

	MIDTERM EXAMINATION SPRING 2006 ENG201 - BUSINESS AND TECHNICAL ENGLISH WRITING (Session - 4)	Marks: 40 Time: 60min
<p>StudentID/LoginID: _____</p> <p>Student Name: _____</p> <p>Center Name/Code: _____</p> <p>Exam Date: Tuesday, June 06, 2006</p>		
<p>Please read the following instructions carefully before attempting any of the questions:</p> <ol style="list-style-type: none">1. Attempt all questions. Marks are written adjacent to each question.2. Do not ask any questions about the contents of this examination from anyone.<ol style="list-style-type: none">a. If you think that there is something wrong with any of the questions, attempt it to the best of your understanding.b. If you believe that some essential piece of information is missing, make an appropriate assumption and use it to solve the problem.c. Write all steps, missing steps may lead to deduction of marks. <p>**WARNING: Please note that Virtual University takes serious note of unfair means. Anyone found involved in cheating will get an `F` grade in this course.</p>		

For Teacher's use only										
Question Marks	1	2	3	4	5	6	7			Total

Question No: 1 (Marks: 10)

Actions speak louder than words". Illustrate with reference to non-verbal communication.

Question No: 2 (Marks: 10)

State whether True or False. When a statement is false, write what is

- i. Short sentences should average 15 to 20**
- ii. A sentence fragment can be as short as one**
- iii. When using sentence structure for giving ideas emphasis, place the**
- iv. important ideas in the dependent**
- v. The amount of emphasis given to an idea cannot be influenced by choice.**
- vi. For business messages the indirect plan of paragraph organization preferred.**

Question No: 3 (Marks: 5)

Avoid needless jargon:

- i. For the obtaining of the X-33 word processor, our firm will have to accomplish the disbursement of funds to the amount of \$ 6000. 2**

ii. Give the paragraph unity:

The new manufacturing plant will open on November 29. The opening will be marked by a special ceremony. Over 2,000 people will be employed in the new plant. Business and community leaders will be invited to attend the opening ceremony.

Question No: 4 (Marks: 1) - Please choose one

Select the correct form for writing dates in business

- ▶ **A. Mrs. Johnson completed her sales training on the 7 of**
- ▶ **B. Checks are mailed out on the 15th of**
- ▶ **C. The tryouts are scheduled for the**
- ▶ **D. None of the**

Question No: 5 (Marks: 1) - Please choose one

Select the correct form for writing dates in business

- ▶ **A. 03/22/02**
- ▶ **B. 22 March, 2002**
- ▶ **C. June 3rd, 2004**
- ▶ **D. August 22, 2003**

Question No: 6 (Marks: 1) - Please choose one

When an email message is sent from the production supervisor to the who purchased the end product, this would be

- ▶ **A. external–operational**
- ▶ **B. internal-operational**
- ▶ **C. personal**
- ▶ **D. none of the**

Question No: 7 (Marks: 12)

**Write an inquiry letter about an item or service you have seen
Choose something about which you want to learn more. Ask no fewer
six questions and provide whatever explanations you think are
to help your reader answer your questions fully.[Write as a
buyer, not as a student]**