

**Department of Humanities**  
**Subject: Functional English, Semester VI (2020-21)**  
**Question Bank in the form of MCQs**

**Unit III A & B**  
**Topics: Formal Correspondence & Analytical Comprehension**

Q.N.	Question	Answer key
1.	In order to have the desired effect on the recipient what should a formal letter be? a) In the proper format b) To the point and relevant. c) Grammatically correct. d) All the above.	d
2.	Which of the following is not a type of business letter? a) Enquiry letter b) Sales letter c) Quotations d) Reference letter	d
3.	What tone should a formal letter always have? a) Patronising b) Forceful c) Appropriate & polite d) Rude	c
4.	Good Business Letters are characterised by the following personal quality of a writer: a) impulsiveness b) sincerity c) formality d) humour	b
5.	In a formal letter, 'the name and address of the writer' comes in which part of the letter? a) Starting. b) Heading c) Closing. d) Body.	b
6.	In an enquiry letter, enquiry may be solicited which means: a) An enquiry made at the buyers own initiative b) An enquiry made on the basis of an advertisement given by the seller c) A routine enquiry made to know the price, quantity and availability of the goods to be purchased.	b

	d) An enquiry made for getting some favor	
7.	In letter writing format, a title, "Dear Mr. Rahul" is the best example of; a) Introduction b) Signature c) Subject d) Salutation	d
8.	Which of the following is a correct dateline for a business letter? a) March, 20, 2020 b) 20-Mar-20 c) March 20, 2020 d) 20/03/20	c
9	The conclusion or ending paragraph in a business letter should bring the communication to a polite and _____ close. a) Measurable b) subtle c) businesslike d) interminable	c
10.	The fault in a letter of adjustment should be accepted with _____. a) Grace b) Disgrace c) Disapproval d) Clumsiness	a
11.	A quotation letter must include: a) Reference to the date of enquiry b) All relevant information about the goods, prices, discount etc. c) Assurance of the best service to the sender of the enquiry d) All of the above	d
12.	Which of these is not mentioned in a letter of complaint? a) Problems in the supply of goods b) Shortcomings in the supply of goods c) Features in the supply of goods d) Fault in the supply of goods	c
13.	Curriculum vitae is a _____ word. a) French b) German c) Latin d) Indian	c
14.	The important components of a good resume are a) your contact information b) education c) experience and skills d) all of the above	d

15.	<p>When should you send a covering letter along with resume?</p> <p>a) Every time you send your resume to an employer</p> <p>b) Only when it is specifically requested in a job advertisement</p> <p>c) When you want to tell an employer your salary expectations</p> <p>d) Only when your resume does not cover everything you want to say</p>	a
16.	<p>Select the abbreviation that is written to show that a separate document accompanies the letter?</p> <p>a) Att.</p> <p>b) Encl.</p> <p>c) Ppt.</p> <p>d) None of these</p>	b
17.	<p>What should be the first sentence of the body of a memo?</p> <p>a) Introduces the writer of the memo</p> <p>b) The purpose of the memo and/or what action the reader needs to take</p> <p>c) Tells the audience who to interact with if they have queries</p> <p>d) Serves as a formal greeting</p>	b
18.	<p>-----is a kind of written announcement that is distributed to a large number of people to convey any commercial or non-commercial message at minimum time, costs and efforts.</p> <p>a) Memo</p> <p>b) Letter</p> <p>c) Circular</p> <p>d) Publicity</p>	c
19.	<p>Memos are a more formal way of communication as compared to business letters.</p> <p>a) True</p> <p>b) False</p>	b
20	<p>While writing an email, how should the subject line be</p> <p>a) Long and descriptive</p> <p>b) Short and precise</p> <p>c) A greeting</p> <p>d) Does not matter</p>	b

