

FBQ1: Fax is the short form for the word _____

Answer: Facsimile

FBQ2: The short form of the word *Respondre s'il vous plait* is _____

Answer: RSVP

FBQ3: A writer could either adopt a Concurrent or _____ approach to paragraph development

Answer: Retrospective

FBQ4: Either the oranges or pear (are; is) ready for harvest

Answer: Is

FBQ5: Olu wanted to pass Geography, so he read the textbook _____ (intensively; extensively)

Answer: Intensively

FBQ6: The _____ (receiver's; writer's) address must appear on an informal letter

Answer: Writer's

FBQ7: Memo is the short form of the word _____

Answer: Memorandum

FBQ8: "Dear Daddy", "Dear Mama Sola"; "Dear Aunty Labake" are forms of salutation common in _____ letter writing

Answer: Informal

FBQ9: _____ document accompanies a report and draws the reader's attention to issues relevant to her/him in the report

Answer: Transmittal

FBQ10: In the _____ section, names of all those who contributed to the successful completion of a research are mentioned

Answer: Acknowledgements

FBQ11: A student is expected to state her/his specific goals in the _____ section of her essay

Answer: Aim

FBQ12: The full meaning of the acronym APA is _____

Answer: American Psychological Association

FBQ13: One of the options in parenthesis (APA; MLA) is the style sheet recommended for research in Literature

Answer: MLA

FBQ14: A judge is usually referred to as "My Lord _____"

Answer: Temporal

FBQ15: A speaker may say "All ___ observed" if there are many people to give recognition to at a formal ceremony

Answer: Protocols

FBQ16: ___ speech is often not properly planned

Answer: Impromptu

FBQ17: A speech delivered in a church service is known as a ___

Answer: Sermon

FBQ18: In ___ speech, the audience can read along from copies given to them as the speech is being delivered

Answer: Manuscript

FBQ19: ___ audience are people who attended an event because they heard something was happening and so came to see

Answer: Uninvited

FBQ20: A written plan of how a student intends to carry out her/his research is called ___

Answer: Proposal

FBQ21: In the text: "Mr Tade started a school last year. HE has really done well for himself", the capitalised referent is (cataphoric; anaphoric)

Answer: Anaphoric

FBQ22: The follow up on previous assignments given to members of an organisation usually comes up during the ___ session of a meeting

Answer: Matters arising

FBQ23: The item omitted in the sentence: "The trees clapped and swayed to the rhythm of the winds" is the ___ (object; subject)

Answer: Subject

FBQ24: The item omitted in the sentence: "Let us eat rice today and beans tomorrow" is the (subject and auxiliary; predicate)

Answer: Subject and auxiliary

FBQ25: The full meaning of the abbreviation AOB is ___

Answer: Any Other Business

FBQ26: In endorsing the written records of a meeting, the ___ and the secretary must sign

Answer: Chairperson

FBQ27: The length of a PSA is ___ to ___ seconds

Answer: 30-60

FBQ28: An accurate written record of the discussions at an association's meeting

is known as ____

Answer: Minutes

FBQ29: ____ is a piece of academic writing which an undergraduate is required to carry out on a specific topic

Answer: Long essay

FBQ30: The acronym RSVP has a ____ origin

Answer: French

FBQ31: A speech is usually directed at a(n) ____

Answer: Audience

FBQ32: A short written document used to generate action in an organisation is known as ____

Answer: Memo

FBQ33: The section in which a researcher explains her/his data collection procedure in the report is known as ____

Answer: Methodology

FBQ34: If a guest flouts the ____ of an event, s/he may feel embarrassed and out of place

Answer: Dress code

FBQ35: ____ is the term used to describe a writer's mastery of rhetorical patterns in paragraph development

Answer: Compositional competence

MCQ1: One of these types of audience will likely not complain about an event because of their sense of solidarity

Answer: Interested audience

MCQ2: ____ addresses are compulsory in a formal letter

Answer: Addressee's and writer's

MCQ3: A speech that moves people to take some actions is known as ____

Answer: Oration

MCQ4: A speech that is written and read from a script is known as ____ speech

Answer: Manuscript

MCQ5: A speaker of ____ speech will need to find creative ways to keep her/his audience lively

Answer: Manuscript

MCQ6: The speaker of ____ speech knows the main points and so will likely present her/his speech in a conversational style

Answer: Extemporaneous

MCQ7: A rhetorical question is one that _____
Answer: Does not require an answer

MCQ8: A speaker must pay attention to all but one of these factors about the audience
Answer: Height

MCQ9: The acronym MLA stands for ____ style sheet
Answer: Modern Language Association

MCQ10: The list of all the works a student has mentioned in her/his research is known as _____
Answer: Bibliography

MCQ11: A piece of writing which a student is expected to submit to her/his department for the award of a doctoral degree is called _____
Answer: Dissertation

MCQ12: One of these factors will help a speaker to carry the audience along when giving a long speech
Answer: Eye contact

MCQ13: ____ he gave a gift, she became happy again
Answer: Because

MCQ14: She ____ the meal and go home
Answer: Will cook

MCQ15: Read the following passage and indicate the type of reference used:
"Walking quietly into the room, Chibuzo picked the bottle of drink and walked out"
Answer: Cataphoric

MCQ16: Adjournment signals the ____ of a meeting
Answer: End

MCQ17: One of the following options is not a compulsory part of a meeting
Answer: Preamble

MCQ18: The capitalised element in the sentence: "I will go to your house OR you will come to mine" indicates _____
Answer: Alternative

MCQ19: One of the following options is the full meaning of PSA
Answer: Public Service Announcement

MCQ20: One of these options is included in the table of charts of a research
Answer: Diagrams

MCQ21: Mr Oguniyi wrote the ____ for his brother's book

Answer: Foreword

MCQ22: Editors expect a brief summary of ___ to ___ words on a research report

Answer: 150-200

MCQ23: People who place posters on walls illegally may contravene the ___ rule

Answer: Post no bill

MCQ24: _____ are the line of actions to be taken based on conclusions drawn from a research findings

Answer: Recommendations

MCQ25: A significant difference between the language of a proposal and an essay is the ___

Answer: Tense

MCQ26: One of the following options is a stylistic aspect of a paragraph

Answer: Punctuation

MCQ27: The capitalised element in the sentence: "we thought he was a good man BUT found him to be wicked"

Answer: Contrast

MCQ28: Formal letters are meant to serve ___ purposes

Answer: Official

MCQ29: One of these forms is dated in formal letter writing

Answer: I beg to apply

MCQ30: The word used to indicate that a work has been mentioned on another page of an essay is ___

Answer: Ibid

MCQ31: The section of a thesis where a researcher attaches some of the materials used in the study is called _____

Answer: Appendix

MCQ32: The appearance of a paragraph is also known as its _____

Answer: Aesthetics

MCQ33: Sources of quotations written at the bottom of the pages of a thesis are known as ___

Answer: Foot notes

MCQ34: For an authorised investigation ___ is usually required

Answer: Terms of reference

MCQ35: ___ is a likely place to find a notice of meeting in an academic institution

Answer: Pigeon hole

