ENG516

Quiz for Final-Term

ABSTRACT

This comprehensive collection of notes is accurately crafted to empower students to excel academically, ensuring they achieve a minimum of 80% marks in their examinations. The content is organized with clarity and precision, focusing on key concepts, critical analyses, and practical applications tailored to the syllabus. These notes serve as a reliable resource for both thorough preparation and last-minute revision. Designed to inspire confidence and mastery, this guide is an essential tool for students striving for academic excellence.

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Teaching of Business Communication

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1. CAT stands for: (Computer-adaptive tests)
2. ELP stands for: (English for Legal Purposes)
3. ERPP stands for: (English for Research Publication Purposes)
4. (EGBP) English for General Business Purposes: targets those learners who have lack of working experience (pre-experienced or low-experience)
5. (ESBP) English for Specific Business Purpose
6. EMP (English for Medical Purposes)
7. EST (English for Science and Technology)
8. EBE (English for Business and Economics)
9. ESS (English for Social Sciences)
10. ERPP (English for Research Publication Purposes)
11. EAP (English for Academic Purposes)
12. EGAP (English for General Academic Purposes)
13. EGP (English for General Purposes)
14. EAL (English as an Additional Language)
15. ESAP (English for Visual Arts Study)
16. EOP (English for Occupational Purposes)
17. EVP (English for Vocational Purposes)
18. VESL (Vocational English as a Second Language)
19. EBP stands for: (English for business purposes)
20. MDB stands for: (Moderated discussion board)
21. EBP stands for: (English for business purposes)
22. ELP: **English for Legal Purposes**
23. COAI **(Combination of adapted items)**
24. **WAN** (wide area network)
25. **Local AREA networks** (LAN)
26. **Computer based tests** (CBT)
27. **Computer-adaptive tests** (CAT)
28. 70% of the world population is _____ **(collectivist)**
29. it is about meeting a person face need for self-respect. not all culture have same idea about appropriate ways to meet **(face)** needs
30. The perticulist would agree that it depend on the situation and people involved.
31. **Assessment** is concerned with individual students learning.
32. A test is considered **reliable** it is administered on different occasion and similar results are obtained.
33. test writing skills can be carried out (non-weighted, weighted, holistic, **all given option)**
34. multiple choice **question** effectively assess student learning because they are flexible
35. **Peer** assessment involvement students assessing the language produced by their peers.

36. There have been **four** major influence over last ten years with great impact_____.

37. jargon and idioms should avoid as well as common expression in **business** communication

38. You write a reverse **Chronological** resume when you are traditional job seeking person

39. Which of the following component is not including in the optional report? **(discussion)**

40. Business communication courses are designed as **3** credit hours courses divided into 45 lectures, subdivided 6 modules of 5 minutes each.

41. In **individualistic** societies there is ongoing public debate on social issues which mea there is a lot of talk

42. In some societies, when acquaintance is **established** that it becomes an obligation to stop and talk and to initiate conversation

43. In multicultural awareness collectivists need to alter their **unmarked** conversational strategies towards those that individualist favor

44. The curriculum to prepare novice researchers in an academic writing has **two** interlinked aspects of the discursive talk.

45. In Business English **Recommendations** provide reasons to purchase new equipment, hire new personnel, contract with new providers, renew contracts or revise current procedures.

46. The **discussion** is the largest part of the report and it requires development of the concepts of the summarized topic.

47. The **recommendations** report allow you to tell your audience about why they should purchase, or consider something.

48. Online **supplementary** material for a range of business English titles can be found on the OUP website.

49. Evolution in management sciences has changed the working of the **modern** organization in recent times.

50. In aviation industry, the use of **questions** is an aspect of plain English but is not part of radiotelephony.

51. Medical vocabulary is known by its **large** corpus of technical or specialized terms

52. The term thesis is used in UK and dissertation in the **US**, for doctoral research.

53. Open university of Sri Lanka provides assistance and guidance are provided by **day** school sessions which are held at regular intervals mostly on weekends.

54. Imparting knowledge of **English** speaking cultures is helpful to achieve business objectives as English has become the acknowledged business language.

55. Jargon and idioms should be avoided as well as common expressions in **business** communication.

56. 'Face of Politeness' is a technical term and it is about meeting a person's '**face** needs'.

57. The **Universalist** says that following of rules and regulations depend on the situation and people involved.

58. Using critical incidents brings about increased awareness of **cultural** differences by analyzing critical incidents from different cultural perspectives.

59. In pedagogy **Conscious** reflection is a form of assessment – thinking about what is going on in the classroom by the teacher.

60. The emerging and innovative **technology** has undoubtedly changed the whole teaching process from school education to university education.

