LADY B ACADEMY

MOTTO: PERSONALISED TUTORING FOR LEADERS OF TOMORROW

FOR TMA SUBMISSION AND OTHERS

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GST102 USE OF ENGLISH AND COMMUNICATION SKILLS II

Most pieces of_____require more than one paragraph.
Writing

Most pieces of writing require more than_____paragraph.
one

Most pieces of writing require more than one_____.
paragraph

Most pieces of writing require more than one paragraph.
True

_____the art of writing a paragraph is essential to success in any form of writing, whether it is a letter, a report, or a newspaper article, since all longer pieces contain a series of related paragraphs.
Mastering

Mastering the art of writing a__ is essential to success in any form of writing, whether it is a letter, a report, or a newspaper article, since all longer pieces contain a series of related paragraphs.
paragraph

Mastering the art of writing a paragraph is essential to success in any form of writing, whether it is a letter, a report, or a newspaper article, since all longer pieces contain a series of_.
related paragraphs

The division into paragraphs prevent_____ as it provides a physical break on the page.
boredom

The division into paragraphs prevent boredom as it provides a____ on the page.
physical break

Any longer piece of writing is divided into a number of_____.
paragraphs

A_____is a piece of writing which is unified by a central, controlling idea or theme.

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paragraph

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A paragraph is a piece of writing which is unified by a central, controlling idea or_____.
theme

The idea or theme is called the_____.
topic of the paragraph

The topic of the paragraph is sometimes expressed at some place in the paragraph by one sentence which is usually called the_____.
topic sentence

The topic sentence may be a_____, a generalization or a problem.
statement

The topic sentence may be a statement, a_____or a problem.
generalization

The topic sentence may be a statement, a generalization or a_____.
problem

Beginning a paragraph with a topic sentence_____
helps both the writer and the reader

Beginning a paragraph with a topic sentence helps both the_____and the_____.
Writer, reader

Placing the topic sentence at the end or in the middle is a more difficult skill.
True

In order to develop the_____of a paragraph, you have to expand the idea contained in the topic sentence.
central theme

In order to develop the central theme of a paragraph, you have to_____the idea contained in the topic sentence.
expand

In order to develop the central theme of a paragraph, you have to expand the idea contained in the_____.
topic sentence

An effective paragraph requires more than a topic sentence and supporting details: it must also be_____.
coherent

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In a_____paragraph, the writer takes the reader logically and smoothly from one idea to the next.
coherent

The reader must clearly recognize that one sentence_____leads to the next.
logically

Another technique which brings coherence in a paragraph is the use of _____between sentences.
transitional devices

_____ are words/phrases that help a writer move smoothly from one sentence to the next and show the logical relationship between sentences.
Transitional devices

Giving_____is one of the easiest ways of developing a topic.
examples

When a writer gives_, he helps the reader to understand a rather difficult and abstract generalization which may be contained in the topic sentence.
examples

Examples add to the readers interest.
True

The simplest way to define a term is by _____
giving a synonym or by placing the word in a general class and then distinguishing it from others in that class

A_____is a representation of an area of land, sea, or sky.
map

_____have been used since the earliest civilizations, and explorers find that they are used in rather primitive societies at the present time by people who are accustomed to travelling.
Maps

Relative clauses are of_____types
two

Relative clauses are of two types:_____and_____
defining and non-defining

A_____is never separated from the noun it qualifies by the use of commas.
defining relative clause

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A defining relative clause begins with a relative pronoun: *that, which, who, whom, whose*.

There are _____ ways of arranging information when comparing or contrasting things.
Two

The existence of a _____ helps to assure order and discipline
hierarchy

We live on the planet Earth, a ball of rock_____in diameter.
12,750km

_____is a dead planet.
Moon

Moon is a _____ planet.
dead

Moon is a dead_____.
planet

The_____is lush and fertile.
Earth

The Earth is_____and_____
lush and fertile

The_____is covered by an atmosphere which we can breathe and which also keeps the temperature quite constant.
Earth

The Earth is covered by an_____which we can breathe and which also keeps the temperature quite constant.
atmosphere

By_____behaviour we mean that our behaviour is in accordance with certain rules, customs and conventions that are observed in our society.
formal

In spoken or written communication, we can be formal or informal depending on the situation and our with the person to whom we are speaking or writing.
relationship

The language that we use at home with our family or with intimate friends is the most_____.
informal

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The language that we use outside the home becomes progressively more_____.
formal

_____ language is often written generally in the form of official reports, business letters, legal
documents, etc.
Formal

_____include letters of enquiry, applications for jobs, letters to newspapers editors, orders for goods, letters asking for travel and hotel reservations, etc.
Formal letters

A _____letter has to observe the form usually adopted for such communication.
formal

There are certain things that one should keep in mind when writing a formal letter.
(i) Keep your letters as brief as possible.
(ii) In fact, most formal letters are restricted to one or two main points.
(iii) Your letters should be clear, precise and complete.

