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ENG201 MIDTERM SUBJECTIVE QUESTIONS 2010-2019

1) What are credit reference?
2) Five benefits of well organize message.
3) Which thing motivate the audience to accept your message

Dec 17, 2019

1) How to make presentation effective
2) Oral communication types
3) Parts of letter
4) Define denotative and connotation

1) Questions me just true false the
2) Preposition 5 marks
3) Good will communication 5 marks
4) True false 5 marks
5) True false 3 marks
6) In marketing language what term is used for consumer 2 marks

Imp topic clarity, concise, seven Cs, implicit, functional words, context words, common sense

1) Identify courteous statements.
2) Identify correct sentences.
3) Identify oral communication statement.
4) Identify the type of report (two statements were given... Both of them will be from 1 report).
5) Define business communication is important...
6) Define functions words and identify them from the given list.

1) What is effective communication?
2) Types of letter
3) Persiuve message
4) Fill in the blanks thi organized message se related

1. Recommendation letter.
2. Inquiry letter
3. Describe Memos
4. Reader's familiarity in topics.
5. Baki true aur false statements the.

1) Writing a preservation message
2) How to gain credibility five factors likhny thy
3) Past ky mcqs ko fill in the blanks bana ky long question banaya hova tha jin me credibility, concreteness, courtest, clarify thy.
4) True false thy oral communication ky methods py

Dec 17, 2019

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1 Types of Resume
2. Brainstorming techniques
3. How to gain credibility
4. Prepositions and articles include in (functions) words.
5. Types of documents in work center

Dec 19, 2019

1)Complex, compound , and simple sentences 5 marks,
2) what is oral communication and it's types
3) functional words
4) persuasive writing
5) business letter
6) bad message for employees

Dec 31, 2018

1) Identify the two factors are considered while writing the introduction of proposal letter?
2) Identify the type of document of the following lines represent.
(i) It promoted to write simple and direct language
(ii) It promoted to write direct wordy.
2) Three questions of [marks = 3] All 3 Questions were truth and false
3) Three questions of [marks = 5]
(i) Truth and false
(ii) Underline the bases of the following lines
(iii) Truth and false

1) how to write bad newsletter
2) Why recommendation letter necessary for a person
3) 7c se true false the 5 marks
4) Informal letter and types

Dec 31, 2018

1) Rewrite the sentences to eliminate negativity
2) business message
3) Insert preposition
4) True and false statements
5) Define close ness clarity
6) Insert suitable words
7) Why confidence is a key factor for oral communication comment

Dec 31, 2018

1. What are the 2 basic elements of persuasive Writing?
2. Full Form of AIDA?
3. Why we use figurative Language?
4. What is Memorandum? Why we use Memorandum?

Dec 16, 2017

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3 Marks
Which of the following question/s a reader asks oneself while reading your resume?

1. **What other activities has the person engaged in?**
2. **What kind of education does the person have for the job? How many friends and siblings does the person have?**

3 Marks
What is the format of making a Direct Request?

2 Marks
Remove gender-bias from the following words and give alternative gender free expressions.
1. Mankind
2. Common man

2 Marks
Which of the following statements is more relevant to consideration?
a. It involves avoiding accusation and charging the audience without facts.
b. It involves the use of specific and image building words.

2017

Q1. Define "Minutes"
Q2. Choose the correct option
(i) Decision makers, advisors and implementers are _____ of readers (role, type)
(ii) Future, complex and phantom are _____ of readers (role, type)
Q3. True/False
(i) Functional words express relationship among content words (True)
(ii) Content words have both denotative and connotative meaning (True)
(iii) Plain English is not close to spoken English. (False)
Q4. What is the difference between a simple and compound sentence? Also give one example for each
Q5. Out of five given sentences choose the decisions you should take in an oral presentation.
Q6.was to arrange the sentences in order

Jun 5, 2017

1) Define memorandum?
2) True false 8 marks
3) Select simple, complex or compound sentence? 5 marks

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4) Meeting without published agendas unfocused and unproductive explain with examples. 5 marks
5) Fill in the blanks 5 marks

Jun 9, 2017

1) Describe any two elements of letter.
2) What do you mean by term "conciseness"? Give two examples.
3) Explain that this statement is true. "The aim of business proposal is developing a working relationship".
4) Describe the 'front matter' of application letter.
5) Identify which statement is true.
i) Direct request begins with main idea.
ii) Direct request begins with greetings.
6) Differentiate direct and indirect letter with examples.