61. Which of the following is the measure of assessment test for reading comprehension **(**DRP; TPRI, ITBS, **All of given options)**

62. Distance learning has been used in _____through postal services and in 20th C. through radio & television **(19th C)**

63. The difficulties of EAL writers will continue to increase in _____publication in English **(International)**

64. In **Full Block** all the information is to the left side of the paper without indenting of paragraphs.

65. In view of the public safety which is involved in the **aviation** profession, the need for efficient and effective communication skills is needed.

66. Jargon and idioms are not used in which communication **(Business)**

67. The **Anglo-Saxons** culture is that takes time as linear.

68. In culture , interruption of children does not mind during talking of parents. **(Western)**

69. In **collectivist** societies, the emphasis is on the group and cooperation in shared activities

70. The use of **humor** during important meetings might be interpreted as a lack of seriousness in some cultures.

71. **Cognitive activities**: In which learners increase their knowledge about culture.

72. There are **three** types of formats which are usually used in business letters

73. **Memos** are one of the three most used forms of communication

74. In **Mexico**, it is accepted without questioning that those in charge have authority and seldom will the juniors question about the implementation of a new policy

75. Which of the following is a special meeting in which parties need each other's agreement in order to achieve an effective result? (Negotiation)

76. Is it correct that ideally a role-play activity should give background information? (yes)

77. Is the following statement correct or incorrect? Negotiators are neither wholly distributive nor integrative. (correct)

78. Choose the correct option. Preparation of negotiation meeting includes _____. (Assessing power)

79. Choose the correct option. Getting to know the other party in negotiation meeting is known as _____. (Relationship building)

80. Is the following statement true or false? Identifying the key language for use in negotiations can be quite difficult? (true)

81. Is it true that the genre approach is an alternative approach to the teaching of writing? (yes)

82. Which of the following is the first step in the process approach to teach writing? (Prewriting)

83. Which of the following is about how sentences connect with each other to form a sense of unity? (Cohesion)

84. Is it true that the formatting allows the reader ease of access to the text? (yes)

85. In which of the following approaches learners are given the chance to study model texts and to base their own writing on what they have noticed in the texts? (Genre)

86. Is the following statement true or false? Determining the communication channel is an important feature of writing. (true)

87. Which of the following approaches to writing is a dynamic process? (Process)

88. Is the following statement correct or incorrect? Your choice of vocabulary, style and tone does not depend on who is going to read the report. (Incorrect)

89. Is the following statement correct or incorrect? Writing happens in a context; therefore, it has to relate to the setting. (Incorrect)

90. Is the following statement correct or incorrect? A Paired Crossword Approach combines the different threads of the course design. (correct)

91. Is the following statement correct or incorrect? Activities and practice of writing through controlled activities aim to develop competence in techniques, formats and language forms. (correct)

92. Letters are basically used for internal communication. (false)

93. One of the reasons for writing a letter is that Letters allow a better "paper trail" than emails and for a better documentation record. (true)

94. A letter should be _____ to have the desired effect on the recipient? (grammatically correct, All of the given, to the point and relevant, in the proper format)

95. At which place is a salutation used in a letter? (Opening)

96. Writing a letter provides more significance for correspondence. (correct)

97. The length of a letter can range from one page of text to more than three pages. (true)

98. A complimentary copy notation(cc) is used if a copy is being sent to other readers. (correct)

99. Which of the following letters start with an introduction which is a buffer? (recommendation letter)

100. In Simplified format letter --the salutation and complimentary close are _____. (Omitted)

101. There are _____ types of formats that are usually used in business letters. (3)

102. Which of the following letters start with an introduction which is a buffer? (bad news letter)

103. A new page notation is used if the letter is longer than one page. (correct)

104. The most used forms of communication are _____. (Memos, Emails, All of the given, Letters)

105. Which of the following is used to communicate within the company and address a wider audience: (Memo)

106. Which of the following has become a predominant means of communication all over the world? (email)

107. The negative side of using emails is that _____can pose a problem. (security)

108. The Subject Line summarizes the email's content. (true)

109. For which of the following purposes emails can be used: (All of the given options, Recommendations, Confirmation, Inquiry)

110. The first thing to keep in mind while writing emails is recognizing the audience. (true)

111. E-readers tend to skim and scan an email. (true)

112. The use of difficult words and long sentences in email make for better reception by the audience. (False)

113. Confirmation emails are used to ask questions about upcoming procedures, tasks, equipment, etc. (False)

114. Reports tend to have a _____ format in most institutions. (standard)

115. The tone in short reports is _____ when written about routine messages. (informal)

116. The common format for report writing is: (Discussion, Conclusion/Recommendations, All of the given, Introduction)

117. An introduction provides an overview of the report. (true)

118. A progress report is also called an activity or a status report. (True)

119. Development of the _____ makes a report effective. (main idea)

120. In report writing, the writer's tone, choice of terminology, and organization of content depend on the ---_____. (reader)

