Q. Report should be checked for _____.

a) technical error

b) Scientific errors

c) Typing error

d) All of them

Q. A technical report establishes a _____.

a) illogical conclusion

b) logical conclusion

c) personal prejudice

d) misplaced learning

Q. Which of these must never be a basis for a technical report?

a) Facts

b) Tests

c) Personal prejudices

d) Experiments

Q. Which of these must be avoided in a technical report?

a) Facts

b) Logical conclusion

c) Objective evaluation

d) Subjective evaluation

Q. Which of these is not a parameter in a report?

a) Extent of information

b) Quality of information

c) Age of writer

d) Ability to acquire information

Q. Which of these is not a parameter of a report?

a) Ability to acquire additional information

b) Quality of additional information acquired

c) Ability to arrive at subjective evaluation

d) Ability to provide worthwhile recommendations

Q. To which of these people is the report not very crucial?

a) Engineers

b) Scientists

c) Teachers

d) Business executives

Q. The objectives of technical report identify which of the following..........

a) What information it cover

b) For whom it is written

c) Why it should be produce

d) All of these

Q. Which of these reports is raised annually?

a) Inventory reports

b) Confidential reports

c) Laboratory reports

d) Inspection reports

Q. Which of these is not a part of a report?

a) Front matter

b) Gender

c) Front cover

d) Title page

Q. The first step, engrossed in instructions writing, considered as:

a) organization of steps

b) clarification of the audience

c) review instruction criteria

d) detailed analysis.