Dec 18, 2016

Q1. Give an appropriate title to the following definition in the given below (2marks)
..... report is an extension of analytical reports. Main focus is to sell an idea, a service, or product.
Q2. Identify the given statement True or False (5marks)
(i) 60-90 percent effect of a message comes from nonverbal cues.
(ii) Word choice is one of the factors of stylistic clarity
(iii) Technical Accuracy depends upon stylistic accuracy
(iv) The language associated with but not involving the word system is called paralanguage
Q3. How can you differentiate between consideration and courtesy (5marks)
Q4. Give a short familiar word for yhe following unfamiliar word. Ascertain Consummate Outlandish (3marks)

Dec 18, 2016

Question 11: Enlist two factors that must be added in the opening of business proposal (2 marks)
Question 12: Write two sentences which shows 'Smooth Transitions'. (2 marks)
Question 13: Fill in the blanks with appropriate words. (Formal, Aid, Informal)
(I) Memorandum are brief _____ reports used to establish a record.
(ii) Minutes can be and _____
(iii) Last one not remember
Question 14: Read the statement and identify them as true or false?
(i) De-emphasize the bad news, by maximizing the space or time devoted to it.
(ii) Overemphasize the positivity.
(iii) Avoid blunt statements that are likely to cause pain and anger.
Question 15: Choose the best option for each sentence?
(i) In bad news message, bad news is embedded in (End, Middle) of a paragraph.
(ii) In an adjustment letter, (Do, Don't) blame an individual or specific department.
(iii) In an adjustment letter, (Make, Avoid) such lame excuses "Nobody's perfect" or "Mistakes will happen."
Question 16: Write down FIVE advantages of using 'written medium' in business communication. (5 marks)

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Question 17: What is meant by concreteness? Explain with examples? (5 marks)

Dec 18, 2016

1) Unity of sentence
2) informative speaking
3) pervasive speaking:
4) informal oral reports:
5) 5 marks k true false, (types of business letters)
6) completeness?? (Question 2 marks and mcqs also in this topic)
7) advantages of completeness (3 marks question)
8) describe emotion and logic in persuasive message (5 marks)

Dec 20, 2016

1) Difference between memorandum and business letter 5 marks
2) Excusive and no specialist 5 marks
3) Concreteness tha 3 marks
4) True false thay 2 number k

Jun 4, 2016

1. Define the Term "Courtesy".
2. How can we test the Completeness of a Business Message?
3. Give the five Elements of Business Communication Letter.
4. What is "Coherence" and Why it is Important?
5. Locate two independent clauses from the give sentence.
6. Fill in the Blanks...

Jun 4, 2016

1) Write a brief note on information reports.5 marks.
2) How far is the element of Scheduling important in planning a business message .5 marks?
3) Role of feedback in business message .5 marks
4) Role of letter in business communication .3 marks.
5) Purpose of technical information letter. 3 marks.
6) Fill in the blanks 2 marks
7) Remove bias gender: (i) mankind (ii) common man. 2 marks.

Dec 26, 2015

1) 1 Question are choose the given parts of letter (07 main sy 05) 05 No.
2) 1 Qs for good communication to audience (02 No.)
3) 1 Qs for long message precautions. (05 No.)
4) Four elements of analysis report.

Jun 21, 2015

Q#1: What steps are core of correctness? (2 Marks)
Q#2: What is the purpose of an “Order Letter”? (2 Marks)
Q#3: Attention aspect is important in AIDA pln. Comment. (3 Marks)
Q#4: Enlist three ways to overcome the fear of blank page in written communication. (3 Marks)

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Q#5: Write only the body of a “Claim Letter” to the manager of a company asking for the exchange of defective goods you have just received? (5 Marks)
Q#6: Define “Letter of Recommendation” and state its purposes? (5 Marks)
Q#7: Enlist five points that should be kept in mind while defining objectives to a variety of readers? (5 Marks)

Dec 20, 2015

Q11) Write a words that replace these gender biase... A) Mankind B) Common Man
Q12) Paragraph dia tha. Usko 2 jgha py Fill in the blank krna tha...
Q13) Write characteristics of "complete" sentences.