Writing to_____and request is very common in our daily life.
complain

Writing to complain and_____is very common in our daily life.
request

Whenever you send a copy of your curriculum vitae to an organization where you are looking for a job, you should also send a personal covering letter which is known as _____
letter of application

A____is an elaboration and an explanation of the facts that you list in your curriculum vitae.
letter of application

The_____is a straightforward, factual presentation of the facts relating to your education, work experience and other qualifications.
curriculum vitae

An _____ can easily make even average qualifications appear quite impressive.
effective presentation

A_____can make excellent qualifications look ordinary.

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poor presentation

In your curriculum vitae, you should list the basic facts relating to your _____
education, experience and special skills

An order letter must be_____an_____if you are to receive the exact items that you want.
specific and complete

A letter we have to write frequently is a letter of_____or protest.
complaint

A letter we have to write frequently is a letter of complaint or_____.
protest

_____ is defined as an organised, factual and objective presentation of information.
Report

_____is a language that is hard to understand because it is full of special words known only to the members of a certain group.
Jargon

Laboratory tests or experiments are not limited to any particular field.
True

The_____explains the problem.
theory

The theory explains the_____.
problem

Do not conduct an experiment without having a clear idea of what is to be tested.
True

_____is observation carried out in specific conditions.
Experimentation

In an_____, an event is seen to occur under known conditions.
experiment

In an experiment, an event is seen to occur under_____conditions.
known

Different_____serve different purposes.
illustrations

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Different illustrations serve different_____.
purposes

_____or drawings form an essential part of a report on scientific experiments.
Diagrams

Diagrams or _____ form an essential part of a report on scientific experiments.
drawings

_____present mathematical data and trade statistics pictorially.
Graphs

Graphs present mathematical data and trade statistics_____.
pictorially

_____are used to show geographical distribution of data.
Maps

_____are used for displaying mathematical data in a compact form.
Tables

_____is prepared in the laboratory by the action of dilute sulphuric acid on granulated zinc.
Hydrogen gas

_____is a skill that you will be called upon to do from time to time in your academic work.
Summarisation

_____is a day-to-day activity.
Summary

Summary is a_____activity.
day-to-day

UNEP stands for_____
United Nations Environment Programme

_____is a plan that combines several different methods to destroy insects and rodents.
Integrated Pest Management

IPM stands for_____
Integrated Pest Management

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_____ are the answer for every garden problem, according to Harold John Weigel.
Earthworms

Earthworms are the answer for every garden problem, according to_____.
Harold John Weigel

Every_____has a purpose.
summary

_____is extra force used in speaking, on a particular word or syllable.
Stress

_____is a minimal rhythmic unit of a spoken language.
Syllable

Words are made up of one or more separately pronounced parts, called_____.
Syllables

A longer sentence is usually divided into what may be called_____, or sense groups.
breath groups

A longer sentence is usually divided into what may be called breath groups, or_____.
sense groups

The last important word in each group has what is called the_____.
nucleus

The change in pitch from high to low is known as the _____
falling tone

The change in pitch from low to high is known as the_____.
rising tone

When we use a_____on the nucleus, the pitch starts at a low level and keeps on rising till the end of the group.
rising tone

English has_____consonant sounds.
twenty-four

The interview is often called a _____
personality test

The interview is often called a personality test because_____
it helps the interview board to get an insight into your personality

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_____is the first step towards success at an interview.
Preparation

Preparation is the first step towards success at_____.
an interview

In a_____, the speaker who has made a special study of the subject, gives his exposition of it and presents his views on it.
seminar talk

_____and seminars help to bring experts in a particular subject together to present their experiences and views.
Conferences

Conferences and_____help to bring experts in a particular subject together to present their experiences and views.
Seminars

The_____is usually opened by a distinguished person invited by the organisers of the seminar.
seminar

The seminar is usually opened by a_____person invited by the organisers of the seminar.
distinguished

A_____is a gathering of experts who read papers on some important national or international affairs.
Seminar

The_____is organized into a number of different sessions.
seminar

The seminar is organized into a number of different_____.
sessions

A_____is not successful until it is concluded well.
public speech

A public speech is not successful until it is_____well.
concluded

_____relates to the rules and the structure of English.
Grammar

_____is a language that is structured in its own peculiar way.
English

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a and *an* are called_____articles
indefinite

the is called the_____article.
definite

Sentences in English belong to_____main types according to grammatical structure.
four

_____is a sentence that ends with an exclamation mark (!)
Exclamatory sentence

_____regulate time and the aspectual forms of English.
Tenses

The simple present tense has the simple form of the verb called _____
plain infinitive

_____tense emphasises the continuity of events in the past.
The past continuous tense

_____tense is used to describe an action that started in the past and is still continuing.
The present perfect continuous tense

No sentences can be correct in English without proper sequence of tenses.
True

_____ are verbal nouns which can play the role of a noun in some positions in an English sentence.
Gerunds

A_____is a verbal noun, that is, a noun which describes an action or experience and has the form of a present participle (the ing from).
Gerund

_____ are the two forms of a verb called present participle and past participle which may be used in compound forms of the verb or as adjectives.
Participles

Participles are the two forms of a verb called____ and_____ which may be used in compound forms of the verb or as adjectives.
present participle and past participle