121. The audience determines _____ of a report. (all of the given, choice of terminology, organization, tone)

122. Headings and sub-headings help to direct readers' attention and make text accessible. (true)

123. To be precise, it is important to _____information in report writing. (quantify)

124. One standard format of CV (Curriculum Vitae) needs to be followed in all situations. (False)

125. References are mentioned in a resume. (true)

126. A traditional job seeker usually writes a _____ resume. (reverse chronological)

127. A _____resume is written when a non-traditional job applicant returns to work after a gap and is not a fresh graduate. (functional)

128. CVs are normally sent together with a covering letter. (true)

129. Which of the following is not mentioned in a resume? (Family background)

130. In a resume, it is NOT necessary to be honest, and ethical in presenting qualifications. (False)

131. Failing to give correct information and being completely honest can result in your not being offered a job. (true)

132. Formatting of resumes should focus on _____. (reader-friendliness)

133. There are_____ ways in which you can deliver your resume. (three)

134. For the email resume, the quickest way is to send it like an _____. (attachment)

135. A long report whose purpose is to persuade someone or a company to carry out what one proposes is called a: (proposal)

136. The _____summarizes the main topics so that readers can get an overview of a longer report. (abstract)

137. There is a slight difference between the pattern of the title page of an external proposal and an internal proposal. (true)

138. The cover letter prefaces the reports and provides the reader with an overview. (true)

139. A proposal aimed for an audience within the company is called: (internal proposal)

140. The introduction of the proposals explains the problem leading to the suggestions. (true)

141. The discussion is the_____ part of the proposal, containing most of the information. (longest)

142. In the recommendations section, the key points are_____. (summarized)

143. Back Matter, the third and last part of the proposal consists of: (glossaries, appendices, works cited, all of the above)

144. A glossary provides clarity for the _____audience. (less specialized)

145. Summing up provides_____to the proposal. (closure)

146. The discussion text becomes more accessible with the use of graphics, line drawings, photographs, flow, and organizational charts. (True)

147. Information report focuses on _____. (Facts)

148. The cover letter indicates the position of the contents by giving their location in page numbers. (False)

149. An abstract gives an overview of the report covering the key points in _____ terms. (low tech)

150. An abstract's content differs according to the topic. (correct)

151. Which of the following are the components of a long report? (Back matter, Front matter, Text, All of the given)

152. Long reports cover information, analysis, and recommendations _____. (separately)

153. Every report is written for the same purpose and context, so the content remains the same. (False)

154. Glossaries are used to define _____terms, abbreviations, and acronyms. (high-tech)

155. Research is the main component of long, formal reports. (true)

156. Support from others' relevant work weakens the argument of a long report. (False)

157. The documents attached at the back of the long reports such as the glossaries, the works cited, and the appendices, are called: (Back matter)

158. The discussion section of a report constitutes the main body and develops the content. (true)

159. One of the greatest changes that the internet has brought is the ability to create new materials and share materials across the web. (true)

160. The increased use of technology has raised concerns about intellectual property rights and the attitude towards plagiarism. (correct)

161. The Internet is a rich source of learning for Business English teachers and learners. (correct)

162. In-company teachers can have access to company's _____. (intranet)

163. The Internet allows opportunities to share and create new materials and new forms of multimodal writing. (correct)

164. Internet implants autonomy and self-learning in learners. (correct)

165. E-learning can be put into practice with the help of placement tests. (true)

166. Modules and electronic records via an intranet learning platform can be used to improve the standard of business English within a company. (true)

167. The activities designed for learners to look/use internet information to enhance knowledge of language forms and of Business English are termed as: (Web quests)

168. Web quests are effective ways of replicating real-life in the distance learning context. (true)

169. Online resources for language learning are available only in the paid version. (False)

170. Business communication needs to be taught to the learners of which in the following areas: (Marketing, All of the given, Finance, Administration)

171. Teaching business skills includes teaching _____basic skills of language with vocabulary related to management. (four)

172. The aim of teaching business communication to administration is to develop the effectiveness and fluency of language skills of learners with a focus on communication in specialist vocabulary. (true)

173. The business communication teacher must be familiar with management areas. (true)

174. The role of professional content in teaching business English is _____. (controversial)

175. The quality of communication influences business in which of the given areas: (sales effectiveness, All of the given, working relationships, perceptions of leadership)

176. The clarity in customer services interaction can be achieved by using difficult words and specialized jargon. (False)

177. The marketing mix is made up of the_____ Ps of marketing. (four)

178. Which of the following is not a part of finance and accounting vocabulary? (Advertising)

179. 'Run at a loss' is a statement frequently used in business English for: (Finance)

180. English for distribution has special _____for transport, supply chain, channels and so on. (register)

181. Teaching business communication for marketing aims to develop fluency and effective language skills in topics related to the marketing area. (true)

182. Legal Language is required in dealing with: (All of the given, forensic, contracts with multinational companies, court cases)

183. Students do not need any familiarity with generic structures of legal texts to develop their receptive and productive skills. (False)