21-25	<p>Read the passage carefully and answer the questions.</p> <p>Genetic variation is the cornerstone of evolution, without which there can be no natural selection, and so a low genetic diversity decreases the ability of a species to survive and reproduce, explains lead author Yoshan Moodley, Professor at the Department of Zoology, University of Venda in South Africa. Two centuries ago, the black rhinoceros – which roamed much of sub Saharan Africa – had 64 different genetic lineages; but today only 20 of these lineages remain, The species is now restricted to five countries, South Africa, Namibia, Kenya, Zimbabwe and Tanzania. Genetically unique populations that once existed in Nigeria, Cameroon, Chad, Eritrea, Ethiopia, Somalia, Mozambique, Malawi and Angola have disappeared. The origins of the 'genetic erosion' coincided with colonial rule in Africa and the popularity of big game hunting. From the second half of the 20th century, however, poaching for horns has dramatically depleted their population and genetic diversity, especially in Kenya and Tanzania</p> <p>Q.1) From the second half of the 20th century what has caused a dramatic fall in black rhinoceros population?</p> <p>a) colonial rule b) fall in genetic diversity c) poaching d) big game hunting</p> <p>Q.2) Genetic diversity is proportional to -----</p> <p>a) the ability of a species to survive and reproduce b) extinction c) species population d) Inbreeding.</p> <p>Q3) Sub Sharan Africa has lost how many black rhino genetic lineages in 200 years?</p> <p>a) 20 b) 30 c) 64 d) 44</p> <p>Q 4) Genetically unique black rhinoceros has been lost in all of the following countries, except?</p> <p>a) Nigeria b) Malawi c) Tanzania d) Chad</p>	<p>1-c</p> <p>2-a</p> <p>3-d</p> <p>4-c</p>
	<p>Q5) What is important for evolution?</p> <p>a) Large population b) Survival of the fittest c) Genetic variation d) Mixing of species</p>	<p>5-c</p>
26-30	<p>Read the passage carefully and answer the questions.</p> <p>In a disarmingly frank talk at the Indian Merchants Chamber in Mumbai, the Japanese Ambassador in India dwelt at length on issues that exercise the minds of Japanese investors when they consider investment</p>	

	<p>proposals in India. Raising the question "What comparative advantages does India offer as an investment market?" He said though labor in India is inexpensive, wage levels are offset by productivity level to a large extent. Acknowledging that the vastness of the Indian market is a great inducement for investment in manufacturing industry, he wondered if it was justifiable to provide that overseas remittance of profit in foreign exchange be fully covered by exchange earnings as had been done. Significantly, on the eve of the Prime Minister's visit to Japan, the government delinked profits repatriation from exports, meeting this demand. The Ambassador said foreign investors needed to be assured of the continuity and consistency of the liberalization policy and the fact that new measures had been put into force by means of administrative notifications without amending government laws acted as a damper.</p> <p>The Ambassador pleaded for speedy formulation of the exit policy and pointed to the highly restrictive control by the government on disinvestment by foreign partners in joint ventures in India. While it is all too easy to dismiss critical comment on conditions in India contemptuously, there can be little doubt that if foreign investment is to be wooed assiduously, we will have to meet exacting international standards and cater at least partially to what we may consider the idiosyncrasies of our foreign collaborators. The Japanese too have passed through a stage in the fifties when their products were derided as sub-standard and shoddy. That they have come out of that ordeal of fire to emerge as an economic superpower speaks as much of their doggedness to pursue goals against all odds as of their ability to improvise and adapt to internationally acceptable standards. There is no gainsaying that the past record of Japanese investment is a poor benchmark for future expectations.</p>	
	<p>Q1) The author has appreciated the Japanese for their</p> <ul style="list-style-type: none"> <li>a) Perseverance in raising quality of products.</li> <li>b) Future expectations.</li> <li>c) Passing through an ordeal.</li> <li>d) Quality of products manufactured in the fifties.</li> </ul>	a
	<p>Q2) According to the Japanese Ambassador, which of the following motivates the foreign investors to invest in Indian manufacturing industry?</p> <ul style="list-style-type: none"> <li>a) assurance of continuity of the liberalization policy</li> <li>b) high productivity levels</li> <li>c) overseas remittance of profit in foreign exchange</li> <li>d) very large scope of Indian market</li> </ul>	d
	<p>Q3) The purpose of the author in writing this passage seems to be to-----</p> <ul style="list-style-type: none"> <li>a) Paint a rosy picture of India's trade and commerce.</li> <li>b) Criticize government's liberalization policy.</li> <li>c) Critically examine Indian investment environment.</li> <li>d) Discourage foreign investment in India.</li> </ul>	c
	<p>Q4) Which of the following suggestions were expected by the Japanese Ambassador?</p> <ul style="list-style-type: none"> <li>A) Speedy formulation of the exit policy</li> <li>B) Imposing restrictions of disinvestment by foreign partners in joint ventures in India</li> </ul>	d

	<p>C) Continuity and consistency of the liberalization policy</p> <p>a) B and C only  b) A and C only  c) A and B only  d) All the three</p>	
	<p>Q5) According to the Japanese Ambassador, India offers a comparative advantage to foreign investors in terms of</p> <p>a) higher productivity  b) skilled workforce  c) abysmally low wage levels  d) None of these</p>	d