

UNIVERSITY OF EDUCATION
"UEXam" Semester-I, 2023
For Bachelor Programs, Session:2022-2026

Course Code: ENGL1114
Subject: Functional English

SECTION: I (MCQ's)

Time Allowed: 20 Minutes

Max. Marks: 20

NOTE: Encircle the correct/ best answer in each of the followings. Each Question carries 1 mark. Use of remover carries zero mark. Cutting and Overwriting is not allowed.

Roll No. (in fig.) _____

Roll No. (in words) _____

Candidate's Signature. _____

Signature of Addl. Supdt. _____

Q1.

- Oral report tends to be
 - a. old
 - b. complicated
 - c. long
 - d. modern
- is prepared according to the form laid down by law.
 - a. Statutory report
 - b. letter
 - c. application
 - d. clues
- Periodic report is submitted
 - a. Seldom
 - b. never
 - c. daily
 - d. rare
- Reports by committees or sub-committees are sent on the basis of
 - a. Subject
 - b. Institution
 - c. content
 - d. number
- Clarity is of a good report.
 - a. Value
 - b. weakness
 - c. purpose
 - d. ignored
- Business report makes for future.
 - a. Excuse
 - b. recommendation
 - c. data
 - d. nothing
- writing is an essential skill for professional in almost every field.
 - a. Essay
 - b. subject
 - c. report
 - d. application
- are often used to display the result of an experiment and investigation.
 - a. Letter
 - b. verb
 - c. punctuation
 - d. report
- elements are often used to persuade readers.
 - a. Additional
 - b. new
 - c. job
 - d. subject
- Findings and recommendations present a picture.
 - a. Whole
 - b. no
 - c. dark
 - d. coherent
- is Updated to tailor to different job descriptions.
 - a. Designation
 - b. resume
 - c. report
 - d. application
- A written conversation between two or more parties is called
 - a. Letter
 - b. resume
 - c. Curriculum Vitea
 - d. dialogue
- author adds more paragraphs to further explain the
 - a. hook
 - b. details
 - c. Intro
 - d. conclusion
- 'bank' and 'bank' are
 - a. synonym
 - b. antonym
 - c. homograph
 - d. clues
- In , feelings are added with the use of word.
 - a. connotation
 - b. homonym
 - c. description
 - d. main idea
- "Hi Buddy" is impression in mail.
 - a. visuals
 - b. old
 - c. formal
 - d. informal
- "Thanks for your email" is a/an expression in email writing.
 - a- Formal
 - b- Informal
 - c- Semiformal
 - d- Polite
- tells the reader who has been sent a copy of the letter.
 - a- Reference
 - b- Identification
 - c- Email Addresses
 - d- CC Notation
- Résumé is a word derived from Résumé.
 - a-Latin
 - b- French
 - c- Italian
 - d- English
- \ report is generally used for?
 - Reading
 - b- Hearing
 - c- Both A and B
 - d- None

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M Lipman



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