

Class:- F.Y.B.Sc

Subject :- Communicative English

1. 'With love' is used in which part of an informal letter?

1. .Heading
2. Opening.
- 3. Closing**
4. Body

2. In order to have the desired effect on the recipient what should a formal letter be?

1. In the proper format.
2. To the point and relevant.
3. Grammatically correct.
- 4. All the above.**

3. In a formal letter what is the name given to the address and date at the top?

1. Starting
2. Closing
3. Body
- 4. 4. Heading**

4. If you didn't know the recipient's name, how would you address the person?

- 1. Dear Sir or Dear Madam.**
2. My dear.
3. Hello
4. All the above

5. What would you say in the opening part of a formal letter?

1. Ask how good the weather is in the recipient's city.

2. Talk about how good the weather is in your city.
 3. Ask the recipient if he is hale and hearty.
 4. **Inform the recipient why you are writing the letter.**
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6. The main point is written in which part of a formal letter?
 1. Post script.
 2. Closing.
 3. Opening.
 4. **Body.**
-
7. How would you address the recipient of an informal letter?
 1. Dear Mr.
 2. **My dear.**
 3. Dear Sir/Madam.
 4. Hello Sir/Madam.
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8. How do you end the main body of a formal letter?
 1. **By telling the recipient what he should be doing next.**
 2. By talking about the weather in your city.
 3. By talking about the weather in the recipient's city.
 4. By expressing your love for the recipient.
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9. In an informal letter you should do what?
 1. Scribble
 2. Ignore grammar.
 3. Leave out the date.
 4. **Write legibly in simple English.**
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10. If you didn't know the recipient's name, how would you close the letter?
 1. With love.
 2. Yours sincerely.
 3. **Your faithfully.**
 4. Affectionately yours.

11. Business letters produce immediate effect because they are:

1. **Informal**
2. Brief
3. Interesting
4. Formal

12. Letters that please the receiver are called:

1. **Good-news letters**
2. Invitation letters
3. Routine letters
4. "yes" letters

13. The purpose of a "no" response letter is to leave the reader with:

1. Reasons for the rejection of the request
2. **Minimum disappointment**
3. Unpleasant feelings
4. No future hope

14. Form letters are also known as:

1. Formal letters
2. Bad news letters
3. Circular letters
4. **Persuasive sales letters**

15. A memorandum (memo) is considered a brief form of written communication for:

1. Legal use
2. Formal use
3. **Internal use**
4. External use

16. Simplicity in writing means essentially:

1. **Plainness**
2. The use of simple tense
3. The use of simple words
4. The use of simple sentence

17. Writing a letter with “you-attitude” means writing:

1. From the point of view of the reader
2. Using the word “you” repeatedly
3. From the point of view of other persons not concerned
4. **From the point of view of the writer**

18. Good business letters are characterized by the following personal quality of the writer:

1. **Sincerity**
2. Seriousness
3. Formality
4. Humour

19. The simplified style business letter has:

1. **A subject line**
2. Indentation
3. A complimentary close
4. A salutation

20. Modern business letters are usually written in:

1. **Full-block style**
2. Indented style
3. Semi-block style
4. Simplified style

21. Whom are friendly letters not written to?

1. Relatives
2. Close friends
3. Family members
4. **Manufacturer**

22. Friendly letters can contain many subjects.

1. **True**
2. False

23. Which of these forms is not used to address people in friendly letters?

1. Dear
2. My dear
3. **Respected**
4. Dearest

24. Which form of courteous leave-taking is not used in friendly letters?

1. Yours affectionately
2. **Yours truly**
3. Yours sincerely
4. Your loving son

25. Which of these is not prefixed with any form of courteous leave-taking in friendly letters?

1. With best wishes
2. With kind regards
3. With kindest regards
4. **Your regards**

26. Which of these phrases is used to start the main body of a friendly letter?

1. **It was nice of you to...**
2. All the best.

3. Please refer to your letter no...
4. We are pleased to place an order..

27. Which of these phrases is used to end the main body?

1. **Best wishes to all of you.**
2. Thank you very much for your letter.
3. I received your letter today.
4. Thank you for your letter of 6th March.