Jun 22, 2015

1 - Difference b/w structural clarity and contextual clarity
2 - Two ways of making document accurate
3 - Define "opening" of document
4 - Benefits of organizing message
5 - Letter of recommendation is to help candidate. Comment.
6 - Define end notation

Dec 19, 2015

1) What is complex sentence? 2 marks
2) Explain the Readers? 5 marks
3) Explain the two strategies in bad news message? 5 marks
4) Name two process that related to letter of recommendation? 2 marks
5) Three sentence are given, mention the name that is simple, complex, compound? 3 marks

Jan 16, 2015

1) 3 marks k true and false
2) 2 marks write a two ways of writing a good sentence/paragraph.
3) 2 marks ki fill in the blanks (Bad news message mein sy)
4) what is coherence and why is it important? (5 marks)
5) Buffer (5 marks)
6) what is Editing message? and describe its factors (5 marks)
7) True false = 3 marks

8) 5 marks describe phantom reader, complex and future readers
9) 5 marks body of letter to IT department about bug in LMS
10) 5 marks about paragraph illustration, comparison and contrast, Redundancies, cause and effect, and one more
11) 2 marks transmittal letter
12) 5 Marks True and falls
13) 5 marks Direct and Indirect approach
14) 3 marks write buffer , mean 3 long sentence and i should be write in concise
15) 2 Marks Adjustment letter
16) 3 Marks write about completeness
17) 3 marks write 2 factor about Letter in business

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Jan 20, 2015

1) Substandard language ka subjective question tha.
2) Claim body ka subjective tha.
3) 5 marks k subjective question ma true false thay.
4) Routine credit request k 2 steps likhnay thay.
5) Fill the blanks with the given word: (helpful, buffer, negative, positive, diplomatic)
6) The indirect plan consists of four parts: a buffer, reasons supporting the _____ decision. A clear, diplomatic statement of the _____ decision. A helpful, friendly, and _____ close.

Jan 22, 2015

1. Write about consideration and courtesy?
2. Advantages of oral medium?
3. Planning for "sales letter"?
4. Rules for positive messages?

Jun 15, 2014

1) Define Plain English
2) What is the purpose of order letter?
3) What is the role of 'main idea' in organizing business message?
4) What is the purpose of technical-information letter?
5) Meetings without published agendas seem unfocussed and unproductive. Explain with example
6) Difference between Document Accuracy and Technical Accuracy
7) Write a brief note on informational report

Jun 16, 2014

1) Explain letter of inquiry? 2 marks
2) Describe salutation? 2marks
3) Elaborate conciseness? 3 marks
4) Difference between latter and memo format? 3marks
5) In what ways meeting minutes contribute in conducting meeting? 5marks
6) Write two step of writing bad news message? 5marks
7) Write two beneficial points of arranging ideas in logical manner while writing business message? 5marks

Q1 difference between Memo & Letter?
Q2 write a body portion of letter for information about "Apartment for rent". You just saw advertisement in newspaper.
Q3 Characteristics of correctness principles?
Q4 How to develop a paragraph?
Q5 Difference b/w connotation & detonation?
Q6 Why clarity is important?

Dec 28, 2013

1. Define adjustment letter 2 marks

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2. Apply buffer theory on phrases 3 marks
3. Differentiate adjustment and claim letter. 5 marks
4. Explain credibility with examples 5 marks
5. Explain step-wise procedure of formulating of message 5 marks
6. Format of direct request 2 marks

Dec 28, 2013

1-what in an adjustment letter? /2
2-Steps involved in planning Sale letters? /3
3-key factors to analyze the audience while planning business message? /5
4-action verbs /3
5-camouflaged verb /5

Dec 28, 2013

1) How can we emphasis bad news message?
2) Purpose of technical-information-letter?
3) Reason for conveying bad news message?
4) Matter to put information in logical manner for reader to grasp the information?
5) How can you putt active verb to make business message concrete.
6) Why we use electronic message?

