention
- b) To reinforce ideas
- c) To help the speaker
- d) All of above

28: verbal communication is how many percent of our total communication:

- a) 9%
- b) 60%
- c) 7%
- d) None

29: which of the behavior is include in negative body language;

- a) Nervous ticks
- b) Shyness
- c) Loss of eye contacts
- d) None

30: volume and pitch contain how many percentages of our communication:

- a) 38%
- b) 56%
- c) 55%
- d) none

Lecture no 30

MCQS:

1. a is a genre of essay in which we describe something.

- a) Narrative essay
 - b) Descriptive essay**
 - c) Expository essay
2. Descriptive writing should do what?
- a) Appeal to senses
 - b) Give details
 - c) Provide descriptions
 - d) All of the above**
3. Which of the following sentences is most descriptive?
- a) She came into the house
 - b) She entered the house
 - c) She came into the house screaming and crying**
4. What is the reason to write the descriptive essay?
- a) To inform the reader about technical features
 - b) To allow the reader to grasp writer's idea through the reader's sense of sight, smell, taste, sound and touch**
 - c) To provide the reader with scientific details.
5. is a word that used to describe or modifies noun.
- a) Pronoun
 - b) Adjective**
 - c) Verb
6. Which of the following is not an adjective?
- a) Slowly**
 - b) Sincere
 - c) Beautiful
7. Which of the following is adjective?
- a) Happily
 - b) Bravely
 - c) Quick**
8. Which contains an adjective?

- a) The blue boat
 - b) The rain falls
 - c) She sings loudly
9. The sensory details in a story are the details that.....
- a) Use big words
 - b) Use just sights and smell
 - c) Use the five senses.
10. When a writer use descriptive language how does it affect the reader?
- a) The reader can memorize the text
 - b) The reader's feels the text come to life
 - c) The reader gets confused and had to reread
11. Which of the following Is descriptive writing form?
- a) Writing about a person
 - b) Writing about a place
 - c) Writing about an object
 - d) All of the above
12. Is a word or phrase that connects a noun or pronoun to a verb or adjective in a sentence.
- a) Adverb
 - b) Preposition
 - c) Conjunction
13. Which of the following is not a preposition?
- a) In
 - b) On
 - c) Is

Select the correct preposition.

14. using your cellphone while driving isthe law?

- a) Against
 - b) Despite
 - c) Beyond
15. After payment, you'll receive the product10 business days.
- a) During
 - b) Inside
 - c) Within
16. I read a great book john grihsam.
- a) By
 - b) Of
 - c) Via

Select the correct adjectives.

17. Diehard is the movie I have seen.
- a) Most excited
 - b) Most exciting
 - c) Most excitable
18. Of all the mechanics in the shop he is surely.....
- a) Less competent
 - b) Least competent
 - c) The competentest.

Select the adjectives in the sentences.

19. Juan handled the breakable glasses very carefully.
- a) Breakable
 - b) Carefully
 - c) Very
20. Tanya is a graceful dancer.
- a) Is
 - b) Graceful

c) Dancer

21. Which is the most effective piece of description?

a) A really nice vase of flowers was on the window ledge

b) A wonderful display of flowers was on the window ledge.

c) The vibrant colors of the vase of flowers on the window ledge seemed to bring the whole room to life

22. Which is the most effective piece of description?

a) The room was dark and a faint smell of last night's tobacco hung in the air

b) There was a strong smell of tobacco in the room

c) The room was dark and stuffy

23. He looked and smelt like Autumn's very brother, his face being sunburnt to wheat colour, his eyes blue as cornflowers, his sleeves and leggings dyed with fruit-stains, his hands clammy with the sweet juice of apples, and everywhere about him the atmosphere of cider which brings such a fascination to those who have been born and bred among the orchards

Which of the following best explains that why it is such an effective description?

a) The writer has concentrated on the physical appearance of the character

b) The writer mentions colour

c) The writer uses a range of different sense impressions

24. A cold wind swept down from the moor and set us shivering. Somewhere there, on that desolate plain, was lurking a fiendish man, hiding in a burrow like a wild beast, his heart full of malignancy against the whole race which had cast him out. It needed but this to complete the grim suggestiveness of the barren waste, the chilling wind, and the darkening sky

Which word best describes the mood the writer is trying to create in this description?

a) Terror

b) Foreboding

c) Expectation

25. When writing a descriptive essay, one should.....

a) Be boring

b) Show, don't tell

c) Always use verbose language

26. "I went to the store" this is an example of

a) Show sentence

b) Tell sentence

27. The sweltering heat of the sun melted the hairs on my skin as I sluggishly arrived at the store's front doors." This is an example of a:

a) Show sentence

b) Tell sentence

28. Tone is.....

a) How writer organize his sentence and words

b) The writer's attitude towards subject or audience

c) The anger in the writer's text

29. Mood is.....

- a) A way of transfer
 - b) The way reader feels**
 - c) The way writer feels
30. Good descriptive writing uses which of the following?
- a) Precise language
 - b) Strong action verbs
 - c) Specific adjectives and noun
 - d) All of the above**

Lecture no.19

1.From which language précis is derived?

- a. English
- b. French
- c. Greek
- d. Russian

answer.b

2. The word “précis” means

- a. Summary
- b. Theme
- c. Explanation
- d. Detail

answer a.

3.Precise writing is useful skill for

- a. Students
- b. Professional
- c. Both a & b
- d. None of these

answer c.

4. The essential features of good “precise” are

- a. Correctness
- b. Clarity
- c. Coherence
- d. All of these

answer d.