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_____ is a form of direct statement whereby the subject of a sentence takes an object without any inversion.
Active voice

In an _____the subject and the object of the sentence are not interchanged.
active voice

_____patterns of a sentence are useful if you want to present any point directly without going round about.
Active voice

_____is the most direct way of presenting any idea.
Active voice

_____ are some aspects of helping verbs which can vary the tense of the verb.
Modal auxiliaries

The special verbs in English are called_____.
modal auxiliaries

The core aspect of a paragraph is its_____
Main idea

The main idea is usually couched in the_____
Topic sentence

Most topic sentences are usually_____of the paragraph.
At the beginning

In most writings, the_____in a paragraph tends to present the central theme in it.
First sentence

When using example as a paragraph development device, you will likely use one of these
_____
For example

The central concern of narrative writing is_____
Telling a story

The major focus of a descriptive paragraph is to_____about a thing or person.
Give details

A paragraph providing step by step details of a process of an experiment you just performed will be called_____.

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Explanatory

"All men are women abusers" is an example of a statement that will be referred to as_____
Generalisation

When you write to the VC of your university, it is a(n)_____
Formal letter

A major way of determining if a letter is informal or not is through the_____
Language usage

If you are writing a letter to your friend, one of the ways you will salute them is to start your letter with _____
Dear Sam

If you are to write a letter to your Faculty Dean, you are expected to write it _____your Centre Director.
Through

When a patient dies of lung cancer attributable to his chain smoking habit, it would be right to say cigarette is_____of his death.
Cause

Letter to the Editor is normally written to_____
Newspaper houses

A letter seeking for job is usually called_____
Application letter

You were offered jobs by two organisations, which letter will you write to the one you did not want to work with?
Letter of acceptance

If you have a job offer from more than one organisation, state the type of letter you are going to write to the organisation you do not wish to work with _____.
Letter to decline

An essay you write to present your class debate will be written in _____ language.
Formal

When you want to write a letter to accept a job offer, it should be done with
Gratitude

If you are seeking to further your studies, what sort of letter can your lecturer writer to support your quest?

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Reference letter

When you want to sign off the letter to your friend, putting your full name and signature will be regarded as_.
Out of order

You have siblings attending the conventional universities, if you are to write to the president to express your opinion on how the current ASUU strike should be handled, you are likely to express it as _____
Newspaper article

If you are addressing a woman with her professional title, it is always better to address her without_____, except she requested otherwise.
Mrs.

When your letter ends with „Yours sincerely, Chuka" it is most probably a letter to _____
Your friend

A formal letter is usually expected to have_____as the summary of its content.
A heading

Most letters to the editor tend to contain_____
complaints

If you witnessed an armed robbery incident, the report you will give to the Police is called
A statement

An experimental report will likely contain a thing like_____
Procedure

A core requirement for a scientific report is that it MUST be_____
Objective

When you are presenting only the salient points of a passage, you are doing_____
Summary writing

What best way do you think you can develop your summary writing skill?
By practising it daily

One good way of developing the summary of a passage is by taking the _____ in each paragraph.
main idea

Expansion materials are not acceptable in_____

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A summary passage

To really master the summary writing skill, you must_____.
Learn to identify core points in the passage

A paragraph that presents a cause should have the _____too for it to be considered good paragraph development strategy.
effect

In this sentence, „She has arrived, …?" , its second part will likely be: _____
hasn't she

An English polar question will most probably be answered with a_____or _____.
yes

A summary passage is expected to be____ than the passage it was extracted from in terms of length.
shorter

When you use comparison in developing a paragraph, it means that, at least,_____things are the focus of your writing.
two

The correct transcription of „back" is_____.
/bæk/

The transcribed word /ʃelvz/ is lexically written as _____
shelves

The word transcribed as /lʌv/ will be orthographically presented as _____.
love

„How kind of you!" is structurally regarded as_____in the classification of sentences.
simple

The transcription /jɔt/ will normally represent_____word in English.
yacht

The transcribed word /kɵum/ here is_____.
comb

This word „examination" has the main stress on its_____syllable.
fourth

The word „Registrar" has_____syllables.

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three

Transcribe the word „children" .
ʧɪldrən

Give the transcribed form of the word „shot" ______.
/ʃɔt/

/θɪn/ would be a transcript of________.
thin

/ʃə:t/ is a transcription of________.
shirt

Transcribe the word „cloth" ______.
/klɔθ/

Indicate the number of syllables in this word „kingship" ______.
two

The word transcribed as /wɔndə/ is written in English as _____
wonder

„I will see you tomorrow, God willing" will functionally be described as:______.
A statement

„Whenever he arrives, tell him to come in' is functionally regarded as _______ sentence.
command

„He came, he saw, he conquered" could be structurally described as_______.
compound sentence

„The boy that came to visit me is my nephew; he is in the University of Lagos, doing his first degree" is a sentence that is structurally________.
compound-complex

„I just love to read!" is functionally_____.
exclamation

One way of developing paragraphs is by_____one thing with another, which usually brings together positive features of the two elements.
comparing

