

FBQ1: Words are made up of separable _____ units referred to as Syllables
Answer: *Pronounceable*

FBQ2: Deletion is an avoidable thing you must do when _____ a passage
Answer: *Summarising*

FBQ3: Apart from _____ stress there is also sentence stress
Answer: *Word*

FBQ4: Transition devices is used to link sentences in _____
Answer: *Paragraphs*

FBQ5: The use of jargon should be avoided in _____ writing
Answer: *Formal*

FBQ6: _____ is the extra effort used in speaking or pronouncing a word
Answer: *Stress*

FBQ7: A longer sentence is usually divided into _____ or sense groups, these can also be called tone groups
Answer: *Breath*

FBQ8: In a word, the part that has the stress is pronounced with _____ force
Answer: *Greater*

FBQ9: In speech, there is always the movement of the _____ of the speaker's voice from high to low or from low to high
Answer: *Pitch*

FBQ10: Secondary _____ is weaker than the primary stress
Answer: *Stress*

FBQ11: The words 'pocket', 'pretend' and 'docket' all have _____
Answer: *Two syllables*

FBQ12: Being able to _____ yourself well in an interview gives you greater chances of getting the job
Answer: *Express*

FBQ13: Summarization involves condensing and _____ a large piece of writing
Answer: *Shortening*

FBQ14: In Nigeria languages tone that brings about a change in the meaning while in English a change in meaning is as a result of _____
Answer: *Stress*

FBQ15: One difficulty about English pronunciation is that there is no perfect correspondence between _____ and sounds
Answer: *Letters*

FBQ16: Complex sentences with _____ clauses are deployed in summary writing to make the passage shorter
Answer: *Subordinate*

FBQ17: Falling tone is a change in pitch from _____ to low tone
Answer: *High*

FBQ18: The English language has _____ consonant sounds
Answer: *Twenty four*

FBQ19: The English vowels and consonants are very important to _____ spoken English
Answer: *Effective*

FBQ20: Constant _____ of the English sounds makes you a good speaker English
Answer: *Practice*

FBQ21: The primary stress is on the _____ syllable in the word 'locomotion'.
Answer: *Third*

FBQ22: The word 'pretend' can be an adjective as well as a _____
Answer: *Noun*

FBQ23: Wrongly _____ a word can lead to wrong meaning being expressed
Answer: *Stressing*

FBQ24: 'won', 'one', 'take', 'sit', 'bit', 'peak' and 'come' are all _____
Answer: *Monosyllabic words*

FBQ25: Repetition of _____, ideas and wishes is not necessary in doing a summary
Answer: *Thoughts*

FBQ26: _____ are used to represent sounds in the dictionary
Answer: *Symbols*

FBQ27: For correct pronunciation you must learn to use the _____ every time you come across any new word
Answer: *Dictionary*

FBQ28: The substitution of one _____ for another can bring about a change in meaning
Answer: *Sound*

FBQ29: Homophones are _____ that have the same pronunciation but differ a little in spelling
Answer: *Words*

FBQ30: In English language there are more sounds than there are letters in the _____
Answer: *Alphabet*

FBQ31: Well-articulated discussion is possible with one another because we have adequate _____
Answer: *Communication skills*

FBQ32: Combining two or three _____ of a passage into one will help condense the passage
Answer: *Sentences*

FBQ33: Contracted forms of language use are allowed in _____
Answer: *Informal writing*

FBQ34: After doing a summary of a _____, it becomes shorter
Answer: *Passage*

FBQ35: Sounds in the English language can broadly be divided into _____ and consonants
Answer: *Vowels*

Multiple Choice Questions (MCQs):

MCQ1: What should the complimentary close of letters should?
Answer: The dash

MCQ2: Which ONE of the under-listed shouldn't your letter of application have?
Answer: Seek for your address

MCQ3: What do the two documents that go together when you are seeking for employment provide for the reader?
Answer: evidence of your inability

MCQ4: How would you define a report?
Answer: A report is an organised, factual and objective presentation of information

MCQ5: Which of the following options are you supposed to use in the opening lines of a letter of refusal?
Answer: giving elaborate details of your location

MCQ6: What indicate that the symbol between them represents a sound and not a letter of the alphabet?
Answer: Full stop

MCQ7: What mark is used to indicate the syllable that is stressed?
Answer: A horizontal mark

MCQ8: What is the model of pronunciation to which Nigerian speakers of the English language ascribe to?
Answer: End mark pronunciation

MCQ9: What unites the pair of words 'sheep' and 'ship', 'seek' and 'sick', 'leave' and 'live'?
Answer: Homophones

MCQ10: How many consonants are there in the English language?
Answer: Twenty one

MCQ11: To be a good speaker of the English language what must you do?
Answer: Know the etymology of words

MCQ12: What is the first step to achieve success when preparing for an interview?
Answer: Typing

MCQ13: When going for an interview what is the first impression of you people get?
Answer: Your handwriting

MCQ14: Which ONE of the options is important in seminars?
Answer: Holding the microphone when speaking

MCQ15: What can you use in seminar presentations to explain your points better?
Answer: Your diction

MCQ16: Most application letter aim at doing what?
Answer: convincing the reader that the sender is suitable for the job

MCQ17: One or more what can be used to develop the paragraph?
Answer: Rules

MCQ18: Among the options listed below which is not part of a formal letter?
Answer: The salutation

MCQ19: What can distinguish formal and informal styles?
Answer: the placement of a preposition at the beginning or at the end of a relative clause

MCQ20: What makes a formal letter to be clear, precise and complete?

Answer: Some pieces of information are missing

MCQ21: When you do not want to accept a new job offered you what kind of letter do you write?

Answer: Letter of refusal

MCQ22: Which of the under-listed point is NOT included in a descriptive technique of paragraph development?

Answer: Weight and sizes

MCQ23: What do you use to indicate a follow-up to a previous discussion?

Answer: Pls

MCQ24: Signatures have the ability to do what in a formal letter?

Answer: Make the writer appear nice

MCQ25: The writing of reports follow some stages, at what stage of a report do you start gathering information?

Answer: Stage four

MCQ26: Titles have the ability to do what in a formal letter?

Answer: Specifies what the letter is about

MCQ27: Communication within an organisation is carried out through the

Answer: Memorandum

MCQ28: What is meant by a report being ambiguous?

Answer: Hyperbolic reasoning

MCQ29: The Open University System has all but ONE of the following?

Answer: There is a strong student support

MCQ30: What does a speaker do in a seminar talk presentation?

Answer: Study the countenance and mien of the audience

MCQ31: What helps to bring experts in a particular subject area together?

Answer: Antonyms and synonyms

MCQ32: In writing an application for a job, what do the reader basically look out for?

Answer: How good and kind you are

MCQ33: After writing an application for a job, what is usually the purpose of the follow-up interview?

Answer: To know your religion

MCQ34: Which of the following points wouldn't members of an oral interview look for when interviewing an applicant?

Answer: Imagination

MCQ35: How do you leave your stamp of personality in communication?

Answer: Using the right words