Dec 26, 2013

1) What is the difference between direct and indirect approach?
2) What does Good organization mean? What are the ways to achieve good organization?
3) A revised message increases readers. (Forgot the actual word)..... Kindly comment.
4) What is memorandum? What are the purposes of memorandum?
5) What should be planned for writing a request for reference?
6) What are the characteristics of a well-organized message?
7) Explain 'you attitude'?

1) What are the some of the points that should be avoided in order to write a well-organized message 5
2) to approve the credit request, we have to use the direct approach, elaborate how we can do that. 5
3) True "courtesy" involve beings aware but only of the perspective of others, but also of their felling, comment 5
4) What are the guidelines for requesting References? 3
5) Enlist the three points necessary for effective designing of a document 3
6) what does "sharpening your skills" imply? 2

1) What is an adjustment letter? 2
2) What is conciseness and why is it important?
3) What is difference between formal and informal report?
4) What is a General Structure proposal?
5) Write down a Proposal Structure?
6) Structure of a customer letter?

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7) Define "salutation" (2)
8) Explain Plain English (2)
9) Define Good news and Goodwill message. (3)
10) credibility with relevant example (5)
11) write a memo for the improvement of educational system at school level in teacher-principle meeting. (5)
12) Cautionary latter to IT Head to remove bug from Learning Management System (5)
13) What is Adjustment Requests?
14) Explain the meaning of word convey
15) Explain Necessary Details in Positive message
16) Write an inquire Letter
17) what is direct and in direct approach?
18) Write three characteristics of correctness
19) And one is prices line
20) Why we use Electronic messaging?
21) What are the importance of correctness?
22) What are the question which should be kept in mind while writing Routine Request?
23) Define three types of readers in detail?
24) What are Meeting Minutes Format?
25) What are Good News and good will messages?
26) How to convey bad news message?
27) What is the technical-information-letter?
28) What is the difference between business letter and memo?
29) Explain the Stylistic Accuracy and formal approach?
30) What is the difference between formal meeting minutes and informal meeting minutes?
31) Explain the deductive and in deductive?
32) Define electronic message in detail?

Jun 1, 2013

1. Define plain English? (2)
2. A well-organized message containing all vital ingredients? (3)
3. What are important for obtaining center of recommendation (3?)
4. What is reader-cent red-approach? Why is it important? (5)
5. What type of info is included in meeting minutes? (5)
6. Write short report report related electricity problem (5)
7. Attention aspect is important in Aida plan comments? (2)

Dec 25, 2013

1) Difference between Direct and indirect plan? 2 marks
2) any four type of letters? 2 marks
3) what good organization mean? 3 marks
4) The way of gaining credibility in business? 3 marks
5) Question about "you Attitude? 5 marks
6) How many type of letters? Explain any three type of letters?

Dec 15, 2012

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Q1. Letter about informational technology
Q2. What is business letter?? Write any three types of business letter??
Q3. What is direct approach??
Q4. What is concreteness?? Explain it with example??
Q5. What is Stylistic Accuracy??????
Q6. What is formal approach?????/
Q7. Structure of proposal?????

Dec 15, 2012

1-Difference b/w memo and letter. (2 marks)
2-What is substandard language? (2 marks)
3-What is semantics? (3 marks)
4-Why we use logical well organize message? (3 marks)
5-Write inquiry letter to the property dealer to hire house on rent (you have read in the newspaper and ask at least ten questions from the property dealer) (5 marks)
6-Write a note on conciseness. (5 marks)

Dec 16, 2012

Q No.1: What are claims and adjustments? (3)
Q No.2: How does document accuracy differ from Technical accuracy? (5)
Q No.3: Write a note on organizing positive message in detail. (5)
Q No.4: Difference between formal and informal meeting minutes? (5)
Q No.5: What is Persuasive message? Discuss its format. (3)
Q No.6: Write a note on correctness principle of communication? (2)