You can also bring together two things in a negative sense; this is called ______ because it brings side by side negative features of those elements being focused.
contrast

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When a group of scholars come together to discuss a topic in their department, it is usually known as_____.
seminar

To moderate a seminar session, the person to chair is usually expected to be _____in that field of study.
An expert

A seminar cover page is expected to give the_____of the writer to identify who it is that did the work.
name

Seminar presentation is usually the_____end of writing it.
logical

When a seminar paper stirs up debate about the topic of discussion it is focused on, it is considered_____.
good

A seminar paper that has every point raised acceptable to the audience would be considered_____.
suspect

Every culture has its manner of doing_____in the public, depending on the acceptable way of speaking to its community members.
oratory

„I stand on the existing protocols" appears to be a_____cultural thing.
Nigerian

Which vowel is represented in word "whack"?
/ae/

Which vowel is represented in word "chink"?
/i/

Which vowel is represented in word "deal"?
/i:/

Which vowel is represented in word "swoon"?
/u:/

Placing a topic sentence at the end of a paragraph_____
All the sentences to built up to the topic

Beginning a paragraph with a topic sentence
Helps both reader and the writer

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One of the following words or phrases expresses additional information
Besides

Correct stress pattern for the word 'commerce'
Commerce

It has been observed that students who wants to be well focused in their writing, need to learn how to_____
Summarise

Explaining the meaning of a concept or thing is called
Definition

Causes and effects in paragraphs do one of the following
Help the writer to explain reasons for an event

Descriptions in paragraph do one of the following
Help the writer to create an accurate image of an event

Illustrations in paragraphs do one of the following
Help the reader to understand difficult concepts

One of the following is the most appropriate way to request for an interview
Available for an interview at your

Examples are used in paragraph development to
The reader that the generalization

Letters of job offers and acceptance are examples of
Formal letters

The form of speech we use with close associates and people of equal status is
Informal language

Paragraphs can be developed by all these methods except
Connection

A paragraph is a piece of writing unified by a central topic controlling_____
Theme

A reason for comparison and contrast in paragraph
Issues in paragraphs

One of the following is NOT a part of an effective paragraph
Equivalence

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One of the following words or phrases expresses finally time_____?
Subsequently

We need a_____door here
Sliding

When you are summarising a passage, each paragraph will most likely give you_____each.
A point

Summary is usually_____of a more extensive passage.
A reduction

The topic sentence is most frequently found at the_____beginning of the paragraph.
beginning start

When speaking with your boss, you are likely to use _____ type of communication due to the official context.
formal

Letter of complaint would be regarded as a _____
Formal

off with “Yours faithfully" will most likely be_____
formal letter

The letter that requires its having a title is _____
formal letter

the opening sentence in a paragraph. States the central____ of the paragraph for the reader.
idea

One of the core things you must do in writing a summary is to _____
Identify the core points

When you are with your family members at home, your communication type will likely be _____
Informal

When you write a letter to your old friend to catch up on the old times, you are likely to write _____
informal letter

When you end your letter to an acquaintance with „Yours sincerely" , it is likely to have been _____
informal letter

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Coherence refers to the_____
transition from one idea to the other

During your lectures, summary writing skills will help you to_____.
Make notes

Repetition is a_____in writing a summary.
No-no

The type of error contained in this sentence I was awakened by loud cry is called_____
omission article

The interview is often called_____because it helps the interview board get an insight into your personality.
personality test

To write a good summary, putting examples in the summary will be regarded as a sign of_____.
Poor summary writing skill

To write summary, it is best to_____doing it as much as possible.
Practise

The_____is used to describe past events, and emphasise their effect on the speker's present situation
present

Complete this sentence with 'might', 'ought' or 'should': The bus is usually on time. It_____
Should

The_____situation of a country determines the way a speech is presented.
Sociocultural

A good summary write will first isolate_____and put them down to form the summary work.
The main ideas

Thing you look for in a paragraph is the _____
Topic sentence

A letter you wrote to the Vice Chancellor of NOUN in which you address him as „Dear Abdalla" , will indicate that the letter is to_____.
Your friend

Words are made up of separable_____units referred to as Syllables

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Pronounceable

Deletion is an avoidable thing you must do when_____a passage
Summarising

Apart from_____stress there is also sentence stress
Word

Transition devices is used to link sentences in _____
Paragraphs

The use of jargon should be avoided in_____writing
Formal

_____is the extra effort used in speaking or pronouncing a word
Stress

A longer sentence is usually divided into_____or sense groups, these can also be called tone groups
Breath

In a word, the part that has the stress is pronounced with_____force
Greater

In speech, there is always the movement of the _____of the speaker" s voice from high to low or from low to high
Pitch

Secondary_____is weaker than the primary stress
Stress

The words „pocket" , „pretend" and „docket all have _____
Two syllables

Being able to_____yourself well in an interview gives you greater chances of getting the job
Express

Summarization involves condensing and_____a large piece of writing
Shortening

In Nigeria languages tone that brings about a change in the meaning while in English a change in meaning is as a result of _____
Stress