Q. Technical writing demands which of the following use of language?

a) figurative

b) poetic

c) factual

d) dramatic

Q. Which word is used in technical writing?

a) Apex ○

b) Top

c) Slanting

d) Bottom

Q. We must be avoided..... in technical writing?

a) Facts

b) Grammar

c) Punctuation

d) Personal feelings

Q. In technical writing the largest report termed is.

a) Conclusion/recommendation

b) Discussion

c) Heading

d) Footing

Q. Which of the following does not include in format of the report.......

a) Title page ✓

b) Table of content

c) Introduction

d) None of these

Q. Shorter report is considered to be as.

a) One to five pages

b) Three to five pages   3 - 5

c) Four to five pages

d) Two paragraph

Q. Which of these reports are used in business?

a) Formal technical reports

b) Informal reports

c) Personal reports

d) Musical reports

Q. The title page of report includes _____.

a) title and author name

b) Reference number

c) Company name and logo

d) All of these

Q. The summary of report sometime referred to as a
_____.

a) Formal summary

b) Executive summary

c) Technical summary

d) None of the above

Q. Introduction of the report includes.

a) Background of the topic

b) Purpose of the report

c) Aim of the project

d) All of these

Q. Which of the following is the main part of report?

a) introduction of the report

b) Conclusion of the report

c) Objectives of the report

d) Body of the report

Q. A conclusion section provide _____ to your report.

a) Effective ending

b) Effective starting

c) Main theme

d) All of these

Q. An appendix of report gives _____.

a) raw data

b) Detailed drawing

c) Botha and b

d) None of these

last

Q. Body of the report is the main part of report where you represent your

a) investigation

b) Idea

c) Opinion

d) Your work

Q. The introduction of report consist of _____.

a) half page

b) One page

c) Half to three quarters of page

d) Three pages

Q. The summary of the report provides the brief
_____.

a) overview

b) Idea

c) Investigation

d) Theme

Q. The summary gives the most important findings of your

a) <u>Research</u>

b) <u>Investigation</u>

c) Idea

d) Both a and b

Q. The title page is the which page of your report.......

a) First page

b) Last page

c) Middle page

d) Both a and b

Q. Technical report writing also includes _____ of your research.

a) recommendation

b) Conclusion

c) Investigation

d) Both a and b

Q. Technical writing is same as general writing.

a) True

b) False

Q. Familiar words must be used in technical writing.

a) True

b) False

Q. A scientist gets his special words from _____ language.

a) Latin

b) English

c) French

d) Italian

Q. Trigonometry is a _____ word.

a) French

b) German

c) Indian

d) Greek

Q. Which of these means' bioscope?

a) Math

b) Science

c) Cinema

d) Binoculars

Q. Electricity is derived from _____ language.

a) Indian

b) Greek

c) French

d) Italian

Q. A technical report writing is also known as ....

a) Scientific report

b) Formal report

c) Informal report

d) None of the se

Q. A technical report reduces to writing the facts of a

_____.

a) particular situation

b) Normal situation

c) All situations

d) None of the se

Q. A technical report is a document that describes the process, progress or result of _____.

a) technical research

b) Scientific research

c) Formal research

d) Both A and B

Q. A technical report reduces to writing the facts of a

_____.

a) particular situation

b) project

c) process or test

d) All of these

Q. Technical report are major source of _____.

a) Technical information

b) Scientific information

c) Botha and b

d) None of these

Today आज

Q. A written report is more formal than an oral report.

a) True

b) False

Oral. is
W.R - F

Q. Which of these is usually written in a form of a memorandum? ज्ञापन

a) Informal reports