5. Which of these should be avoided in a precise?

- a. Imagery
- b. Verbs
- c. Pronouns
- d. Noun

answer d.

6. Precise writing is the art of presenting certain information in a condensed form.

- a. True
- b. False

answer.a

7. A precise saves time.

- a. True
- b. False

answer a.

8. A precise must use the _____ tense of verbs.

- a. Present
- b. Past
- c. Future
- d. Present continuous

answer b.

9. A precise must always have a _____

- a. Short tittle
- b. Heading
- c. Story
- d. Detailed information

answer a.

10. A precise must be how long?

- a. One-third of original passage
- b. Two-third of original passage
- c. Same as of original passage
- d. One-fifth of original passage

answer b.

11. Which of these are not allowed in a precise?

- a. Write unnecessary details
- b. To write in your own words
- c. Write Important points
- d. Use simple and direct language

answer. a

12. The meaning of precis writing is

- a. Writing in a different way
- b. To explain clearly
- c. To summarize a paragraph
- d. All are correct

answer c.

13. In precise writing writer must be use

- a. Examples
- b. Simple language
- c. Future tenses
- d. None of these

answer.b

14. Which one is not the method of Precise?

- a. Final draft
- b. Give a short title
- c. Completeness
- d. Remodeling

answer c.

15. The last step to write Precise

- a. Final draft
- b. Remodeling
- c. Revision
- d. Select important points

answer a

16. Mistake in your writing always _____ the reader.

- a. Irritate
- b. Attract

answer a.

17. What does clarity means?

- a. the quality of being clear and easy to understand
- b. Correct the misspelled words
- c. Correct mistakes in punctuation
- d. None of these

answer a.

18. What does Objectivity means?

- a. Writer add his own ideas in precise.
- b. Ability to present or view facts uncolored by feelings
- c. Logical and clear information
- d. Summarize the paragraph in your own words.

Answer b.

19. Which one is the quality of good Precise?

- a. Select important points
- b. Give a short title
- c. Final draft
- d. Conciseness

answer d.

20. _____ in a speech must be avoided in a summary.

- a. Facts
- b. Ideas
- c. Repetitions
- d. Verbs

answer c.

21. A precise should be written in third person.

- a. True
- b. False

answer a.

22. Ideas should be presented in an

- a. Long paragraph
- b. Must be with an examples
- c. Inter connected manner

d. In detail

answer c.

23. Which of the following is NOT a rule of precise writing?

- a. Always have a heading
- b. Use as extensive vocabulary as possible
- c. Remove any irrelevant information present in the original passage
- d. Do not use any short forms or abbreviations

answer b

24. In precise writing ideas must be.

- a. Clear
- b. Understandable
- c. Written in details
- d. Both a & b

answer.d

25. What is the rule of Precise writing?

- a. Slowly and careful read the passage
- b. Go throughout and write
- c. Spend long term in reading
- d. All of these

answer a.

26. What is the method of making good Precise?

- a. Note the important and central idea

- b. Use present tense
- c. Use 1st person and direct speech
- d. adds to the content of original passage

answer a.

27. In precise writing you must omit

- a. Important points
- b. Simple words
- c. Examples and illustrations
- d. Idioms

answer c

28 . Which one is not the rule of Precise writing

- a. Write only important points
- b. Avoid all irrelevant point
- c. Use simple language
- d. Write reputations and examples.

Answer d.

29. The language that are used in precise must be

- a. Simple
- b. Direct
- c. Indirect
- d. Both a & b

answers d.

30. In conciseness,

- a. Omitting unnecessary details
- b. Avoid unnecessary repetitions
- c. Include only relevant material
- d. All of these

answer. d

LECTURE # 22

(MCQs – Communication Skills)

1. How a report aims to inform?

- a. **Clearly** b. Accurately c. Precisely d. Doubtly

2. What are the written reports?

- a. Graphics **b. Documents** c. Index d. Files

3. Report displays _____ of investigation and inquiry.

- a. Phenomenon b. Experience **c. Results** d. Content

4. What feature does a report use?

- a. **Vocabulary** b. Music c. Art d. Science

5. Common format for presenting reports is:

- a. IRMAD **b. IMRAD** c. DARMi d. RADMI

6. In report writing headings included to

- a. Periods b. Rows c. Facts **d. Topics**

7. “Intro, Methods, Results and Discussions” are a structure of

- a. Formal Report** b. Informal Report c. international Report
d. Analytical Report

8. Police Reports helps to prosecute

- a. Documents **b. Criminals** c. Villagers d. Officers

9. Reports are important with _____ evidence.

- a. Audio b. Text **c. Visual** d. Critical

10. No technical terms and _____ phrases should be added.

- a. Critical b. Analytical c. Complex **d. Business**

11. Reports should be written in _____ person perspective.

- a. First** b. Second c. Third d. Any

12. In what setting a report should be written?

- a. Phrasing b. Operating c. Clear **d. Narrative**

13. What should be avoided in report writing?

- a. Spellings b. Grammar **c. Repetitions** d. Vocabulary

14. Official Work is completed via _____

- a. Files **b. Reports** c Documents d. Research

15. Into how many parts formal report is categorized?

- a. 3** b. 4 c. 6 d. 2

16. Good Report is not _____

- a. Fact Finding **b. Fault Finding** c. Error Making d. Precise

17. Report Writers should be impartial in their

- a. Life b. Strategy **c. Outlook** d. Display

18. International reports are written for

- a. Particular Problem** b. Old Problem c New Problem
d. Facts

19. Informal Report consists of how many reports?

- a. 3 b. 4 **c. 5** d. 6

20. What report covers information on regular basis?

- a. Analytical b. Formal c. Feasible **d. Periodic**

21. Whether or not the project should be undertaken, are salient feature of

- a. Feasibility Report** b. Status Report c. Progress Report
d. Periodic Report

22. Reports which are used by technicians to convey info is called:

- a. Critical Report **b. Troubleshooting Report** c. Formal Report
d. Informal Report

23. Which report is longer?

- a. Informational b Feasible c Informal **d. Formal**

24. Which report is having limited research?

- a. Informal** b. Formal c. Progress d. Periodic

25. Formal Report is often used in:

- a. Newspaper Interview b. Online Paper **c. Academic Paper** d.