One difficulty about English pronunciation is that there is no perfect correspondence between_____and sounds
Letters

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Complex sentences with_____clauses are deployed in summary writing to make the passage shorter
Subordinate

Falling tone is a change in pitch from_____to low tone
High

The English language has_____consonant sounds
Twenty four

The English vowels and consonants are very important to_____spoken English
Effective

Constant_____of the English sounds makes you a good speaker English
Practice

The primary stress is on the_____syllable in the word „locomotion" .
Third

The word „pretend" can be an adjective as well as a _____
Noun

Wrongly_____a word can lead to wrong meaning being expressed
Stressing

„won" , „one" , „take" , „sit" , „bit" , „peak" and „come" are all _____
Monosyllabic words

Repetition of_____, ideas and wishes is not necessary in doing a summary
Thoughts

_____are used to represent sounds in the dictionary
Symbols

For correct pronunciation you must learn to use the_____every time you come across any new word
Dictionary

The substitution of one_____for another can bring about a change in meaning
Sound

Homophones are_____that have the same pronunciation but differ a little in spelling
Words

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In English language there are more sounds than there are letters in the _____

Alphabet

Well-articulated discussion is possible with one another because we have adequate _____

Communication skills

Combining two or three_____of a passage into one will help condense the passage

Sentences

Contracted forms of language use are allowed in _____

Informal writing

After doing a summary of a_____, it becomes shorter

Passage

Sounds in the English language can broadly be divided into_____and consonants

Vowels

What should the complimentary close of letters should?

The dash

Which ONE of the under-listed shouldn" t your letter of application have?

Seek for your address

What do the two documents that go together when you are seeking for employment provide for the reader?

evidence of your inability

How would you define a report?

A report is an organised, factual and objective presentation of information

Which of the following options are you supposed to use in the opening lines of a letter of refusal?

giving elaborate details of your location

What indicate that the symbol between them represents a sound and not a letter of the alphabet?

Full stop

What mark is used to indicate the syllable that is stressed?

A horizontal mark

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What is the model of pronunciation to which Nigerian speakers of the English language ascribe to?
End mark pronunciation

What unites the pair of words „sheep" and „ship" , „seek" and „sick" , „leave" and „live" ?
Homophones

How many consonants are there in the English language?
Twenty one

To be a good speaker of the English language what must you do?
Know the etymology of words

What is the first step to achieve success when preparing for an interview?
Typing

When going for an interview what is the first impression of you people get?
Your handwriting

Which ONE of the options is important in seminars?
Holding the microphone when speaking

What can you use in seminar presentations to explain your points better?
Your diction

Most application letter aim at doing what?
convincing the reader that the sender is suitable for the job

One or more what can be used to develop the paragraph?
Rules

Among the options listed below which is not part of a formal letter?
The salutation

What can distinguish formal and informal styles?
the placement of a preposition at the beginning or at the end of a relative clause

What makes a formal letter to be clear, precise and complete?
Some pieces of information are missing

When you do not want to accept a new job offered you what kind of letter do you write?
Letter of refusal

Which of the under-listed point is NOT included in a descriptive technique of paragraph development?

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Weight and sizes

What do you use to indicate a follow-up to a previous discussion?
Pls

Signatures have the ability to do what in a formal letter?
Make the writer appear nice

The writing of reports follow some stages, at what stage of a report do you start gathering information?
Stage four

Titles have the ability to do what in a formal letter?
Specifies what the letter is about

Communication within an organisation is carried out through the_____
Memorandum

What is meant by a report being ambiguous?
Hyperbolic reasoning

The Open University System has all but ONE of the following?
There is a strong student support

What does a speaker do in a seminar talk presentation?
Study the countenance and mien of the audience

What helps to bring experts in a particular subject area together?
Antonyms and synonyms

In writing an application for a job, what do the reader basically look out for?
How good and kind you are

After writing an application for a job, what is usually the purpose of the follow-up interview?
To know your religion

Which of the following points wouldn" t members of an oral interview look for when interviewing an applicant?
Imagination

How do you leave your stamp of personality in communication?
Using the right words

The letter that requires its having a title is_____.
Formal letter

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When you write a letter to your old friend to catch up on the old times, you are likely to write _____
An informal letter

When you end your letter to an acquaintance with „Yours sincerely" , it is likely to have been _____
An informal letter

When you are with your family members at home, your communication type will likely be_____.
Informal

A letter you decided to sign off with "Yours faithfully" will most likely be _____.
A formal letter

When speaking with your boss, you are likely to use _____ type of communication due to the official context.
Formal

Letter of complaint would be regarded as a _____
Formal

To write summary, it is best to_____doing it as much as possible.
Practise

Every paragraph has a central theme. This theme is usually represented by _____in the paragraph.
Topic sentence

Explanations and illustrations are useful in_____main idea in a paragraph
Developing

When a paragraph is logically and smoothly presented to the readers, it is said to have_____.
Coherence

In determining the method with which to develop your paragraph, one important thing that should guide you is_____.
The point you want to make