b) Formal reports

c) Professional reports

d) Business reports

Q. Which of these is not a formal report?

a) Informational

b) Informal ✗

c) Interpretative

d) Routine

Q. Into which of these types are formal reports not classified?

a) Informational

b) Interpretative

c) Oral

d) Routine

Q. Which of these reports provide information without any evaluation?

a) Informational

b) Interpretative

c) Routine

d) Progress

Q. _____ report provides rational findings.

a) Informative

b) Interpretative

c) Routine

d) Progress

Q. Interpretative reports are also known as _____

a) recommendation reports

b) routine reports

c) progress reports

d) informal reports

Q. Which of these reports are written for recording information?

a) Informational

b) Interpretative

c) Routine

d) Recommendation

Q. Which of these is not mentioned in a progress report?

a) Name of project

b) Right choice of instruments

c) Nature of work

d) Amount of work left

Q. Which of these reports involves the checking of a piece of equipment to see if it's still in working condition?

a) Progress report

b) Laboratory report

c) Inspection report

d) Inventory report

Q. A report is a systematic description of an event.
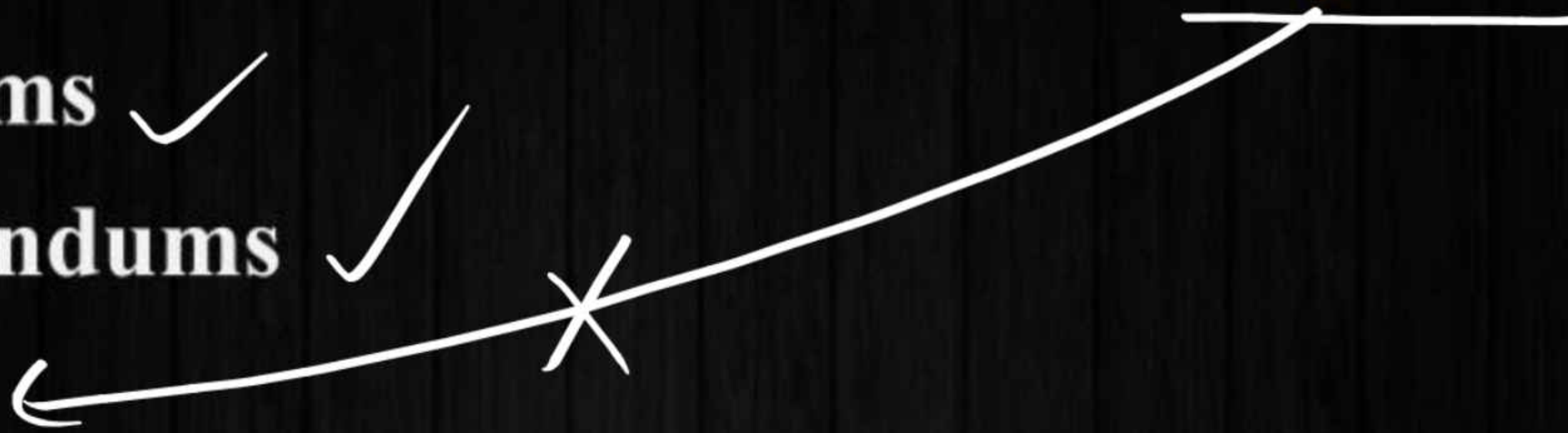
a) True

b) False

Q. Which of these does not come under reports?

a) News items ✓

b) Memorandums ✓

c) Notice

d) Report cards ✓

Q. Which of these is not a parameter of a formal report?

a) Presentation

b) Complaint

c) Information

d) Request

Q. A formal report must contain rational information.

a) True

b) False

Q. Which of these people submit business-like reports?

a) Business administrators

b) Teachers

c) Engineers

d) Scientists

Q. A _____ report provides information on scientific tests carried out by engineers or scientists.

a) progress

b) periodic

c) laboratory

d) trouble

Q. Which of these reports is written before starting a new project?

a) Feasibility report

b) Periodic report

c) Trouble report

d) Progress report

Possibilities

क्षमताएं starting

Project

Q. Which of these reports lists down precautions?

a) Progress report

b) Periodic report

c) Trouble report

d) Feasibility report

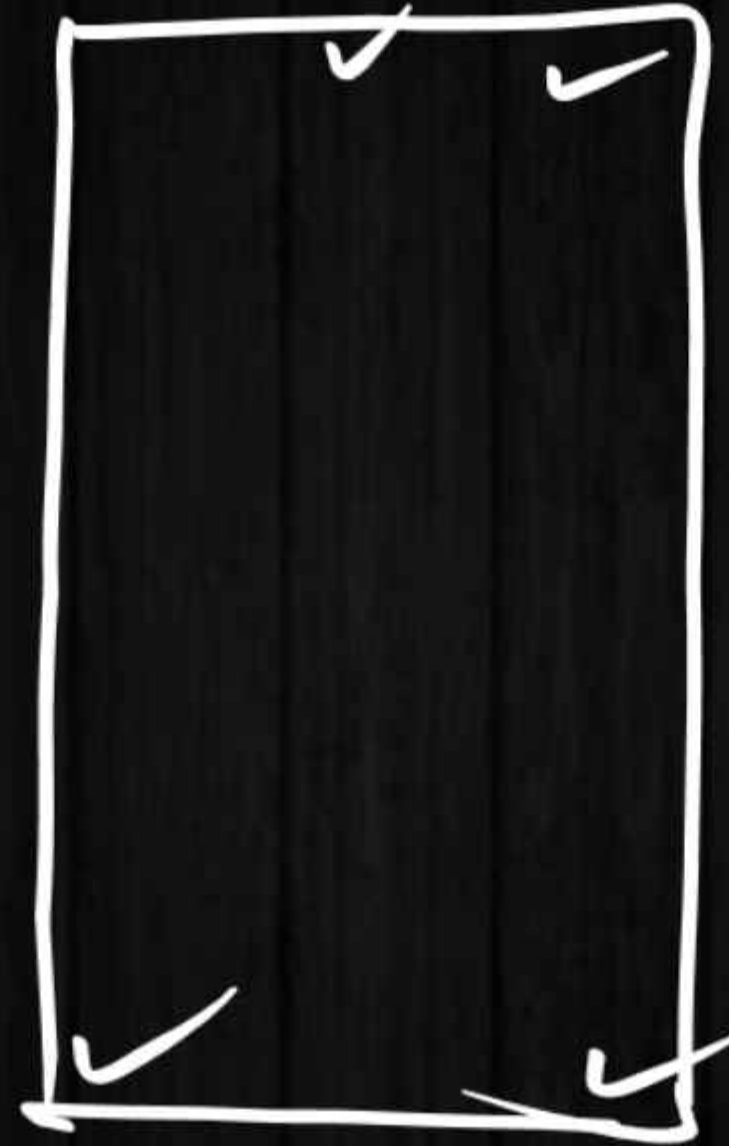**Q. In which of these cases is the letter form of report not used?**

a) When reader is a close associate

b) When subject matter is brief

c) When there is breakdown of machinery

d) When subject matter pertains to a few topics

Follow

Q. Where is the signature mentioned in a memorandum?

a) Top left

b) Top right

c) Bottom left

d) Bottom right

Q. Which of these is written like a business letter?

a) Introductory letter

b) Covering letter

c) Informal letter

d) Personal letter

Q. Covering letter is only a record of transmission of the report.

a) True

b) False

Q. Introductory letter serves the purpose of a _____

a) summary

b) preface

c) main part

d) conclusion

Q. Where is introductory letter placed?

a) At the beginning

b) At the end

c) After the title page

d) Just before the last page

Q. Which of these introduces the report to the reader?

a) Acknowledgement

b) Preface

c) Summary

d) Abstract

Q. Which of these tells us what the report is about?

a) Abstract — *outline*

b) Summary ✗

c) Acknowledgements ✗

d) Table of contents ✗

Peripheral (Periphery)

highway   Boundary

Q. _____ gives the substance of the report.

a) Abstract

b) Summary

c) Preface

d) Table of contents

Q. An abstract is _____ of the original report.

a) 2-5 percent   2-5 ↑ R.

b) 5-10 percent

c) 6-12 percent

d) 7-13 percent

Q. A summary is _____ of the original report.

a) 2-5 percent → abstract

b) 5-10 percent   summary

c) 12-15 percent

d) 15-20 percent

Q. Which of these is not a part of the main body?

a) Introduction ✓

b) Conclusion ✓

c) Complaint ✗

d) Recommendation ✓

New

Modal verbs
(Active)

