ENG101 QUIZ NO. 3

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1. What type of questions is used in both factual information and underlying feelings?

► Multiple questions

► Objective questions

► Subjective questions

► Open-ended questions

2. Which of the following you consider while making the framework of your table?

► How to order the rows and columns

► How to align entries in the columns

► Where to place special notes

► All of them

3. How many steps a Planning report has?

► Three

► Four

► Five

► Six

4. How can we make visual aids easy to understand?

► By Informative titles

► By using appropriate objects

► By removing unnecessary details

► All of them

5. Which of the following types of interviews will judge interpersonal skills in a better way?

► Open-ended interview

► Stress interview.

► Video interview.

► Group interview.

6. How can we increase the audience's ability to absorb and remember information from a purely practical standpoint?

► Audience attention

► Presentation

► Speech

► The visual aids

7. What is meant by intended reader?

► Simple reader

► Complex reader

► A member of a target audience

► Unplanned reader

8. Which of the following is unsurpassed in its ability to depict the composition of a whole?

► Pie Charts

► Flow Charts

► Organizational Charts

► Schedule Chart

9. Which of the following aims at gathering specific information?

► Letter of claim

► Letter of request

► Letter of inquiry

► Letter of information

10. How many punctuation styles are usually used in business communication?

► One

► **Two**

► Three

► Four