One of these is a way of using illustration to develop a paragraph.
For instance

The central concern of descriptive writing _____
Giving details

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In writing about the source of drug problem among the youth in our higher institutions, what sort of paragraph development strategy will you find most apt for the topic.
Cause and effect

You were asked to write a paragraph explaining what is meant by „the topic sentence" , how will commence writing this paragraph?
Defining the concept

"Male children eventually become husbands" will be an example of _____
Generalisation

Examples of formal letter will include all these except _____
Letter to your friend

A major way of determining if a letter is formal or not is through the _____
Language usage

A formal letter must always have after the salutation _____
Heading

If you are to write a Letter of Complaint, state the essential thing that will be the major focus or content of the letter _____
Complaining about something

When you write a letter of application to an organisation, you are expecting to_____.
Be given a job

A letter written to seek for information can be classified as _____
Letter of request

One of the important thing that your letter of application must do is to _____
Convince your reader that you are qualified for the job

If you have a job offer from more than one organisation, state the type of letter you are going to write to the organisation you wish to work with _____.
Letter of acceptance

If you have a job offer from more than one organisation, state the type of letter you are going to write to the organisation you do not wish to work with _____.
Letter of refusal

Another name for letter of application is _____
Cover letter

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When writing a letter of acceptance, the first thing you should do is to_____.
Express your thanks for the job offer

Letters ordering goods and services need to be_____and complete if you are to get the exact goods or services you want.
Specific

Any letter that has reference is likely to be_____.
A formal letter

In a letter of complaint, being apologetic is _____
Bad for your case

If you are addressing a woman without a professional title, it is always better to address her as_____, except she requested otherwise
Ms.

Dear Mr Hussain will be used as a salutation in_____type of letter.
Formal

A letter that you sign off with „With all my love, Lara" will likely be _____
Informal

In a letter of request with a problem as the focus, the first thing you do in the body of the letter is _____
State your problem

The type of report that you write by presenting the step by step process is _____
Experiment

When a report contains apparatus, procedure, observations, conclusion, etc. as part of its procedure, it is very likely to be _____
Experimental

An important part of writing a scientific report is_____.
Objectivity

Summary writing usually involves_____
Bringing out the salient points in a passage

To learn to do summary writing, it is best to learn it _____
Practically by writing it

In summary writing, each paragraph can make up _____
A main idea

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When writing a summary of a passage, the repetition of elements in the passage_____.
Should be avoided as much as possible

To really master the summary writing skill, you must _____
Practise it daily

A country that seems to have languages that possess letter and sound correspondence as stated in your CM is_____.
India

A major problem that scholars have identified than foreign learners of the English language seem to easily first confront is its lack of letter and ____ correspondence.
Sound

The English language is said to have more_____than_____.
Sounds, alphabets

Word stress in English usually occurs on_____.
Syllables

From your study of the intonation pattern in English, you would consider it to have to do with a function that is actually_____.
Communicative

In the examples below, identify the one with the same sound as the underlined: cough.
Fruit

In the examples below, identify the one with the same sound as the underlined: cup.
Rough

In the examples below, identify the one with the same sound as the underlined: tooth.
Bath

In the examples below, identify the one with the same sound as the underlined: beat.
Sheet

In the examples below, identify the one with the same sound as the underlined: note.
Boat

In the examples below, identify the one with the same sound as the underlined: late.

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Maid

In the examples below, identify the one with the same sound as the underlined: h<u>air</u>.
Bare

In the examples below, identify the one with the same sound as the underlined: s<u>uite</u>
Sweet

In the examples below, identify the one with the same sound as the underlined: vi<u>s</u>ion.
Pleasure

In the examples below, identify the one with the same sound as the underlined: b<u>ir</u>d.
Word

Identify the correct placement of the stress on this word „'television" from the examples in the options below.
teleVIsion

Identify the correct placement of the stress on this word „'open" from the examples in the options below.
Open

Identify the correct placement of the stress on this word „'conversation'' from the examples in the options below.
converSAtion

Identify the correct placement of the stress on this word „'understanding" from the examples in the options below.
underSTANDing

Identify the correct placement of the stress on this word „'indicate" from the examples in the options below.
indiCATE

Command statements make use of_____intonation.
Falling tune

Rising tunes are basically for_____type of structure
Polar questions

„'Abuja is the capital of Nigeria, isn"t it?" should end on _____.
Falling

„'The boy came yesterday" ending on a rising tune is _____

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Question

„'Are you serious?" will likely be a (n) _____.
Statement of doubt

The sound /ʧ/ can be found in the word _____
watch

The vowel /?/ can be found in the word _____
supper

Which of the following words contain the sound /a:/
calm

The use of contracted forms of words is generally absent in_____writing
formal

The language of official reports and business letters is often _____
formal

In descriptions, you need to be very conversant with the appropriate _____to use
words

A more_____is needed to achieve a better description.
precise vocabulary

In formal written language the speaker_____directly to himself or herself
does not refer

Items like shapes, patterns, colours and textures are ideal in _____
a descriptive writing

The main idea in a paragraph is usually conveyed by the _____
topic sentence

Illustrations in a paragraph are usually developed with interesting _____
details

When a writer gives examples in a given paragraph they are called _____
illustrations

In writing, when you work with several causes or reasons, you may find difficulty _____
arranging them in a significant order

Clarity is very important when developing a paragraph by the _____ method.