* ☆ can
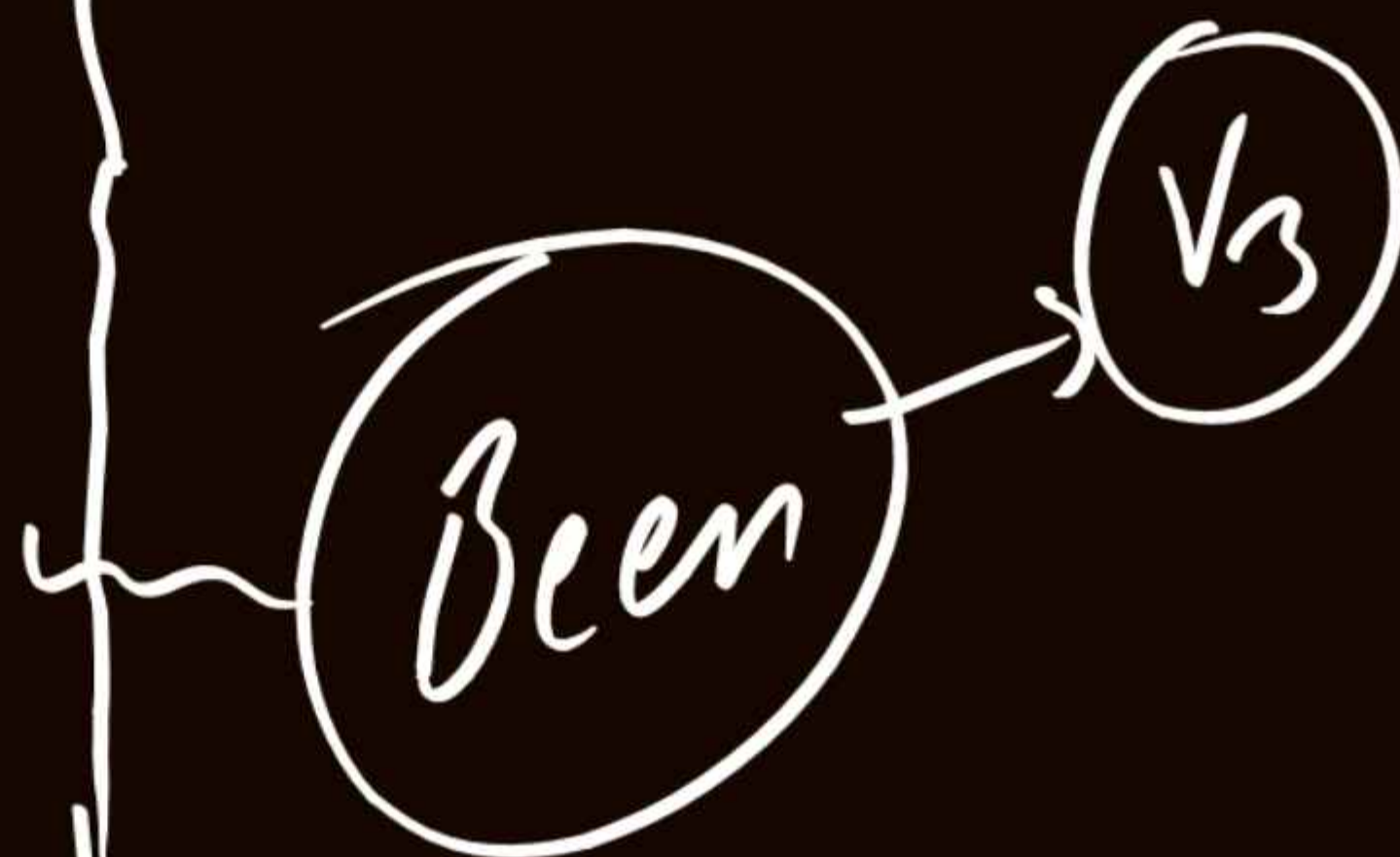* ☆ could # Must
* ☆ should
* ☆ May
* ☆ Might
* ☆ ought to

$\rightarrow$

Passive ↓ V3

Be

Active	Passive
• May have	Been → V3
• Might have	
~~(can have)~~	
• should have	
• Must have	
• ought to have	

Modal

- She must pass the exam.

→ The exam must (be) passed by her.

Modal

- She must have passed the exam.

- The exam must (have)(been) passed by her.

Active to Passive

- Need - Active - Passive

How = ✓   why = ? ✓

- Active - (subject) काम
  करने वाला object
  value

- Passive - (object) → value   subject