26. Which report structure is not set?

- a. Formal Progressed **b. Informal** c. Critical d.

27. The accomplishments are described in _____ report.

- a. Progress **b. Status** c. Open d. Close

28. What report is identical to analytical report?

- a. Progress Status b. Feasibility **c. Recommendation** d.

29. What report shows a particular course of actions for drawing conclusions?

- a. Recommendation** b. Formal c. Informal d.
Analytical

30. Conclusions and Recommendations should be based on:

- a. Yourself Format **b. Factual Data** c. Structure d.

Multiple choice Question's

1. Report writing is essential for
 - a. Teacher
 - b. Designer
 - c. **Professionals**
 - d. Organizer
2. Report are often used to display the result of an.
 - a. **Experiment**
 - b. Inquiry
 - c. Investigation
 - d. B and C
3. The report may be.
 - a. Public
 - b. Private
 - c. General
 - d. **Public and Private**
4. Most common format for report presenting
 - a. **IMRAD**
 - b. MARTI
 - c. ARDIM
 - d. RDIMA
5. IMRAD stands for
 - a. **Introduction method, result and discussion**
 - b. Result, discussion and introduction method
 - c. Method, result, introduction and discussion
 - d. Result, discussion and method introduction
6. The language of report should be
 - a. **Clear and unambiguous**
 - b. Professional
 - c. Difficult
 - d. Unambiguous
7. In writing report sentence should be used.
 - a. Short
 - b. Long

- c. **Concise**
 - d. Brief
8. Which phrase should not be used in report writing
- a. Technical
 - b. Business
 - c. Analytical
 - d. **A and B**
9. Individual report should be written
- a. **2nd Person**
 - b. First Person
 - c. Direct report
 - d. Indirect report
10. Report submitted by committee or subcommittee must be written in
- a. Personal manner
 - b. Interpersonal manner
 - c. Past tense
 - d. Future tense
11. Preferably report should be written in
- a. Descriptive
 - b. **Narrative**
 - c. Paragraph
 - d. Concise
12. What thing avoid in report
- a. Repetition
 - b. Exaggeration
 - c. Number of words
 - d. **A, B and C**
13. Official form of information or work are completed via
- a. **Report**
 - b. Precis
 - c. Paragraph
 - d. Letter
14. Report is based on
- a. Observation

- b. Analysis
 - c. Clearness
 - d. **A and B**
15. Which problem is discussed in report
- a. **Practical**
 - b. Official
 - c. Logical
 - d. Critical
16. A good report is always
- a. **Fact finding**
 - b. Fault finding
 - c. Informational
 - d. Logical
17. Report should be prepaid in
- a. **Impartial manner**
 - b. Personal manner
 - c. Logical manner
 - d. Interpersonal manner
18. Which report is written in prescribe from
- a. Informal Report
 - b. **Formal report**
 - c. Official report
 - d. Professional report
19. Establish report is presented to
- a. **Prescribe Authority**
 - b. Business Authority
 - c. Staff Authority
 - d. International Authority
20. Which embodiment is not informal report
- a. Informational report
 - b. Feasibility report
 - c. Periodic report
 - d. **None of these**
21. Ongoing project is describe in which report
- a. Informational report

- b. Status Report**
 - c. Troubleshooting report
 - d. Feasibility report
- 22. Report used by technicians to convey information
 - a. Formal report
 - b. Informal report**
 - c. Technical report
 - d. Analytical report
- 23. Informational Report Presents
 - a. Information**
 - b. Result
 - c. Problem
 - d. Situation
- 24. The report attempt to describe how something happened
 - a. **Analytical**
 - b. Periodic report
 - c. Standard report
 - d. Logical report
- 25. Recommendation report usually present
 - a. Result of action
 - b. Result of recommendation
 - c. Result of conclusion**
 - d. Result of report
- 26. What is purpose of report
 - a. **Achieve Goal**
 - b. Business purposes
 - c. Keep record
 - d. None of them
- 27. Which report is easy to read
 - a. Clear
 - b. Concise
 - c. Informative
 - d. All of above**
- 28. Which report is written inside the organization
 - a. Internal

- b. External**
 - c. Formal
 - d. In Formal
- 29. The content of the body depends upon
 - a. Purpose of report**
 - b. Description of report
 - c. Narration of report
 - d. Principle of report
- 30. Abbreviation means
 - a. Content
 - b. Glossary**
 - c. Observation
 - d. Analysis

Multiple Choice Questions

- 31. Communication is a dynamic process through we convey thought or idea. It comes from the word “communis”
 - v. **Latin word**
 - vi. Greek work
 - vii. Russian word
 - viii. French word
- 32. Giving some shape to the language or transferring the information.
 - v. Decoding
 - vi. **Encoding**