28. A formal invitation should be written in third person.

1. **True**
2. False

29. Where does the name of the writer come in a formal invitation?

1. Top right corner
2. Top left corner
3. **Main body of the letter**
4. Bottom right corner

30. Where should the date be written in a formal invitation?

1. Top left
2. Top right
3. **Bottom left**
4. Bottom right

31. In inquiring information, regarding admission and equipment costs, etc, a type of letter used is known as:

1. Bad news letter

2. Adjustment letter
- 3. Inquiry letter**
4. Complain letter

32. In letter writing format, a title, "Dear Mr. John" is an example of;

- 1. Salutation**
2. Signed name
3. Letter body
4. Introduction

33. In writing, best way to use heading and subheading technique in newsletter, concentrating to;

- 1. Avoid excessive punctuation**
2. Use detailed phrases
3. Use abbreviations
4. Use outling

34. A writing practice against ethical and legal considerations, reckoned as violating rule of technical writing, termed as:

- 1. Ethicalities**
2. Functionalities
3. Legalities
4. Ethics

35. Comparatively, Germany and Japan to other countries, believed to be very strict in;

1. Schedules
2. Financial matters
3. Business strategies
- 4. All of above**

36. Avoiding 'biased' language is part of;

1. Re-writing
2. Pro-writing
3. Pre-writing
4. **All of above**

37. In technical writing, "Fireman" is an example of;

1. **Sexist language based on nouns and pronouns**
2. Unequal treatment
3. Omission
4. Possession

38. To write a survey type proposal, most considerable appropriate pre-writing technique, consolidating;

1. Flowcharting
2. Organizational charts
3. storyboarding
4. **All of above**

39. Smaller unit created in long reports is called:

1. White spaces
2. Order
3. **Section dividers and tabs**
4. Preserve html

40. Tone of communication is set by;

1. Examining the purpose
2. **Considering audience**
3. Gathering data
4. Hypothesis statement

41. Which of these is a correct formal letter introduction?

1. Hello John
2. Hello Mr. Jones
- 3. Dear Mr. Jones**
4. Alright

42. Which of these would not be acceptable in a formal letter?

1. Cannot
2. Do not
3. I am
- 4. Wouldn't**

43. Your name and address always goes in the top right corner of a formal letter

- 1. True**
2. False

44. Where should you write the date on your letter?

1. Under your address?

2. Above your address?

3. Under the recipient's address?

4. Above the recipient's address?

45. When writing your letter on a computer, how should you align your text?

1. Left

2. Right

3. Centre

4. Justified (spread out to fit the whole line)

46. All Paragraphs should be indented

1. True

2. False

47. What should you always do when writing a formal letter?

1. Use paragraphs

2. Make a cup of tea before you start

3. Use Correct Sentences

4. Put in some colourful pictures

5. Check your spelling

48. What is the part of the letter that includes the address and date at the top?

1. Greeting

2. Heading

3. Body

4. Closing

49. The _____ is the heart of the letter where the message is written

1. **Body**
2. Cover
3. Send
4. Receive

50. This is the part of the letter that includes a word like sincerely and your name

1. **Closing**
2. Opening
3. Body
4. Heading

51. For a business letter a great lead would be “ Hello, my name is_____ and I want to tell you.”

1. True

2. False

52. On Demand writings can be in the following forms. (Check all that apply)

1. Short story
2. **Letter**
3. **Speech**
4. **Editorial**
5. **Article**

53. The three purposes of on Demand writing include to persuade, to entertain and to _____.

1. Formal

2. Inform

54. Which of the following are transitional words? Check all that apply.

1. Furthermore

2. In addition

3. Also

4. First

5. Hello

54. True or false? A letter should be written in columns?

1. True

2. False

55. What is the purpose of this prompt: You really want to go on a field trip. Write a letter to your teacher and persuade her to organize a fun field trip.

1. Inform

2. Persuade

3. Entertain

56. Who is the audience of the following prompt: You want to go on a field trip. Write a letter to your teacher persuading her to organize a field trip.