May 20, 2012

1) What are the general rules of direct request?
2) What is meant by letter of recommendation, state its purpose.
3) Write the ways to achieve good organization?
4) What is meant by "credibility"? Explain with example.
2question were related to acceptance letter

May 20, 2012

1) Core of correctness? 3
2) Concreteness and its example? 5
3) de-emphasize bad news message 3
4) Buffer statements ki 3 mistakes 2
5) Letter writing for claim and adjustment 5
Q: Define letter of inquiry (2).
Q: what is the purpose of end notation in business letter (2)
Q: How to camouflaged verb affect business communication (3)
Q: Define conciseness and how to achieve it (5)?
Q: What are the means of communication do customer services department use (5)
Q: Write a report on distance education (5)
Q: Write a letter to decoration firm to decorate your house or building (5)

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1. What is courtesy closing? 2
2.what is the general purpose of business message? 2
3.what is coherence and why it is important? (5)
4.what are the general rules of direct request? (5)
5.what is biased language give examples? (5)

1st:-Point Out The similarity between Memo and Business latter [2 Marks]
2nd:-What is the 'Golden rule' for writing the precise and concrete message [2 Marks]
3rd:-The aim of a business proposal is to establish a working relationship. Is this correct? In the light of this statement discuss its structure [3 Marks]
4th:- Write down the structure of Customer latter [3 Marks]
5th:- Differentiate between the connotation and denotations [5 Marks]
6th:-What are the main features of consideration in 7C's

1) Write a note on completeness principle of communication. 2
2) Point out the similarity between Memo and Business Letter. 2
3) what is Informal writing? 3
4) Define the 'Direct Request' approach used in Business communication. Give at least one example. 3
5) Differentiate between Direct and Indirect Approach? 5
6) what is the difference between Business Letter and Memo? 5
7) what is the Reader-Centered Approach? Why is it necessary to keep in view this approach while writing a document? 5

1 What are the basic strategies for writing bad news messages?
2. Describe random list briefly?
3. How do camouflaged verbs affect the process of business communication?
Explain with examples.
4. What are the characteristics of a good opening of a report?
5. Write a note on application letter?
6. Write down the reasons for conveying a bad news about orders?
7. Define the following.
• Phantom readers • Future readers • Complex readers

1) Define agenda?
2) Define memorandum?
3) Formal and info
4) write body of letter for furnishing the house

Q 1what are the key factors of correctness
Q 2 explain complex sentence
Q 3 specific ways to indirect consideration
Q 4 composing of business massages
Q 5 write the way to achieve Good organization
Q 6 write the way of getting consideration

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Q: Define letter of inquiry (2).
Q: What is the purpose of end notation in business letter (2)
Q: How to camouflaged verb affect business communication (3)
Q: Define conciseness and how to achieve it (5)?
Q: What are the means of communication do customer services department use (5)
Q: Write a report on distance education (5)
Q: Write a letter to decoration firm to decorate your house or building (5)

1) What is 'coherence' and why is it important? 5 marks
2) what is biased language give example? 5 marks
3) Customer Services is a department of an organization specified for a response to inquiries. Write a note on Customer Services 5 marks
4) Explain briefly the importance of emotion and logic while writing persuasive messages.3 marks
5) Do you think words convey meanings? Be precise in your answer3 marks
6) Write informal writing? 2 marks
7) how can you get accuracy while writing a report? 2 marks

1) 2 marks bad news message
2) 2 marks smooth business letter techniques
3) 5 marks memo
4) 5 marks agenda and meeting minutes
5) Most of subject paper was from latter and memo portion
6) One question of 2 marks about report
7) 7c long note

Question No: 11 (Marks 2) what is the basic purpose of business communication?
Question No: 12 (Marks 2) what are the elements of a business letter, list them only.
Question No: 13 (Marks 3) what are Acceptance Letter? Give a format of acceptance letter.
Question No: 14 (Marks 3) what are the most common errors done while buffering a letter?
Question No: 15 (Marks 5) How many types of business letters are there? Explain any three of them.
Question No: 16 (Marks 5) what are the main components of Direct plain?
Question No: 17 (Marks 5) Comments on a statement regarding clarity and accuracy.

