

1. Communication Vocabulary

Q1: What does a synonym mean?

- a. Opposite meaning
- b. Same meaning
- c. Word origin

Answer: b) Same meaning

Q2: Choose the word that is an antonym for "fragile":

- a. Weak
- b. Strong
- c. Delicate

Answer: b) Strong

Q3: Identify the correct meaning of "articulate":

- a. Speak clearly and fluently
- b. Confuse others
- c. Use gestures only

Answer: a) Speak clearly and fluently

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Q10: What does "concise" mean in communication?

- a. Detailed and long
- b. Brief and clear
- c. Ambiguous

Answer: b) Brief and clear

2. Grammar - Important Terms

Q11: What is a pronoun?

- a. A word that replaces a noun
- b. A descriptive word
- c. A joining word

Answer: a) A word that replaces a noun

Q12: Identify the verb in the sentence: "The children played in the park."

- a. Children

- b. Played
- c. Park

Answer: b) Played

Q13: What is the correct plural form of "person"?

- a. Peoples
- b. Persons
- c. People

Answer: c) People

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Q20: The past tense of "eat" is:

- a. Ate
- b. Eat
- c. Eats

Answer: a) Ate

3. Common Errors

Q21: Identify the error in the sentence: "She do not like chocolates."

- a. Incorrect subject
- b. Incorrect verb
- c. Incorrect object

Answer: b) Incorrect verb

Q22: Choose the correct sentence:

- a. The dog is barking.
- b. The dogs is barking.
- c. The dog are barking.

Answer: a) The dog is barking

Q23: What is wrong with this sentence: "Its raining heavily today"?

- a. Incorrect spelling
- b. Missing apostrophe
- c. Incorrect tense

Answer: b) Missing apostrophe

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Q30: Which sentence shows proper use of subject-verb agreement?

- a. The team are ready.
- b. The team is ready.
- c. The team were ready.

Answer: b) The team is ready

4. Official Correspondence

Q31: What is the purpose of official correspondence?

- a. Formal exchange of information
- b. Entertainment
- c. Informal communication

Answer: a) Formal exchange of information

Q32: Which of the following is essential in official correspondence?

- a. Subject line
- b. Personal anecdotes
- c. Use of emojis

Answer: a) Subject line

Q33: What is the standard closing for an official letter?

- a. Best regards
- b. Bye for now
- c. Take care

Answer: a) Best regards

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Q40: Official correspondence should avoid:

- a. Clear language
- b. Ambiguity
- c. Respectful tone

Answer: b) Ambiguity

5. Business Correspondence

Q41: What is the main goal of business correspondence?

- a. Building professional relationships
- b. Personal messages
- c. Informal chats

Answer: a) Building professional relationships

Q42: Which salutation is appropriate for business emails?

- a. Dear Sir/Madam
- b. Hey there!
- c. To whom it may concern

Answer: a) Dear Sir/Madam

Q43: What should be included in the subject line of a business email?

- a. The purpose of the email clearly stated
 - b. General information
 - c. Personal feelings
- Answer:** a) The purpose of the email clearly stated

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Q50: Business correspondence should maintain:

- a. Professional tone
- b. Informal language
- c. Irregular structure

Answer: a) Professional tone

6. General Report Writing

Q51: The main purpose of general report writing is to:

- a. Convey information clearly and concisely
- b. Entertain the reader
- c. Hide facts

Answer: a) Convey information clearly and concisely

Q52: Which of the following is essential in a report?

- a. A clear structure with headings and subheadings
- b. Personal anecdotes
- c. Informal language

Answer: a) A clear structure with headings and subheadings

Q53: In a report, recommendations are usually found in:

- a. The conclusion section
- b. The introduction section
- c. The appendix

Answer: a) The conclusion section

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Q60: What tone is appropriate for general report writing?

- a. Formal and objective
- b. Informal and subjective
- c. Emotional

Answer: a) Formal and objective

7. Technical Report Writing

Q61: What is the key feature of technical reports?

- a. They are objective and focus on technical details
- b. They are personal and emotional
- c. They avoid technical terminology

Answer: a) They are objective and focus on technical details

Q62: Which section of a technical report provides an overview of the findings?

- a. Abstract
- b. Introduction
- c. Methodology

Answer: a) Abstract

Q63: Technical reports are used to:

- a. Present technical analysis and recommendations
- b. Share informal ideas
- c. Build personal relationships

Answer: a) Present technical analysis and recommendations

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Q70: Visual aids in technical reports help:

- a. Clarify complex information

b. Distract the reader

c. Add decorations

Answer: a) Clarify complex information