

FBQ1: Fax is the short form for the word _____

Answer: Facsimile

FBQ2: The short form of the word Répondez s'il vous plaît is _____

Answer: RSVP

FBQ3: A writer could either adopt a Concurrent or _____ approach to paragraph development

Answer: Retrospective

FBQ4: Either the oranges or pear (are; is) ready for harvest

Answer: Is

FBQ5: Olu wanted to pass Geography, so he read the textbook _____ (intensively; extensively)

Answer: Intensively

FBQ6: The _____ (receiver's; writer's) address must appear on an informal letter

Answer: Writer's

FBQ7: Memo is the short form of the word _____

Answer: Memorandum

FBQ8: 'Dear Daddy', 'Dear Mama Sola'; 'Dear Aunty Labake' are forms of salutation common in _____ letter writing

Answer: Informal

FBQ9: _____ document accompanies a report and draws the reader's attention to issues relevant to her/him in the report

Answer: Transmittal

FBQ10: In the _____ section, names of all those who contributed to the successful completion of a research are mentioned

Answer: Acknowledgements

FBQ11: A student is expected to state her/his specific goals in the _____ section of her essay

Answer: Aim

FBQ12: The full meaning of the acronym APA is _____

Answer: American Psychological Association

FBQ13: One of the options in parenthesis (APA; MLA) is the style sheet recommended for research in Literature

Answer: MLA

FBQ14: A judge is usually referred to as 'My Lord _____'

Answer: Temporal

FBQ15: A speaker may say 'All _____ observed' if there are many people to give recognition to at a formal ceremony

Answer: Protocols

FBQ16: _____ speech is often not properly planned

Answer: Impromptu

FBQ17: A speech delivered in a church service is known as a _____

Answer: Sermon

FBQ18: In _____ speech, the audience can read along from copies given to them as the speech is being delivered

Answer: Manuscript

FBQ19: _____ audience are people who attended an event because they heard

something was happening and so came to see
Answer: Uninvited

FBQ20: A written plan of how a student intends to carry out her/his research is called ____
Answer: Proposal

FBQ21: In the text: 'mr tade started a school last year. HE has really done well for himself', the capitalised referent is (cataphoric; anaphoric)
Answer: Anaphoric

FBQ22: The follow up on previous assignments given to members of an organisation usually comes up during the ____ session of a meeting
Answer: Matters arising

FBQ23: The item omitted in the sentence: 'The trees clapped and swayed to the rhythm of the winds' is the ____ (object; subject)
Answer: Subject

FBQ24: The item omitted in the sentence: 'Let us eat rice today and beans tomorrow' is the (subject and auxiliary; predicate)
Answer: Subject and auxiliary

FBQ25: The full meaning of the abbreviation AOB is ____
Answer: Any Other Business

FBQ26: In endorsing the written records of a meeting, the ____ and the secretary must sign
Answer: Chairperson

FBQ27: The length of a PSA is ____ to ____ seconds
Answer: 30-60

FBQ28: An accurate written record of the discussions at an association's meeting is known as ____
Answer: Minutes

FBQ29: ____ is a piece of academic writing which an undergraduate is required to carry out on a specific topic
Answer: Long essay

FBQ30: The acronym RSVP has a ____ origin
Answer: French

FBQ31: A speech is usually directed at a(n) ____
Answer: Audience

FBQ32: A short written document used to generate action in an organisation is known as ____
Answer: Memo

FBQ33: The section in which a researcher explains her/his data collection procedure in the report is known as ____
Answer: Methodology

FBQ34: If a guest flouts the ____ of an event, s/he may feel embarrassed and out of place
Answer: Dress code

FBQ35: ____ is the term used to describe a writer's mastery of rhetorical patterns in paragraph development
Answer: Compositional competence

MCQ1: One of these types of audience will likely not complain about an event

because of their sense of solidarity

Answer: Interested audience

MCQ2: _____ addresses are compulsory in a formal letter

Answer: Addressee's and writer's

MCQ3: A speech that moves people to take some actions is known as _____

Answer: Oration

MCQ4: A speech that is written and read from a script is known as _____ speech

Answer: Manuscript

MCQ5: A speaker of _____ speech will need to find creative ways to keep her/his audience lively

Answer: Manuscript

MCQ6: The speaker of _____ speech knows the main points and so will likely present her/his speech in a conversational style

Answer: Extemporaneous

MCQ7: A rhetorical question is one that _____

Answer: Does not require an answer

MCQ8: A speaker must pay attention to all but one of these factors about the audience

Answer: Height

MCQ9: The acronym MLA stands for _____ style sheet

Answer: Modern Language Association

MCQ10: The list of all the works a student has mentioned in her/his research is known as _____

Answer: Bibliography

MCQ11: A piece of writing which a student is expected to submit to her/his department for the award of a doctoral degree is called _____

Answer: Dissertation

MCQ12: One of these factors will help a speaker to carry the audience along when giving a long speech

Answer: Eye contact

MCQ13: _____ he gave a gift, she became happy again

Answer: Because

MCQ14: She _____ the meal and go home

Answer: Will cook

MCQ15: Read the following passage and indicate the type of reference used: 'Walking quietly into the room, Chibuzo picked the bottle of drink and walked out'

Answer: Cataphoric

MCQ16: Adjournment signals the _____ of a meeting

Answer: End

MCQ17: One of the following options is not a compulsory part of a meeting

Answer: Preamble

MCQ18: The capitalised element in the sentence: 'I will go to your house OR you will come to mine' indicates _____

Answer: Alternative

MCQ19: One of the following options is the full meaning of PSA

Answer: Public Service Announcement

MCQ20: One of these options is included in the table of charts of a research

Answer: Diagrams

MCQ21: Mr Oguniyi wrote the ____ for his brother's book

Answer: Foreword

MCQ22: Editors expect a brief summary of ____ to ____ words on a research report

Answer: 150-200

MCQ23: People who place posters on walls illegally may contravene the ____ rule

Answer: Post no bill

MCQ24: ____ are the line of actions to be taken based on conclusions drawn from a research findings

Answer: Recommendations

MCQ25: A significant difference between the language of a proposal and an essay is the ____

Answer: Tense

MCQ26: One of the following options is a stylistic aspect of a paragraph

Answer: Punctuation

MCQ27: The capitalised element in the sentence: 'we thought he was a good man BUT found him to be wicked'

Answer: Contrast

MCQ28: Formal letters are meant to serve ____ purposes

Answer: Official

MCQ29: One of these forms is dated in formal letter writing

Answer: I beg to apply

MCQ30: The word used to indicate that a work has been mentioned on another page of an essay is ____

Answer: Ibid

MCQ31: The section of a thesis where a researcher attaches some of the materials used in the study is called ____

Answer: Appendix

MCQ32: The appearance of a paragraph is also known as its ____

Answer: Aesthetics

MCQ33: Sources of quotations written at the bottom of the pages of a thesis are known as ____

Answer: Foot notes

MCQ34: For an authorised investigation ____ is usually required

Answer: Terms of reference

MCQ35: ____ is a likely place to find a notice of meeting in an academic institution

Answer: Pigeon hole