

FBQ1: Words are made up of separable \_\_\_\_\_ units referred to as Syllables

Answer: \*Pronounceable\*

FBQ2: Deletion is an avoidable thing you must do when \_\_\_\_\_ a passage

Answer: \*Summarising\*

FBQ3: Apart from \_\_\_\_\_ stress there is also sentence stress

Answer: \*Word\*

FBQ4: Transition devices is used to link sentences in \_\_\_\_\_

Answer: \*Paragraphs\*

FBQ5: The use of jargon should be avoided in \_\_\_\_\_ writing

Answer: \*Formal\*

FBQ6: \_\_\_\_\_ is the extra effort used in speaking or pronouncing a word

Answer: \*Stress\*

FBQ7: A longer sentence is usually divided into \_\_\_\_\_ or sense groups, these can also be called tone groups

Answer: \*Breath\*

FBQ8: In a word, the part that has the stress is pronounced with \_\_\_\_\_ force

Answer: \*Greater\*

FBQ9: In speech, there is always the movement of the \_\_\_\_\_ of the speaker's voice from high to low or from low to high

Answer: \*Pitch\*

FBQ10: Secondary \_\_\_\_\_ is weaker than the primary stress

Answer: \*Stress\*

FBQ11: The words "pocket", "pretend" and "docket" all have

\_\_\_\_\_ syllables

FBQ12: Being able to \_\_\_\_\_ yourself well in an interview gives you greater chances of getting the job

Answer: \*Express\*

FBQ13: Summarization involves condensing and \_\_\_\_\_ a large piece of writing

Answer: \*Shortening\*

FBQ14: In Nigeria languages tone that brings about a change in the meaning while in English a change in meaning is as a result of \_\_\_\_\_

Answer: \*Stress\*

FBQ15: One difficulty about English pronunciation is that there is no perfect correspondence between \_\_\_\_\_ and sounds

Answer: \*Letters\*

FBQ16: Complex sentences with \_\_\_\_\_ clauses are deployed in summary writing to make the passage shorter

Answer: \*Subordinate\*

FBQ17: Falling tone is a change in pitch from \_\_\_\_\_ to low tone

Answer: \*High\*

FBQ18: The English language has \_\_\_\_\_ consonant sounds

Answer: \*Twenty four\*

FBQ19: The English vowels and consonants are very important to \_\_\_\_\_ spoken English

Answer: \*Effective\*

FBQ20: Constant \_\_\_\_\_ of the English sounds makes you a good speaker English

Answer: \*Practice\*

FBQ21: The primary stress is on the \_\_\_\_\_ syllable in the word

â€˜locomotionâ€™.

Answer: \*Third\*

FBQ22: The word â€˜pretendâ€™ can be an adjective as well as a \_\_\_\_\_

Answer: \*Noun\*

FBQ23: Wrongly \_\_\_\_\_ a word can lead to wrong meaning being expressed

Answer: \*Stressing\*

FBQ24: â€˜wonâ€™, â€˜oneâ€™, â€˜takeâ€™, â€˜sitâ€™, â€˜bitâ€™, â€˜peakâ€™ and â€˜comeâ€™ are all \_\_\_\_\_

Answer: \*Monosyllabic words\*

FBQ25: Repetition of \_\_\_\_\_, ideas and wishes is not necessary in doing a summary

Answer: \*Thoughts\*

FBQ26: \_\_\_\_\_ are used to represent sounds in the dictionary

Answer: \*Symbols\*

FBQ27: For correct pronunciation you must learn to use the \_\_\_\_\_ every time you come across any new word

Answer: \*Dictionary\*

FBQ28: The substitution of one \_\_\_\_\_ for another can bring about a change in meaning

Answer: \*Sound\*

FBQ29: Homophones are \_\_\_\_\_ that have the same pronunciation but differ a little

in spelling

Answer: \*Words\*

FBQ30: In English language there are more sounds than there are letters in the

Answer: \*Alphabet\*

FBQ31: Well-articulated discussion is possible with one another because we have adequate \_\_\_\_\_