- vii. Receiving
 - viii. Source
33. Channel through which we give our information could be
- v. Written
 - vi. Verbal
 - vii. Non Verbal
 - viii. **Written and Verbal**
34. The weakness of written (letters, emails, manuals, reports) channel is.
- v. Cant see body language
 - vi. How person actually feels
 - vii. It is not good channel
 - viii. **A and B both**
35. The weakness of verbal channel is.
- v. Cant see body language
 - vi. We cant remember things by heart
 - vii. It is not good channel of communication
 - viii. **A and B both**
36. Listen and read understanding the information.
- v. Encoding
 - vi. **Decoding**
 - vii. Channel
 - viii. Sources
37. Feedback could be verbal or non verbal and it is given when you
- v. **Understand**
 - vi. Hear
 - vii. See
 - viii. Hear and see
38. Basis of medium could be
- v. Verbal
 - vi. Non verbal
 - vii. Written

- viii. **A and B both**
39. According to the number of persons who receive the message, types of communication are.
- v. **Four**
 - vi. Three
 - vii. Two
 - viii. Five
40. Talking to more than one person and interacting with them like professional life.
- v. Intrapersonal
 - vi. **Interpersonal**
 - vii. Group
 - viii. Mass
41. How he thinks and talk to myself then we have grip communication.
- v. Interpersonal
 - vi. Group
 - vii. **Intrapersonal**
 - viii. Mass
42. In groups we should be very conscious to our.
- v. **Words**
 - vi. Looks
 - vii. Gestures
 - viii. Body language
43. On the basis of organization types of communication are.
- v. FOUR
 - vi. Three
 - vii. **Two**
 - viii. Five
44. Careful about selection of words we don't include joke in them.
- v. **Formal way**
 - vi. Informal way

- vii. Good way
 - viii. A and B both
45. Dont taking much care of words and conscious abbout language like with friends.
- v. Formal way
 - vi. **Informal way**
 - vii. Good way
 - viii. A and C both
46. On the basis of row or direction types of communication are.
- v. **Four**
 - vi. Five
 - vii. Three
 - viii. Six
47. When a boss is transmitting a letter to employers.
- v. Upward
 - vi. Horizontal
 - vii. Diagonal
 - viii. **Downward**
48. When a subordinator or junior is writting to his boss.
- v. Horizontal
 - vi. Diagonal
 - vii. **Upward**
 - viii. Downward
49. When one colleague is talking to another colleague.
- v. **Horizontal**
 - vi. Upward
 - vii. Downward
 - viii. Diagonal
50. A clerk of one institution is talking to the clerk of another institution.
- v. Downward
 - vi. **Diagonal**

- vii. Horizontal
- viii. Upward
- 51. Eye contact matters a lot like raised eyebrows means a.
 - v. **Wonder**
 - vi. Sadness
 - vii. Happiness
 - viii. Anger
- 52. Confidence is reflecting in eyes like bent eyebrows show.
 - v. Doubt
 - vi. **Sudden focus**
 - vii. Confidence
 - viii. Anger
- 53. Direct way of communication shows.
 - v. Respect
 - vi. Anger
 - vii. Doubt
 - viii. **Confidence**
- 54. Looking downward and talking to a person show
 - v. Listening
 - vi. Feeling guilty
 - vii. Confidence
 - viii. **Listening and Feeling guilty**
- 55. Expression of single raised eyebrow shows.
 - v. Anger
 - vi. **Doubt**
 - vii. Confidence
 - viii. Sadness
- 56. Expression of both raised eyebrows show.
 - v. **Admiring**
 - vi. Confidence
 - vii. Anger
 - viii. Doubt
- 57. Meanings change due to stress and stress is linked with.

- v. Language
- vi. Words
- vii. **Tone**
- viii. Language and Words
- 58. Eyes is the muscle of our body.
 - v. Large
 - vi. Small
 - vii. Large and busiezt
 - viii. **Bisziet**
- 59. Number of muscles required to produce human speak.
 - v. 73
 - vi. 75
 - vii. **72**
 - viii. 74
- 60. Listen more and speak more should be.
 - v. Respective
 - vi. **Productive**
 - vii. Good
 - viii. Confident

ASSIGNMENT OF IT

LECTURE NO. 24

MCQS

1-What is paragraph ?

- a) Made up of only one sentence .
- b) A series of sentences that talk about a specific subject .

- c) A series of sentences that talk about various subjects .
- d) A series of paragraphs about one main idea, or point .**

2- A paragraph gives expression to thoughts in any writing .

- a) True**
- b) False

3- Which of these is not an important feature of a paragraph ?

- a) Length
- b) Breathe**
- c) Unity
- d) Coherence

4- A paragraph should contain short sentences.

- a) True**
- b) False

5- An average length of sentences in a paragraph should be

- a) 15 to 20 words**
- b) 25 to 30 words
- c) 2 to 5 words
- d) 5 to 10 words

6- Which is not a feature of a paragraph ?

- a) Length
- b) Unity
- c) Incoherence**
- d) Correctness

7- Which should be the idea be put in a paragraph ?

- a) In the beginning**
- b) In the middle
- c) At the end
- d) After the paragraph

8- which of the these should be avoided in a paragraph ?

- a) Courtesy
- b) Positive attitude
- c) Discriminatory language**
- d) Politeness

9- which of these is not a level of language ?

- a) Public**
- b) Informal
- c) Formal
- d) Substandard

10- which of these is associated with academic pursuits?

- a) Informal writing
- b) Formal writing**
- c) Personal writing
- d) Substandard writing

11- Which of the following can be used as connectives in an articles ?