184. Legal English is difficult for Business Communication teachers because of its technical nature. (True)

185. The use of questions is an aspect of plain English but is not part of radiotelephony. (true)

186. The controller-pilot exchange is mainly carried out as radio communication. (true)

187. In view of the public safety involved in the aviation profession, efficient and effective communication skills are needed. (true)

188. A useful activity to teach aviation pronunciation and vocabulary can be based on semantic and phonetic contrasts. (true)

189. Politeness markers are encouraged in aviation English. (False)

190. The guidance of approaching and departing aircrafts is the responsibility of: (Air traffic controller)

191. Good English skills are needed in writing medical histories of patients and translating those in _____languages. (local)

192. Which of the following is NOT a practice activity? (Describing and interpreting tables and graphs, None of the given, Transposing data into visual form and explaining, Writing abstracts)

193. Metaphors are used widely in medicine. (true)

194. The teacher's role in practice activities is: (Activator of resources, Animator of activities, Provider of feedback, All of the given)

195. There is a higher percentage of technical words in a medical text as compared to a linguistic text. (true)

196. English is the _____ language for science and medicine. (international)

197. The texts used for educating medical students aim to keep clinicians up to date. (true)

198. Medical journals, articles, recorded talks, and podcasts provide material for EMP (English for Medical Purposes). (true)

199. A needs analysis of nursing reveals which of the following challenging issues need to be addressed. (Cultural, All of the given, Discipline-specific, Academic)

200. A _____competence is using language effectively and appropriately. (pragmatic)

201. Business English for nursing focuses on healthcare professionals' use of English in clinical settings and nursing education. (true)

202. The vocabulary and word choice are NOT crucial in medical settings. (False)

203. English for academic purposes or EAP is required for those who use language to perform academic tasks or for employment. (true)

204. The pre-sectional EAP course is taught to the learners of English as a foreign language to improve their proficiency in English. (False)

205. There is considerable variation across disciplines in terms of whether the research work is qualitative or quantitative. (true)

206. CARS Model (Create a Research Space) is followed for literature review. (False)

207. The basic difference between a Ph.D. thesis and a research article is in terms of: (requirements, audience, length, all of the given)

208. The difference in discipline does not influence the organization of content in thesis writing. (False)

209. The inequality between native speakers of English (NSE) and non-native speakers of English (NNSE) exists because the language of publication is English. (true)

210. In science disciplines, joint - publication with a supervisor is the norm. (true)

211. Special skills are required in converting the thesis to articles and vice versa. (true)

212. The organization of a thesis is determined by the methodology being followed. (true)

213. Cost is one of the big differences between distance education and traditional education. (true)

214. Interaction in distance learning courses can be both synchronous and asynchronous. (true)

215. Distance education is less flexible as compared to traditional learning. (False)

216. Which of the following is NOT a disadvantage of distance education? (Less costly)

217. Learning is more self-directed and autonomous in distance learning. (correct)

218. The teacher has complete autonomy in a distance education class. (False)

219. The role of wrap-around material in a distance education program is to _____. (offer study skills tips, all of the given, point out options available to the learner, provide motivation)

220. Which of the following is not the feature of corrective feedback: (Delayed)

221. Developing Business English courses in distance education involves developing language as the main content of the courses, focusing on all language skills, within a business context. (correct)

222. In distance education, the feedback is mostly in the form of written feedback on assignments, comments, or suggestions about how the learner can improve his/her work. (true)

223. Needs analysis is one of the principles of designing courses and writing materials for use in distance learning. (true)

224. Business English learners need the practice to use electronic media to enhance their skills. (true)

225. Authentic documents provide useful practice material for teaching by telephone. (correct)

226. Socializing on the telephone does not follow cultural norms of interaction. (Incorrect)

227. The caller and the called are two parallel structures of a phone call. (correct)

228. The teaching through the telephone happens synchronously as interaction is in real-time. (correct)

229. Which of the following is a disadvantage of using the telephone for teaching. (technical expertise is required)

230. E-learning refers to learning which takes place with the help of electronic media. (true)

231. A network of connected computers used exclusively by a specific group of users, such as employees within a company is called: (intranet)

232. The feedback given by the computers is limited to what was programmed into them. (correct)

233. Internet is an extraordinarily rich resource for both teacher and learner, both in terms of the ease of delivery offered and the breadth of content that can be accessed. (true)

234. Web quests are _____learning experiences, that can be used by teachers to provide a structured web experience for students. (directed)

235. The teachers cannot put their teaching content online and have to use only the content available on commercial online learning platforms. (Incorrect)

236. Traditionally, distance education is paper-based. (true)

237. Distance education courses are primarily delivered asynchronously. (true)

238. Teaching business English in an online environment is the same as teaching in a traditional classroom. (False)

239. The course outline is created at which of the following stage of teaching? (Before the course begins)

240. In traditional distance education, tutors provide assistance and guidance supplemented by radio and television programs. (correct)