Q 1what are the key factors of correctness
Q 2 explain complex sentence
Q 3 specific ways to indirect consideration
Q 4 composing of business massages
Q 5 write the way to achieve Good organization
Q 6 write the way of getting consideration
subjective paper is totally from last 10 chapters
1) Write a note on completeness principle of communication. 2
2) Point out the similarity between Memo and Business Letter. 2
3) what is Informal writing? 3
4) Define the 'Direct Request' approach used in Business communication. Give at least one

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example. 3
5) Differentiate between Direct and Indirect Approach? 5
6) what is the difference between Business Letter and Memo? 5
7) what is the Reader-Centered Approach? Why is it necessary to keep in view this approach while writing a document? 5

1) formulating message
2) order letter and purchase order latter main difference 5
3) give key terms to analyze the audience.5
4) or main point ka bara main question tha

May 18, 2012

QNo.1: What is Informal Writing? 2marks
QNo.2: What is the difference between 'Letters' and 'Memo'? 2 marks
QNo.3: How can we Write Persuasive request For Action? 3 marks
QNo.4: Write the Structure Of Customer Letter? 3 marks
QNo.5: What is 'Conciseness'? What is its Importance? Explain Your Answer? 5marks
QNO.6: Why should we give Positive response At the End in Bad news message? And what is the format Of Bad-News Message? 5 marks
QNo.7: Why is the Report Being Prepared? And explain its Format? 5 marks

Dec 12, 2012

Q: explain the term AGENDA? (3)
Q: how many type of business letters just name them (3)
Q: what is the difference b/w direct approach and indirect approach (2)
Q: what is a complex sentence? (2)
Q: write a letter of inquiry about an anti-virus? (5)
Q: difference b/w claim and adjustment letter? (5)

Dec 1, 2011

1) What does the phrase readers create meaning
Individual cultural variables are very important to understand intercultural communication? Discuss with three individual cultural variables
2) Name some individual cultural variables mentioned in intercultural communication model.
3) Advantages of email 5 marks.
4) Choose short, familiar and conversational words. Discuss this clarity principle with example.
5) What is the difference b/w general request and inquiry letter? And what organizational approach is used for both?
6) Ek letter tha uss ko rewrite krna tha guidelines were given.

1. Diff b/w simple and compound sentence (2)
2. Name of element of business latter. (2)
3. Give step of Formulating step (2)
4. Editing message (3)
5. Adjustment request (3)

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6. General use about the direct request (3)
7. Describe structural clarity and Contextual clarity (5)
8. What are the basic steps in the composition of business (5)
9. Inquiry latter (5)
10. Latter sales post (5)
11. What is conciseness (5)
12. Diff b/w connotation and denotation (3)
13. Latter sales post (5)
14. What is conciseness (5)
15. Diff b/w connotation and denotation (3)

Dec 7, 2011

1) Define term semantics
2) What is the format of writing Bad News Messages?
3) What is letter of Inquiry?
4) What do you know about written Medium?
5) Difference between Courtesy and Consideration
6) Difference between Indirect and Direct Approach

Dec 12, 2011

1. What is formal writing? (2)
2. Difference b/w simple and compound sentence (2)
3. What is AIDA? (3)
4. Define Agenda and Minutes (3)
5. Describe conciseness and we can achieve conciseness (5)
6. What are strategies of Bad News? (5)
7. Difference b/w Business letter and Memo (5)

Dec 2, 2010

Define the transition?
Informal Writing?
What are claims and adjustments?
Composition of business message?
Consideration regarding 7 c's 5 marks
Factors to consider during editing of a message?
MCQ's were almost from quiz and past papers

Dec 2, 2010

1: Define complete message
2: what is transmittal letter?
3: what is consideration regarding seven c'sQuestion
4: what is business letter?
5: what is buffer?
6: what should be kept in mind while writing sale letter?

Dec 6, 2010

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