- a) Opening , closing, in the middle
- b) Arguable , immediately , primarily
- c) First , secondly thirdly , furthermore ,in conclusion**
- d) Never , always , vehemently

12- How many paragraph should an article have ?

- a) A minimum of ten
- b) At least five
- c) No more than four
- d) As many as there as separate thoughts that can be linked together**

13- Which would be the best topic sentence for this set of sentence ?

- a) Form the gum around the tongue .
- b) Blowing a bubble is easy o do .**
- c) Now blow a bubble .
- d) Put a piece of gum in your mouth .

14- A well – written paragraph should

- a) Focus on a single , coherent idea .
- b) Consist of logically connected sentences
- c) **Both a and b**

15- How long should be a paragraph be ?

- a) **Every paragraph should be at least five sentences**
- b) Good paragraph must be at least one page long
- c) Its ok for paragraph to vary in length

16- Most paragraph can function as

- a) Miniature essay , each with a main topic and related sentences to support it .
- b) Thesis statement , summarizing the key argument in the body of the paper
- c) **Both a and b**

17- Paragraph are sometimes compared to building blocks because

- a) The whole is equal to the sum of its parts.
- b) A good paragraph can always stand alone .
- c) **They are the parts that for, a complete piece writing .**

18- what the some features of the well – formed paragraph we can identity ?

- a) A topic sentence
- b) Unity
- c) **Coherence**
- d) **A thesis statement**

19-Which of these is not a level of language ?

- a) Formal writing
- b) Informal writing
- c) **Formal speaking**

20- the other sentences in a paragraphthe topic sentences .

- a) Hide
- b) Always come before
- c) Support**
- d) Change

21- Which would be the best topic sentence for this set of sentences ?

- a) She is always taking my stuff
- b) She pulls my hair
- c) My sister is annoying**

22- A sentence is usually the first sentence of a paragraph .

- a) Ending
- b) Topic**
- c) Unimportant
- d) Supporting

23- The main idea of a paragraph is introduced by what ?

- a) A collection of only adjectives
- b) A topic sentence**
- c) A collection of only nouns
- d) A numerical beginning

25 – the final paragraph of an article can begin with which of the following words ?

- a) Inadvertantly
- b) Beautifully
- c) In conclusion or finally**

26- A paragraph can be defined as what ?

- a) A collection of sentences organized on the basis of a single thought or idea or subject**
- b) Writing that contains a graph
- c) A complete story or article or essay .

27- A good paragraph should do what ?

- a) Highlight the main idea
- b) Support the main idea
- c) Connect to the next point
- d) All of above**

28- how many ideas should a paragraph contain ?

- a) Only one idea
- b) More than one idea**
- c) Maximum of four ideas

29- Paragraphs that are coherent describe a writer 's thoughts to be what ?

- a) Flowery
- b) Beautiful
- c) Logical**
- d) Numerical.

30- What is similar between bees and well – formed paragraph ?

- a) They have to work together to accomplish a goal
- b) They are both endangered .
- c) Their work should produce something enjoyable
- d) Both are sting

COMMUNICATION SKILL

Paragraph Writing

Choose the right option

1-Sequence is a necessary part of paragraph writing is also called.

- 1. Haphazardly
- 2. Sequence
- 3. Coherence**

2-A paragraph should be talking about.

1. 2 topic
2. **1 topic**
3. So many topics

3-How many types of paragraph writing.

1. 3
2. **5**
3. 2

4- Narrative paragraph type of.

1. Essay writing
2. **Paragraph writing**
3. Sentence writing

5-In a descriptive paragraph the writer.

1. World
2. **Place**
3. city

6-In a process paragraph the writer explain how to do something.

1. Line by line
2. Sentences by sentence
3. **Step by step**

7-In a opinion paragraph the writer express his or her.

1. Idea
2. Felling
3. **A and b**

8-In a narrative paragraph the writer tell a.

1. Idea

2. Felling

3. story

9-What is the example of narrative paragraph.

1. My first day at school

2. Our city

3. My book

10-What is the example of opinion paragraph.

1. Idea

2. Story

3. essay

11-Brainstroming is a way of gathering.

1. Felling

2. Story

3. idea

12-How many types of brainstorming.

1. 2

2. 5

3. 3

13-What is the best way to brainstorming.

1. Drafting

2. Outlining

3. editing

14-What is outlining.

1. Organize your ideas

2. Organize your feeling

3. Organize your stories

15-Write the ideas from your outline into complete sentence and paragraph.

1. **Drafting**
2. Outline
3. Editing

16-How many necessary thing in drafting.

1. **3**
2. 5
3. 4

17-What is revising tips.

1. Add words
2. Move sentences
3. **A and b**

18-They sentence that follow the topic sentence they are called.

1. Paragraph sentence
2. Topic sentence
3. **Supporting sentence**

19-The introduces the topic and tells what the writer will say about the topic.

1. Supporting sentence
2. Paragraph sentence
3. **Topic sentence**

20-The open repeats the information in the topic sentence in a different way.

1. **Concluding sentence**
2. Topic sentence
3. Paragraph sentence

21- Topic sentence explain what the writer will talk about the topic this explanation is called the?

1. **Controlling idea**
2. Explanation idea
3. Story idea

22-Descriptive paragraph type of.

1. Drafting
2. Writing skill
3. **Paragraph writing**

23-Opinion paragraph is type of.

1. Sentence
2. **Paragraph**
3. Line

24-A descriptive paragraph explain how many thing and someone.

1. Feel
2. Look
3. **A and b**

25-What is the example or example paragraph.

1. **A good physician**
2. A good hero
3. A good video game

26-What is the brainstorming steps.