241. Course outcomes are NOT included while designing courses for a distance education program. (Incorrect)

242. Which of the following is not a component of continuous assessment? (Final-term examination)

243. Methods of communication in e-Learning include verbal and written electronic exchanges called commuter-mediated communication. (true)

244. Connectivity between tutors and students can be only asynchronous in distance education. (False)

245. Continuous Assessment is a mandatory component in distance teaching. (True)

246. Being responsive to student inquiries and posting grades in a timely fashion are examples of timely and responsive feedback. (correct)

247. Which of the following factors affect national and business culture? (All of the given, Work, Social, Physical)

248. Successful technical communication does not acknowledge diversity. (False)

249. Imparting knowledge of English-speaking cultures is helpful to achieving business objectives as English has become the acknowledged business language. (true)

250. Business English teachers need to have awareness of cultural content linked to language and communication. (true)

251. National characteristics play a role in shaping company life and culture. (true)

252. Success in multicultural team projects depends on which of the following factors: (Awareness of local values and attitudes, All of the given, Verbal/non-verbal communication norms, Sense of time and place)

253. For a multicultural audience, defining acronyms, abbreviations, and jargon becomes important. (true)

254. Jargon and idioms should be used in business communication. (False)

255. Colors have the same connotations across different cultures. (False)

256. Mentioning and representing skin color, hairstyle, race, and gender should be avoided in stylized graphics. (correct)

257. The concept of universality is based on the assumption that features of human life and experience exist beyond the constitutive effects of local cultural conditions. (true)

258. The view that one's culture is the center of everything, and other cultural groups are judged with reference to it and are compared to one's cultural group is termed as: (Ethnocentrism)

259. Culture is a group identity, partly shared by others who live in the same society. (true)

260. Intercultural communication takes place when the conversation between two speakers is carried out in a language that is not the L1 of either. (true)

261. One of the problems in cross-cultural communication is that we assume our own views about appropriate language use to be universal. (true)

262. Communicative competence is to be able to recognize: marked; expected, appropriate, and unmarked; unexpected, choices. (correct)

263. Which of the following is NOT an aim of intercultural training? (Develop prejudices)

264. Pakistan and India are _____ societies. (collectivistic)

265. 70% of the world's population is individualist. (incorrect)

266. In low-context cultures, things need to be communicated_____. (explicitly)

267. In high-context societies, most of the information about societal priorities is 'invisible'. (correct)

268. In _____ societies what is important is never said directly; in fact, it may never be said at all. (high-context)

269. Most individualistic cultures prefer _____messages. (low-context)

270. In Asian cultures, silence is favored. (true)

271. Members of collectivistic cultures tend to use a more _____style of speech. (indirect)

272. In many _____ cultures, personal questions regarding age, religion, and salary are considered too private to be asked. (individualistic)

273. Everyone has two faces that need attention, a person's positive face and a person's negative face. (correct)

274. Silence is a way to guard your individuality and ward against the fear of someone changing your opinion. (true)

275. A person's _____face is one's need NOT to be imposed on. (negative)

276. Expectations about making requests vary across cultures. (true)

277. Requests are the most frequent components of workplace talk. (true)

278. Which of the following are general types of requests? (Non-conventionally Indirect, Conventionally indirect, All of the given, Direct, explicit)

279. The way a society is organized hierarchically is reflected in the language use of its people. (true)

280. The respect that someone enjoys because of physical or intellectual capacities or wealth is termed as: (Status)

281. In some cultures, powerful people take more turns and speak the most. (correct)

282. Ethics in Confucianism are based on good relationships and harmonious interactions. (true)

283. In monochronic cultures, time is seen as----_____, with one event following another. (linear)

284. In _____cultures see personal goals, human contact, and relationship building as more valuable. (Feminine)

285. The _____believe that rules and regulations are there to be followed. (universalists)

286. Examples of occupational terms as terms of address are easily found across a variety of _____ cultures. (collectivistic)

287. In a _____distance culture, people find it easy to approach their leaders, to discuss issues, and even to criticize them. (low-power)

288. In _____cultures, people see an overlap in work and personal relationships are vital in achieving business objectives. (diffuse)

289. Different cultures accord status in different ways. (True)

290. The study of the way in which certain body movements and gestures serve as a form of non-verbal communication is called: (kinesics)

291. Paralanguage (the way we vary tone, pitch, and volume, and speed of talking) can be quite different between cultures. (correct)

292. Company culture defines the environment in which employees work. (True)

293. In an _____ culture employees' needs and values are consistent with the workplace, have better relationships with coworkers, and are even more productive. (informal, team-based)

294. Ethnocentricity refers to the judging of another culture using one's own standards and beliefs. (true)

295. In _____ activities learners increase their knowledge about culture. (Cognitive)

296. Different cultures use metaphors in different ways. (true)

297. The English language provides a rich source of metaphorical language which can be exploited in the context of intercultural training. (correct)