Answer: \*Communication skills\*

FBQ32: Combining two or three \_\_\_\_\_ of a passage into one will help condense the passage

Answer: \*Sentences\*

FBQ33: Contracted forms of language use are allowed in \_\_\_\_\_

Answer: \*Informal writing\*

FBQ34: After doing a summary of a \_\_\_\_\_, it becomes shorter

Answer: \*Passage\*

FBQ35: Sounds in the English language can broadly be divided into \_\_\_\_\_ and consonants

Answer: \*Vowels\*

Multiple Choice Questions (MCQs):

MCQ1: What should the complimentary close of letters should?

Answer: The dash

MCQ2: Which ONE of the under-listed shouldn't your letter of application have?

Answer: Seek for your address

MCQ3: What do the two documents that go together when you are seeking for employment provide for the reader?

Answer: evidence of your inability

MCQ4: How would you define a report?

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

MCQ5: Which of the following options are you supposed to use in the opening lines of a letter of refusal?

Answer: giving elaborate details of your location

MCQ6: What indicate that the symbol between them represents a sound and not a letter of the alphabet?

Answer: Full stop

MCQ7: What mark is used to indicate the syllable that is stressed?

Answer: A horizontal mark

MCQ8: What is the model of pronunciation to which Nigerian speakers of the English language ascribe to?

Answer: End mark pronunciation

MCQ9: What unites the pair of words "sheep" and "ship", "seek" and "sick", "leave" and "live"?

Answer: Homophones

MCQ10: How many consonants are there in the English language?

Answer: Twenty one

MCQ11: To be a good speaker of the English language what must you do?

Answer: Know the etymology of words

MCQ12: What is the first step to achieve success when preparing for an interview?

Answer: Typing

MCQ13: When going for an interview what is the first impression of you people get?

Answer: Your handwriting

MCQ14: Which ONE of the options is important in seminars?

Answer: Holding the microphone when speaking

MCQ15: What can you use in seminar presentations to explain your points better?

Answer: Your diction

MCQ16: Most application letter aim at doing what?

Answer: convincing the reader that the sender is suitable for the job

MCQ17: One or more what can be used to develop the paragraph?

Answer: Rules

MCQ18: Among the options listed below which is not part of a formal letter?

Answer: The salutation

MCQ19: What can distinguish formal and informal styles?

Answer: the placement of a preposition at the beginning or at the end of a relative clause

MCQ20: What makes a formal letter to be clear, precise and complete?

Answer: Some pieces of information are missing

MCQ21: When you do not want to accept a new job offered you what kind of letter do you write?

Answer: Letter of refusal

MCQ22: Which of the under-listed point is NOT included in a descriptive technique of paragraph development?

Answer: Weight and sizes

MCQ23: What do you use to indicate a follow-up to a previous discussion?

Answer: Pls

MCQ24: Signatures have the ability to do what in a formal letter?

Answer: Make the writer appear nice

MCQ25: The writing of reports follow some stages, at what stage of a report do you start gathering information?

Answer: Stage four

MCQ26: Titles have the ability to do what in a formal letter?

Answer: Specifies what the letter is about

MCQ27: Communication within an organisation is carried out through the

Answer: Memorandum

MCQ28: What is meant by a report being ambiguous?

Answer: Hyperbolic reasoning

MCQ29: The Open University System has all but ONE of the following?

Answer: There is a strong student support

MCQ30: What does a speaker do in a seminar talk presentation?

Answer: Study the countenance and mien of the audience

MCQ31: What helps to bring experts in a particular subject area together?

Answer: Antonyms and synonyms

MCQ32: In writing an application for a job, what do the reader basically look out for?

Answer: How good and kind you are

MCQ33: After writing an application for a job, what is usually the purpose of the follow-up interview?

Answer: To know your religion

MCQ34: Which of the following points wouldn't members of an oral interview look for when interviewing an applicant?

Answer: Imagination

MCQ35: How do you leave your stamp of personality in communication?

Answer: Using the right words