1. **Thing about the topic**
2. Think about the story
3. Think about the essay

27-What is outlining.

1. Chose which ideas to talk about 1st
2. Chose which ideas to talk about last
3. Chose which ideas to talk about start

28-What is the major step in drafting.

1. Margins
2. Title
3. Spacing

29-Change and improve the content of your writing.

1. Revising
2. Learning
3. Writing

30-A paragraph group of sentence that talk about.

1. Last topic
2. 1st topic
3. Start topic

4. Lecture # 17

5. Choose the correct options.

6. 1._____ is the most important as aspect of communication skills.

7. a) Resume writing

8. b) Letter writing

9. c) CV

10. d) None of these

11. 2. Resume writing is _____ page document.

12. a) One

13. b) Two

14. c) Three

15. d) Four

16. 3. Resume writing is used to _____.

17. a) Apply for jobs

- 18. b) Apply in research field
- 19. c) Apply for academic field
- 20. d) Both b & c
- 21. 4. Resume writing is always ____ before sending.**
- 22. a) Editing
- 23. b) Updated
- 24. c) Both a & b**
- 25. d) None of them
- 26. 5. How many formats resume writing have?**
- 27. a) Two
- 28. b) Three**
- 29. c) Four
- 30. d) One
- 31. 6. Commonly used format for resume writing is ____.**
- 32. a) Chronological resume**
- 33. b) Functional resume
- 34. c) Combination resume
- 35. d) Systematic resume
- 36. 7. In reverse chronological, all things present in ____ order.**
- 37. a) Reverse**
- 38. b) Inverse
- 39. c) Simple
- 40. d) None of these
- 41. 8. Chronological resume start from ____.**
- 42. a) Top to bottom**
- 43. b) Bottom to top
- 44. c) Horizontally
- 45. d) None of them
- 46. 9. Chronological resume shows ____.**
- 47. a) Upward career mobility**
- 48. b) Downward career mobility
- 49. c) Educational skills

50. d) Research
51. **10. Chronological resume should not be applied because_____.**
52. a) Large Employment gap
53. b) Time taken
54. c) Non serious attitude of person
55. d) Short employment gap
56. **11. Which one is more focuses on specific skills?**
57. a) Functional resume
58. b) Chronological resume
59. c) Reverse Chronological
60. d) Combination resume
61. **12. Functional skills not to use because of_____.**
62. a) Lack of professional skills
63. b) Lack of research work
64. c) Lack of educational work
65. d) Lack of academic record
66. **13. Functional resume not work when we don't give any _____.**
67. a) Evidence
68. b) Proof
69. c) Performance
70. d) All of these
71. **14. Combination resume mostly used for.**
72. a) Job seeker
73. b) Students
74. c) Employee
75. d) Professionals
76. **15. In combination resume skills are arranging according to.**
77. a) Time sequence
78. b) Randomly
79. c) Horizontally

80. d) None of these
81. **16. When we want to change career which format is used.**
82. a) **Combination resume**
83. b) Chronological resume
84. c) Functional resume
85. d) Systematic resume
86. **17. Combination resume is used to show.**
87. a) **Developed skills**
88. b) Undeveloped skills
89. c) Educational skills
90. d) Professional skills
91. **18. Which resume not used when we switched the career?**
92. a) **Combination resume**
93. b) Chronological resume
94. c) Functional resume
95. d) None of them
96. **19. _____ is used to groomed skills.**
97. a) Reverse chronological
98. b) Chronological Resume
99. c) **Combination resume**
100. d) Functional resume
101. **20. Combination resume is not used because of.**
102. a) **Lack of experience**
103. b) Time consumer
104. c) Lack of educational skills
105. d) None of these.
106. **21. How many sections resume have?**
107. a) one
108. b) **two**
109. c) three
110. d) four

- 111. 22. _____ should have largest text.**
112. a) Address
113. b) Phone number
114. c) Email
- 115. d) Name**
- 116. 23. Resume introduction consist of.**
- 117. a) Summary of qualification**
118. b) Persons information
119. c) Research skills
120. d) None of this
- 121. 24. We need to highlight.**
- 122. a) only one specific document.**
123. b) research skills
124. c) educational skills
125. d) All of these
- 126. 25. Resume introduction consist of following parts.**
127. a) one
128. b) two
129. c) three
- 130. d) four**
- 131. 26) Resume introduction not be used because of.**
132. a) Lack of work experience
133. b) no major certificate
134. c) no major accolades
- 135. d) all of them**
- 136. 27. which is used as resume introduction?**
- 137. a) professional profile**
138. b) Qualification profile
139. c) a & b
140. d) none of these
- 141. 28. Types of skills are.**
142. a) 2
- 143. b) 3**

- 144. c)4
- 145. d) 5
- 146. 29. Interpersonal skills are also known as .**
- 147. a) Personal skills
- 148. b) Soft skills**
- 149. c) Additional skills
- 150. d) Technical Skills
- 151. 30. Skills harder to define is .**
- 152. a) soft skill**
- 153. b) technical skills
- 154. c) additional skills
- 155. d) All of them
- 156.

Chose the correct answer of the following options.