298. When speakers from different societies don't use their language resources as speakers do in our culture, it affects our assessment of them. (correct)

299. In affective or experiential activities learners' emotions and feelings are evoked. (true)

300. Feedback on any business English activity can and should include _____aspects if it is appropriate. (intercultural)

301. In an intercultural society, language learners experience a _____ when they realize that the others are operating to different rules, and that they do not know what those rules are. (cultural shock)

302. Dealing with conflicts when they are still small and manageable is a way of avoiding cross cultural conflicts. (True)

303. Critical incidents focus on differences from a practical not theoretical perspective. (correct)

304. Using critical incidents in teaching can improve learners' intercultural competence through various activities. (True)

305. Using critical incidents in teaching can improve learners' intercultural competence through various activities. (True)

306. To manage cross-cultural conflicts, the most important thing is to keep communication channels open, and to focus on _____. (similarities)

307. The consistency with which assessment tools measure learners' ability is called: (reliability)

308. A test is considered _____ when it reflects the test-takers ability in a particular area and it measures what it is supposed to measure and does not measure anything else. (valid)

309. The fact that the test should reflect the target language, and the way it is used is referred to as: (Authenticity)

310. Which of the following is NOT an example of summative assessment? (Weekly quizzes)

311. The goal of summative assessment is to evaluate student learning at the end of an instructional unit by comparing it against some standard or benchmark. (correct)

312. Kirkpatrick's model is built on the _____levels of evaluation. (5)

313. Quantitative and qualitative data are common within a business English teaching context. (true)

314. Norm-referenced scores are compared with: (each other)

315. The proficiency tests which aim to find the learners' current communicative competence are termed as _____ tests. (pre-course)

316. Business English competence is only about producing language. (Incorrect)

317. When we are assessing learners' proficiency in business English, _____is the area that comes foremost.(speaking)

318. Phonemic awareness is the ability to hear and manipulate sounds in _____. (words)

319. Assessment seen through students' responses to reading journals, reading interest surveys, and responses to reading strategy lists is _____. (qualitative)

320. Task-based assessments are designed to reflect real-life situations. (true)

321. In task-based assessments, it is easy to create a test environment reflecting real life. (False)

322. In task-based assessments, it is easy to create a test environment reflecting real life. (correct)

323. Testing of writing skills can be carried out by using which of the following rubric: (Non-weighted rubric, Weighted rubric, All of the given, Holistic rubric)

324. The _____rubric describes in general terms the qualities of excellent, good, fair, and unsatisfactory assignments. (holistic)

325. Commercially available tests are frequently used when learners need a certificate to apply for a job. (correct)

326. When a test measures the same materials and skills stated in the objectives and taught in the courses, _____ washback is attained. (positive)

327. TOEIC (Test of English for International Communication) examines only certain language skills. (True)

328. If a test causes anxiety, then the washback is _____. (detrimental)

329. The research literature suggests that multiple-choice items should include a minimum of _____ answer choices. (3)

330. Multiple choice questions effectively assess student learning because they are flexible, relatively easy to implement and grade, and allow instructors to sample a range of course materials. (correct)

331. Practical issues involved in test-taking are: (Registration, Cost, Time, All of the given)

332. A currency of a test means that the test is acceptable in the relevant marketplace. (True)

333. Computer-based tests (CBT) are ideal when _____ numbers of candidates are involved. (large)

334. Tests give _____ results, making data convenient to record, manipulate, and compare. (quantitative)

335. Plenary discussions, in which the whole group participates, sits and talks about issues, and everyone gives suggestions provides _____ data. (qualitative)

336. Tests give _____ results, making data convenient to record, manipulate, and compare. (quantitative)

337. In _____self-assessments, students read a situation and decide how well they comprehend it. (comprehension)

338. Conscious reflection- thinking about what is going on in the classroom by the teacher is a form of assessment. (True)

339. Understanding costs is a fundamental part of the business English teacher's trade, particularly in an in-company context. (True)

340. Peer assessments involve students assessing the language produced by _____. (their peers)

341. The _____costs refer to the costs suffered because a company has to wait for training to be carried out. (waiting)

342. The best way of conscious reflection for teachers is to consider formal training or development which will allow them to reflect on key issues, as well as benefit from other teachers' experiences. (correct)

343. Multinational companies adopt _____as a corporate language strategy. (English)

344. Changes in the business world influence the teaching of business English. (True)

345. Writing for publication is an important part of the scholarly formation. (true)

346. The preeminent position of English as the language of research and publication sometimes poses a _____for EAL (English as an Additional Language) researchers. (disadvantage)

347. Employee _____capacity is the degree to which employees believe that a single language will produce benefits for them or the organization. (buy-in)