1. Students

2. Your teacher.

3. Principally

4. Kingdom president

57. Your Favorite Reader,

1. Your favorite reader,

2. Your Favorite reader

3. Your Favorite Reader,

58. I ___ watching TV when Paul and Simon arrived.

1. Is
2. Were
3. **Am**
4. Was

59. Do you think he ___ what I said?

1. **Understood**
2. Understanding
3. Understand

60. She ___ to learn English in Malta next summer.

1. **Hopes**
2. Hoping
3. Hope

61. I don't think I've ever ___ on that sofa.

1. Sitting
2. Sat
3. **Sit**

62. Tom ___ tired.

1. Look
2. **Looks**
3. Looking

63. When I was young I wanted to ___ a vet.

1. **Be**
2. Is
3. Was

4. Am

64. Did you used to ___ with dolls?

1. Playing

2. Play

3. Played

65. I've never ___ sushi before.

1. Eaten

2. Ate

3. Eat

66. The window was already ___ when I got here.

1. Broken

2. Break

3. Broke

67. Last night I ___ on the carpet and fell asleep.

1. Lay

2. Lie

3. Lied

68. She will _____ (get) you a new pair of jeans on your birthday.

1. got

2. gotten

3. Get

4. getting

69. I have been _____ (try) to bake a perfect cake since morning.

(A). tries

(B). try

©. **Trying**

(D). tried

70. Yash _____ (throw) the ball very far and the ball went across the road.

(A). throw

(B). thrown

©. Throws

(D). **threw**

71. He was _____ (bite) by a snake.

(A). **bitten**

(B). bite

©. Biting

(D). bit

72. The ship _____ (sink) to the bottom of the sea.

(A). **sank**

(B). sink

©. Sinking

(D). sunuse

73. I never _____ (use) to miss my drawing classes in school.

(A). **used**

(B). use

©. Using

(D). uses

74. I would _____ (forgive) him, if he had apologized.

(A). forgive

(B). have forgave

©. Have forgive

(D). **have forgiven**

75. I don't know how the money I kept in my wallet got _____ (steal).

(A). **stolen**

(B). steal

©. Stole

(D). stealed

76. She _____ (get) the mail last week.

(A). gets

(B). gotten

©. Get

(D). **got**

74. _____ (drink) milk is good for health.

(A). Drunk

(B). Drinks

©. Drank

(D). **Drinking**

75. It was pitch dark; however, there _____ (be) a ray of light that came from the farmer's hut.

(A). **was**

(B). is

©. Can be

D. Could be

76. I will not be able to _____ (complete) my project on time.

(A). completed

(B). completing

©. Completes

(D). **complete**

77. I would have _____ (fall) down from the window, as I was feeling very dizzy.

- (A). falling
- (B). fell
- ©. Fall
- (D). **fallen**

78. My brother scolded me because I _____ (drive) through the hills late in the night, when it was raining heavily.

- (A). **drove**
- (B). driven
- ©. Driving
- D. Drive

79. Theseday Rahul _____ (forget) his homework, very often.

- (A). forgotten
- (B). forgot
- ©. Forget
- (D). **forgets**

80. Don't forget to give me a call when you _____ (go) to the gym.

- (A). gone
- (B). have gone
- ©. Went
- (D). **gobee**

81. I have never _____ (be) to Agra to visit the Taj Mahal.

- (A). be
- (B). **been**
- ©. Being
- (D). had been

82. The wind _____ (blow) heavily yesterday.

- (A). blow
- (B). had blew
- ©. Blown
- (D). **was blowing**

83. The grocery clerk will carry your bags out for you.

1. **Helping verb**

2. Main verb

84. The mail arrived after I left.

1. Transitive verb

2. **Intransitive verb**

85. I have already done my homework.

1. Regular verb

2. **Irregular verb**

86. That book you recommended sounds interesting.

1. **Linking verb**

2. Non-linking verb

87. I prefer cream rather than milk.

1. Dynamic verb

2. **Stative verb**

88. Jerry studies for three hours every day.

1. Helping verb

2. **Main verb**

89. We looked at all of the art in the museum.

1. **Regular verb**

2. Irregular verb

90. Would you take a picture for us?

1. **Transitive verb**

2. Intransitive verb

91. I don't want to fight about who gets the car.

1. **Dynamic verb**

2. Stative verb

92. I have had this phone for two years.

1. **Helping verb**

2. Main verb

93. It _____ drizzling throughout the previous day.

1. **Kept**

2. Keeps

3. Keep

4. Keeping

94. My computer broke down, so I _____ continue my work.

1. Cannot be

2. **Could not**

3. Can't

4. Couldn't been

95. They _____ swimming at the beach.

1. **Were**

2. Was

3. Will

4. Is

96. If you are in town, you _____ come to me.

1. Are

2. Were

3. Had

4. **Will**

97. He heard the train _____ coming.

1. Is
2. Were
3. Will
4. **Was**

98. _____ you want some food? You are looking hungry.

1. Does
2. Is
3. Might
4. **Do**

99. I _____ shelter is rain under a shady tree.

1. Takes
2. Taken
3. Taking
4. **Took**

100. Self admiration _____ the most serious of problem.

1. Are
 2. **Is**
 3. Am
 4. Were
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