- 1) Which is not the type of easy writing?
 - a. Descriptive Essay
 - b. Narrative Essay
 - c. Complementary Essay**
- 2) Which type of easy paints a picture with words?
 - a. Narrative Essay
 - b. Descriptive Essay**
 - c. Expository Essay
- 3) The informative piece of writing that presents a balanced analysis of a topic is including in____.

a. Descriptive Essay

b. Expository Essay

c. Persuasive Essay

4) The goal of the _____ essay is to convince the reader to accept the writer's point of view or recommendation.

a. Descriptive Essay

b. Expository Essay

c. Persuasive Essay

5) The process of writing when we write something includes how many steps it includes?

a. Two steps

b. Four steps

c. Five steps

6) When we gather ideas about a topic or write down every idea that comes in our mind is called ____.

a. Revising

b. Drafting

c. Brainstorming

7) Which is not a type of brainstorming?

a. Making a list

b. Free writing

c. Instructional Information

8) What is the best way to brainstorm?

a. Gather the ideas in a sequence

b. Don't make headlines

c. Never choose ideas to talk about first

9) Every essay should include the _____ space.

a. Single space

b. Double space

c. Triple space

10) Each paragraph should be begun from indentation that comes from

a. Tab button

b. Control button

c. Shift button

11) If we use computer for the sake of essay writing we use margin from the all side should be?

a. One inch

b. Two inch

c. Three inch

12) The unnecessary thing which is including in drafting is ____.

a. Margins

b. Spacing

c. Brainstorming

13) Once you have done writing which phase comes next?

a. Drafting

b. Revising

c. Editing

14) In revising phase we take out all _____ material from essay.

a) Necessary information

b) Unnecessary information

c) Spoil material

15) After revising your writing, check your grammar, capitalization, and punctuation and spelling errors in_____.

a. Conclusion

b. Editing

c. Drafting

16) The sentences that follow further explain and support the topic sentence. They are called _____ sentence.

a. Topic sentence

b. Supporting sentence

c. Complementary sentence

17) _____ Sentence is usually the first or second sentence in a paragraph.

a. Topic sentence

b. Hypothesis statement

c. Supporting sentence

18) _____ Sentence add information about the topic and controlling ideas.

a) Supporting sentence

b) Topic sentence

c) Simple sentence

19) In _____ the ending of last line should complement the beginning of the next line.

a. In Coherence

b. In topic sentence

c. Simple sentence

20) An _____ is generally, a piece of writing that gives authors own arguments.

a. Poem

b. Essay

c. Letter

21)How many major types of essay are?

a. Two types

b. Three types

c. Four types

22)A writer might describe a person, place, object, or even memory of special significance in a_____.

a. **Descriptive Essay**

b. Persuasive Essay

c. Narrative Essay

23)The _____ essay are based on facts and not personal feelings, writer don't reveal their emotions or write in the first person.

a. **Expository Essay**

b. Narrative Essay

c. Persuasive Essay

24)Write the ideas from your outline into complete sentence and paragraph includes in_____.

a. In Revising

b. In Drafting

c. In Editing

25) Change and move the content of writing and make it better when we use _____ phase.

a. Editing

b. Revising

c. Drafting

26) It explains what the writer will talk about. This explanation is called the _____ idea.

a. Controlling idea

b. Remembering idea

c. Superlative idea

27) Topic sentences present the _____.

a. News

b. Reports

c. Topic

28) Think about the topic the step include in _____.

a. Brainstorming

b. Drafting

c. Editing

29) Writing essay included the most important part of _____ knowledge of essay writing.

a. Theoretical knowledge

b. General Knowledge

c. Hypothesis Knowledge

30) Chose which ideas to talk first ,which to talk about next and which to talk last in included in_____.

a. In Outlining

b. In topic sentence

c. In transaction sentence

1. In narrative writing the introduction have a hook and

- Climax
- **Thesis**
- Rising action
- Situation

2. Introduction of a narrative essay is the paragraph that_____ your story

- **Begins**
- Prepare
- Describes
- Ends

3. Hooks in narrative essay helps to

- **Set the stage for the story**

- Tell the main idea
- Tell the action
- Tell the organization of information will be

4. The thesis states

- Rising action

- **Main idea of the essay**

- Hook
- Climax

5. Identify example of thesis

- **Now as I watched the bus driver set my luggage on the airport sidewalk, i realized that my frustration had only just begun**

- A mouse has to do what a mouse has to do
- We went to the moon to have fun, but the moon turned out to completely suck.
- It is a truth, universally acknowledged that a single man in possession of a good fortune must be in want of a wife.

6. The body of narrative essay contains

- Situation
- Climax
- First few sentences

- **The supporting information**

7. the 1st paragraph describes the

- **1st event**
- 2nd event
- 3rd event
- 4th event

8. Chronological order is also called

- Thesis
- Hook
- Paragraph
- **Time order**

9. In chronological order

- **Each paragraph gives more information about the story as it proceeds in time**
- Each paragraph gives Climax
- Each paragraph gives 1st few sentences
- Each paragraph describes situation

10. “situation “ in narrative writing use

- **Time order**
- Climax
- Rising action

- Transitional sentence

11. Situation paragraph describes

- Leading to Climax
- Height of action
- **What happens in the story**
- Plot

12. How many purposes transitional sentences have

- **2**
- 3
- 4
- 5

13. Climax is

- **Height of action**
- Plot
- Situation
- Rising action

14. Rising action leads to

- Situation of the story
- Height of action
- **Climax**
- Plot

15. In conclusion

- You finish describing action in the essay
- You describe Climax

- You began to describe the action
- You describe hook

16. How many functions a final sentence can have

- 2
- 4
- 7
- 9

17. Identify example of prediction

- **I can only hope that one day I will be able to do the same for another traveller who is suffering through a terrible journey**
- It was freezing on that sad December day.
- A short range out in the silence of the night
- She gave her friend a birthday gift.