348. Changes in the business world influence the teaching of business English. (True)

349. The preeminent position of English as the language of research and publication sometimes poses a _____for EAL (English as an Additional Language) researchers. (disadvantage)

350. Writing for publication is an important part of the scholarly formation. (True)

351. Multinational companies adopt _____as a corporate language strategy. (English)

352. The structures of business English and general English differ in their context and vocabulary. (correct)

353. Investment in a relationship-based society typically occurs through pre-existing trust relationships. (correct)

354. In ESP (English for Specific Purposes) research, there is less focus on material development and specialist knowledge needs. (True)

355. Which of the following is a disadvantage of using authentic material? (Culturally biased)

356. In business communication there is a need for research in: (Learner-centered approaches, All of the given, Students' needs, Authentic materials)

357. Cultural differences in business communication can be understood by the distinction of low-context and high-context cultures. (True).

BS English

https://whatsapp.com/channel/0029VaazKAVBfxoDMH4l9U0u

Question # 10 of 10 (Start time: 03:05:37 PM, 28 August 2020)

Total Marks: 1

Giving _____in a DE program is crucial for its success as students have fewer opportunities to ask for clarification.

Select the correct option

- lectures
- examination
- results
- feedback

Click to Save Answer & Move to Next Question

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As culture is linked to language and communication, the business English teacher need(s) to have awareness about:

Select the correct option

- Cultural content
- Management
- Business
- All the given options

Click to Save Answer & Move to Next Question

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Meaningful online _____is critical to all learning environments, traditional as well as on-line.

Select the correct option

- feedback
- lecture
- assessment
- result

Click to Save Answer & Move to Next Question

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Question # 7 of 10 (Start time: 03:04:00 PM, 28 August 2020) Total Marks: 1

In distance communication course, various _____tasks can be designed to give learners the desired practice of telephoning.

Select the correct option

- ○ theoretical
- ● practical
- ○ complex
- ○ collaborative

Click to Save Answer & Move to Next Question

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In a distance learning program, several thing(s) must happen which include(s):

Select the correct option

- content delivery
- regular communication
- continuous feedback
- All the given options

Click to Save Answer & Move to Next Question

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In a distance education course for communication, there are _____ parallel structures of a phone call.

Select the correct option

- two
- three
- four
- five

Click to Save Answer & Move to Next Question

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MC190202366: AYESHA MAJEED

Time Left 63 sec(s)

ENG518:Quiz 2

Quiz Start Time: 03:00 PM, 28 August 2020

Question # 4 of 10 (Start time: 03:02:08 PM, 28 August 2020)

Total Marks: 1

In business communication, success in multicultural team projects depend(s) on:

Select the correct option

- management style
- decision-making
- time and place
- All the given options

Click to Save Answer & Move to Next Question

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The most important advantage of distance learning as compared to traditional forms of learning is the _____which is present in DE.

Select the correct option

- ○ credibility
- ○ reliability
- ● flexibility
- ○ possibility

Click to Save Answer & Move to Next Question

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In the traditional teaching use of _____is becoming popular.

Select the correct option

- technology
- radio
- television
- cell phone

Click to Save Answer & Move to Next Question

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Question # 1 of 10 (Start time: 03:00:50 PM, 28 August 2020)

Total Marks:

In _____teaching, the teacher is a role model for the learners.

Select the correct option

- distance
- literacy
- traditional
- All the given options

Click to Save Answer & Move to Next Question

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Question # 10 of 10 (Start time: 03:13:52 PM, 28 August 2020)

Total Marks: 1

A disadvantage of computer is that _____people spend most of their time on computers and don't spend more time in learning English via computers.

Select the correct option

- literary
- judicial
- business
- criminal

Click to Save Answer & Move to Next Question

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Question # 9 of 10 (Start time: 02:15:23 PM, 28 August 2020)

Total Marks: 1

Intercultural communication should be part of a _____ English course because of the global nature of most businesses these days.

Select the correct option

- business
- legal
- academic
- technical

Click to Save Answer & Move to Next Question

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MC190203623: ZAHIDA BASHIR

Time Left 54 seconds

ENG218 Quiz 2

Quiz Start Time: 03:11 PM, 28 August 2020

Question # 8 of 10 (Start time: 03:14:43 PM, 28 August 2020)

Total Marks: 1

The _____ spread of distance education in the world not only offers learners and teachers great opportunities but also brings a lot of challenges.

Select the correct option

- slow
- rapid
- cheap
- costly

Click to Save Answer & Move to Next Question

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Question # 8 of 10 (Start time: 02:13:58 PM, 28 August 2020)

Total Marks: 1

The _____disadvantages of DE relates to the communication problems, in the delivery systems by which the content reaches the recipient.

Select the correct option

- first
- second
- third
- fourth

Click to Save Answer & Move to Next Question

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The concept of _____ says that features of human life and experience exist beyond the constitutive effects of local cultural conditions.