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cause and effect

The informal forms of words like deteriorate and aperture are _____
get worse and opening

The central controlling theme of a paragraph may be called the _____
topic of the paragraph

These words firstly, secondly, thirdly, show relationship between sentences and are known as_____devices
Transitional

From the options, choose the correct syllable(s) division for the capitalized word. SEQUENTIAL
se·quen·tial

From the options, choose the correct syllable(s) division for the capitalized word. GRAMMAR
gram·mar

From the options, choose the correct syllable(s) division for the capitalized word. REMARKED
re·marked

Descriptions in paragraphs do one of the following_____
help the writer to create an accurate image of an event

Illustrations in paragraphs do one of the following_____
help the reader to understand difficult concepts

The form of speech we use with close associates and people of equal status is_____
informal language

One of the following is the most appropraite way to request for an interview _____
I will be available for an interview at your earliest convenience

Which vowel is represented in the word 'swoon'?
/u:/

Which vowel is represented in the word 'chink'?
/I/

Which vowel is represented in the word 'deal'?
/I:/

In the sentence, 'She was singing happily' the tense form is _____

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past continuous

In the sentence, 'The President arrives from China tomorrow', the tense form is _____
present

One of the following is the correct stress pattern for the underlined word in the following sentence, 'Let me have a record of all the sales for today
record

Which of the following words does NOT have a short vowel?
card

Which of the following words contain the sound /3:/?
world

A long sentence is usually divided into what may be called breath groups, or_____groups.
tone

She longed for a friend in whom she could confide' is an example of _____ statement.
formal

The English word 'Afterwards' is stressed on the_____syllable
first

One of the following is the most appropriate way to request for an interview _____
I will be available for an interview at your earliest convenience

Causes and effects in paragraphs do one of the following_____
help the writer to explain reasons for an event

The language used in reporting an experiment should be_____
objective

When we use a rising tone on the nucleus of a syllable, the pitch starts at a _____level.
low

One of the following is NOT correct about writing reports of experiments _____
It should be informal and private

An organised, factual and objective presentation of information can be referred to as _____
a report

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Look at the dark clouds; it_____rain tonight.
may

The interview is often called_____because it helps the interview board get an insight into your personality.
personality test

The only way you can learn how to summarise is for you to _____
do it practically

One of the following words or phrases expresses additional information_____
besides

It has been observed that students who want to be well-focused in their writing, need to learn how to _____
summarise

One of the following is the correct stress pattern for the word 'commerce'
commerce

Placing a topic sentence at the end of a paragraph _____
allows for all the sentences to be built up to the topic

Which vowel is represented in the word 'whack'?
/ae/

A paragraph is a piece of writing unified by a central controlling_____.
Theme

One of the following is NOT usually used in descriptive writing _____
temporal issues

All but one of the following is inappropriate in writing official letters_____
Sincerely

In the sentence, 'She was always out of school during the weekends in her undergraduate days' the tense form is_____
simple past tense

Identify the word that does NOT have this consonant / j /.
joke

Official reports, business letters, legal documents are often written in _____ language.
formal

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Descriptions in paragraphs do one of the following_____
help the writer to create an accurate image of an event

Illustrations in paragraphs do one of the following_____
help the reader to understand difficult concepts

A topic sentence can be all except one of the following _____
Subject

What's up with you? is an example of_____statement.
informal

The only way to learn how to summarise is for one to_____.
Practice

Which of the following is NOT a reason for comparison and contrast in paragraph development?
to identify issues in paragraphs

One of the following words or phrases expresses result_____
accordingly

Letters of job offers and acceptance are examples of_____
formal letters

One of the following words or phrases expresses time_____?
subsequently

Paragraphs can be developed by all these methods except _____
Connection

One of the following words or phrases expresses contrast_____
however

Coherence in a paragraph is achieved through all but one of the following _____
topic sentence

One of the following is NOT a part of an effective paragraph_____
equivalence

A paragraph is a piece of writing unified by a central controlling_____.
Theme

When a text is divided into paragraphs, it provides a physical break on the page. This prevents_____while reading.
boredom

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Generally, paragraphs are used to introduce new ideas and _____
develop the central theme

Paragraphs are used in different forms of writing like_____and _____
reports and articles

Longer pieces of writings contain a series of related _____
paragraphs

In paragraph development, you can use one of the listed options. Identify the option.
Definition

Business letters are written for all but one of the following _____
requesting acquaintance

Re-' in letter writing indicates that the letter is _____
reply to an earlier letter

I write on behalf of the company's management board to offer you an appointment' is introductory statement of a _____
letter of offer

In the sentence, 'The fishermen have been fishing all night long', the tense form is_____
present perfect

This topic sentence may be a _____
statement, a generalization or a problem.