18. A revelation is

- Conclusion
- **Disclosure of something that was not known before**
- Moral
- Transitional sentence

19. Example of revelation is

- **Every new year's eve, my wife and i return to that magical spot and remember the selfless act that saved our lives**
- I had to find help because i couldn't be late

- The English dictionary that we use in our language class has 500 pages.
- Amber never expected to hear the deadly sound of a rattlesnake in her kitchen garden

20. Example of moral is

- Whales are by far the largest marine mammals
- **The little boy finally learned that telling the truth was the most important thing to do**
- She gave her friend a birthday gift
- I tried to ask a passing business man for help, but my words all came out wrong

21. Prediction is also known as

- Hook
- **Revelation**
- Moral
- Conclusion

22. In story telling, try to include few

- Pronoun
- Verb
- Proverbs
- **Adjective**

23. Identify a post reading question

- What is narrative book
- List the characters in this essay

- **A and b**

- None of these

24. The most common way to organize events in narrative essay is in

- Terminal
- Connectors

- **Chronological order**

- Climax

25. Chronological order is

- Event that continue to end
- The end that occurs 1st in the introduction
- Event that continue to the end

- **All of these**

26. Effective writers use_____ to show how events progress

- **Connecting words**

- Hooks
- Thesis
- Conclusion

27. When the clause occurs at the beginning of a sentence, they must followed by?

- ,

- .

- ?

- ;

28. How_____ for help

- Ask
- Asked
- **To ask**
- None of these

29. Hit_____ a car

- **By**
- Through
- From
- In

30. To drip_____ something

- By
- **Over**
- On
- from

MCQS :

1. To being a good and highly effective presenter you just need to focus on :

- A. Presentation skills
- B. Your score**
- C. Pith
- D. Self assessment

- 2. If you scored between 30 and 40 then you should:**
 - A. Become a highly effective presenter**
 - B. Roll up your sleeves and dig it**
 - C. Needs to maintain basic skills**
 - D. Show dramatic improvement with practice**
- 3. Rehearse by standing up and using all of the visual aids helps you to**
 - A. Dealing with anxiety**
 - B. Improve your skills**
 - C. Builds confidence**
 - D. Dramatic improvement with practice**
- 4. Maintain good eye contact with audience is the basic and important step in :**
 - A. Self assessment**
 - B. Improve skills**
 - C. Checking score**
 - D. Dealing with anxiety**
- 5. Before starting your presentation you just need to :**
 - A. Dress up**
 - B. Ready for presentation**
 - C. Builds confidence**
 - D. Self assessment**
- 6. You are an accomplished speaker who simply needs to maintain basic skills through practice :**
 - A. If you scored between 60-80**
 - B. If you scored between 40 – 60**
 - C. If you scored between 30 – 40**
 - D. If you scored between 80-95**
- 7. If your total score was below 30 then :**
 - A. Roll up your sleeves and dig in**
 - B. Show dramatic improvement**
 - C. Improve significantly**
 - D. Highly effective presenter**
- 8. If you feel anxiety in presenting presentation then you should :**

- A. Orange your material
- B. Maintain good eye contact
- C. Visualize yourself
- D. All of above

9. What is the step that is not included in dealing with anxiety ?

- A. Dress up properly
- B. Move when you speak to say relaxed and easy
- C. Brethe deeply just prior to speaking
- D. None of these

10. In presenting presentation you just need to self assessment of yourself and what is the important thing ?

- A. Important to foster
- B. Organizational
- C. Organize yourself
- D. Maintain good eye contact

11. If you scored between 30 and 40 you should :

- A. Need to improve significantly
- B. Roll up your sleeves
- C. Improve basic skills
- D. All of above

12. If you have the potential to become a highly effective presenter then your scored was :

- A. 40 and 60
- B. 30 and 40
- C. Below 30
- D. 60 and 80

13. Checking your score is the basic and important point in :

- A. Presentation skills
- B. Listening skills
- C. Reading skills
- D. Writing skills

14. If you should wants to become a good presenter then keep follow on your

- A. Listening skills
- B. Reading skills
- C. Presentation skills**
- D. Written skills

15. When you are presenting your presentation you should :

- A. Self assessment of your self
- B. Build your confidence
- C. Avoid unnecessary points to explain**
- D. None of these

16. What do you dislike about your presentation? You also keep focus on it in :

- A. Self assessment**
- B. Checking score
- C. dealing with anxiety
- D. None of these

17. In self assessment:

- A. Choose five features from each lost**
- B. Organize yourself
- C. All of these
- D. None of above

18. Tell audience that:

- A. What is your experience of giving presentation**
- B. How was the day
- C. Organizational value
- D. none of these

20. While presenting your presentation :

- A. Look presentable**

B. Organize yourself

C. Breathe deeply

D. none of these

21. Speak clearly in :

A. Presenting the presentation

B. To elaborate something

C. For explain ideas

D. None of these

21. Before presenting your presentation :

A. Dress up properly

B. Eat heavy

C. Avoid unnecessary data

D. Research your topic well

22. Engage with the audience is the important step in :

A. Elaborate your ideas

B. Reading something

C. Speaking skills

D. Presentation skills

23. While giving presentation :

A. keep proper eye contact

B. Research your topic well

C. Look presentable

D. All of above

24. Listen to presentation is the important step in :

A. Presentation skills

B. Listening skills

C. Reading skills

D. Writing skills

25. For keep your presentation effective :

A. Speak properly

B. be frank to audience

C. Dress well

D. Answer questions at the end

26. For effective presentation :

A. dealing with your stress

B. Dealing with anxiety

C. Dealing with audience

D. None of these