Select the correct option

- Hegemony
- Universality
- Essentialism
- Ethnocentrism

Click to Save Answer & Move to Next Question

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Question # 2 of 10 (Start time: 03:12:32 PM, 28 August 2020)

Total Marks: 1

Teaching online requires specific competencies and skills associated with effective _____course teaching and facilitation.

Select the correct option

- ○ offline
- ● online
- ○ landline
- ○ All the given options

Click to Save Answer & Move to Next Question

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Question # 1 of 10 (Start time: 03:11:50 PM, 28 August 2020)

Total Marks: 1

On internet, several types of resources are available which give _____ business information.

Select the correct option

- specific
- general
- productive
- historical

Click to Save Answer & Move to Next Question

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MC180402553: HUMMERA YASMEEN

ENG516:Quiz 2

Question # 3 of 10 (Start time: 03:37:35 PM, 28 August 2020)

The established practice for course evaluation in distance education consist(s) of the following(s):

Select the correct option

- ○ Continuous Assessment
- ○ End of course examination
- ○ Mandatory component
- ● All the given options

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MC180402553: HUMMERA YASMEEN

ENG516:Quiz 2

Question # 10 of 10 (Start time: 03:40:41 PM, 28 August 2020)

E-learning refers to learning which takes place with the help of _____media.

Select the correct option

- ○ print
- ○ social
- ◉ electronic
- ○ All the given options

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ENG516:Quiz 2

Question # 4 of 10 (Start time: 03:38:05 PM, 28 August 2020)

Open University of Sri Lanka provides assistance and guidance through _____school sessions which are held at regular intervals mostly on weekends.

Select the correct option

- day
- afternoon
- evening
- night

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Question # 9 of 10 (Start time: 04:12:57 PM, 28 August 2020)

Total Marks: 1

The _____of like-minded people would encourage everyone to work together to benefit the company.

Select the correct option

- ○ energy
- ● synergy
- ○ clergy
- ○ allergy

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Question # 7 of 10 (Start time: 04:12:18 PM, 28 August 2020) Total Marks: 1

In business communication, English word count expands up to _____when translated into a European language.

Select the correct option

- 20%
- 30%
- 35%
- 40%

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Question # 10 of 10 (Start time: 04:02:29 AM, 10 January 2020) Total Marks: 1

When you write a _____, you are aiming to sell your idea or convince someone to accept your idea.

Select the correct option

- ● proposal ✓
- ○ memo
- ○ letter
- ○ report

Click to Save Answer & Move to Next Question

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Question # 9 of 10 (Start time: 04:02:21 AM, 10 January 2020) Total Marks: 1

Microsoft Word offers many templates of _____ from which to choose which suits your purpose and audience.

Select the correct option

- ○ circular
- ○ letter
- ○ memo
- ● email ✓

Maha Malik's Compilation

Maha Malik's Compilation

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Question # 8 of 10 (Start time: 04:02:02 AM, 10 January 2020) Total Marks: 1

The _____ is the largest part of the report and it develops the concepts of the summarized topics.

Select the correct option

- ○ introduction
- ● discussion ✓
- ○ conclusion
- ○ recommendation

Click to Save Answer & Move to Next Question

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Maha Malik's Compilation

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Question # 8 of 10 (Start time: 04:00:33 AM, 10 January 2020) Total Marks: 1

The criteria of an Incident Report do not include:

Select the correct option

- Introduction
- Personal
- Status
- Discussion

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Question # 3 of 10 (Start time: 04:00:03 AM, 10 January 2020) Total Marks: 1

In business communication, where large amounts of information have to be communicated _____ are not effective.

Select the correct option

- circulars
- letters
- emails
- reports

Click to Save Answer & Move to Next Question

Maha Malik's Compilation

Maha Malik's Compilation

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Question # 4 of 10 (Start time: 03:39:37 AM, 10 January 2020) Total Marks: 1

Business reports are used:

Select the correct option

- ○ Externally
- ○ Internally
- ○ Vertically
- ● All the given options

Click to Save Answer & Move to Next Question

Maha Malik's Compilation

Maha Malik's Compilation

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Question # 3 of 10 (Start time: 03:38:44 AM, 10 January 2020) Total Marks: 1

Developing the content means that you develop your _____ persuasively and observe ethical technical writing norms.

Select the correct option

- ○ introduction
- ○ methodology
- ○ discussion
- ● ideas ✓

Click to Save Answer & Move to Next Question

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Question # 1 of 10 (Start time: 03:38:24 AM, 10 January 2020) Total Marks: 1

In business communication, a _____ email is sent to inform a member about a meeting agenda, date, time, location and upcoming expenditure, fees, costs, etc.

Select the correct option

- ● confirmation ✓
- ○ procedure
- ○ feasibility
- ○ recommendation

Click to Save Answer & Move to Next Question

Maha Malik's Compilation

Maha Malik's Compilation

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