The topic of a paragraph is usually a _____
theme or idea

Polar questions are also called_____.
yes or no

„You will come, won" t you?" is known as_____kind of question.
tag

The underlined element in this word „small" is represented by the sound _____
/m/

The sound that normally represent this underlined element in this word „pleasure' is_____
/ə/

The transcription of the word „now" will be_____..

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/nau/

The correct transcription of „geese" is_____.
/gi:z/

The transcribed word /ʧænsiz/ is lexically written as_____.
chances

„Even though I was invited to the party, I refused to attend because I am not in good terms with the organiser" is functionally regarded as_____in the classification of sentences.
statement

The transcription /jæm/ will normally represent_____word in English.
yam

The transcribed word /ʤæm/ here is_____.
jam

This word „collocation" has____syllables
four

Looking at page 159 of your CM, David" s appearance is said to be____and _____..
neat, proper

The thing the chairman skimmed through during David" s interview is _____.
biodata sheet

According to David during his interview, speaking from his job experience as a sales personnel, the first thing that is most effective in the promotion of sales by a company is_.
Good advertising

From the passage on pages 161-162 of your CM, we gather that Olaofe is a _____graduate.
medical

The degree that Rinde Olaofe obtained from the ABU Teaching Hospital, Zaria is _____
MBBS

The reality that it may be „difficult to explain things to illiterate villagers…" is described by Olaofe as_.
A challenge

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A junior doctor who is completing hospital training and living in the hospital is describe as a_____
houseman

In your understanding of English, the statement „There won" t be much scope of additional private earnings" would seem like a kind of_____to Olaofe by the interviewer.
warning

Looking at the two interviews on pages 164, will you employ Mr Nwafor if you are the one to decide on employing him?_____.
No

If you are to interview Mr Nwafor for a job and the exchanges pages 165-166 ensues, will you be willing to employ him?_____.
Yes

The major difference between the conduct of Mr Nwafor in the two interviews on pages 164-166 has to do mainly with his_____at the two interviews.
Conduct

Looking at the passage on pages 167-168 of your CM, the thick rimmed glasses of Mrs Zeha Imam makes her look_____.
Studious

The answer of Mrs Imam to the question „Do you mean to say that you find teaching in the lower classes is beneath your dignity?" is basically _____ when she said „It" s not that, sir .
No

Mrs Imam answer to the interviewer that „Even pessimism can have an appeal. It reflects our own inner disappointments in life" suggests that Mrs Imam may not be without some_____in her own life.
disappointments

In seminar presentations, a_____usually gives an exposition on a particular subject matter.
speaker

When a question and answer session follows a seminar paper presentation, the purpose is to start a_____on the topic presented.
discussion

Seminar sessions are usually chaired or moderated by an expert already distinguished in the_____.
field

Seminar papers usually start with an_and end with a_.

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introduction, conclusion

Seminar papers are usually_____to be delivered before colleagues.
written

Papers presented at seminars are usually_____after the speaker has finished presenting the paper.
discussed

The major ways in which seminar papers are discussed include the audience making_____or asking_____.
comments, questions

The major thing that influence how public speeches are made in different countries_____.
socio-cultural situation

In Nigeria, one of the important things required when starting a public speech is to give the_____, which is a way of acknowledging the presence of dignitaries at the public event.
protocol

A public speech should normally be written as if it is going to be_____.
spoken

The speech to be given should have_____pronouns to make it owned by the speaker.
personal

One thing that public speeches have in common with other kinds of writings is that it should be_____.
logical

A good public speaker should avoid being too technical in their presentation as a way of understanding that they are speaking to_____audience.
mixed

To get and maintain the attention of the audience, the speaker tend to use _____
attention getter

The indefinite articles of the English language are_____and_____.
a, an

The definite article of English is____.
the

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Fill in the missing element in this sentence: Are coming to_____party with me?
the

Fill in the missing element in this sentence: The young man brought with him_____pen and_____exercise book to the meeting.
a, an

Fill in the missing element in this sentence: I am not_____good judge of character.
a

Fill in the missing element in this sentence:_____arrest of their leaders caused the riot.
The

Fill in the missing element in this sentence: He comes from_____well-known family.
a

Fill in the missing element in this sentence: I thought you were_____honest person.
an

Fill in the missing element in this sentence: Please, close_____window if you don" t want mosquitoes to invade_____house.
the, the

Fill in the missing element in this sentence: There was _____warrant of arrest for Evans, the kidnapper.
a

Concord in grammatical structures have to do with_____of elements in a structure.
agreement

Plural concord usually has to do with_____element in nouns.
number
The person element must have concord with the_____in the structure.
Verb

Fill in the correct concord element in this sentence: I_____a Nigerian.
am

Fill in the missing element in this sentence: You _____always coming home late these days.
are

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Fill in the missing element in this sentence: Professor Abdalla Adamu _____ the Vice Chancellor of NOUN.
is

Fill in the missing element in this sentence: Our children _____all grown up now.
are

Fill in the missing element in this sentence: _____they going to Ibadan with us tomorrow?
are

Fill in the missing element in this sentence:_____he in attendance at the conference last week?
was

Fill in the missing element in this sentence: They_____surprised to see my mother looking so well when they met her for the first time.
were

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