

FBQ1: A speech is usually delivered to a(n) _____

Answer: *Audience*

FBQ2: The term used to denote a speech delivered at a ceremony is _____

Answer: *Address*

FBQ3: A speech that moves people to take some actions is called _____

Answer: *Oration*

FBQ4: A speech delivered at a church service is referred to as _____

Answer: *Sermon*

FBQ5: In _____ speech, the speaker may not be able to answer questions on the speech

Answer: *Manuscript*

FBQ6: _____ speech is usually delivered in a conversational style

Answer: *Extemporaneous*

FBQ7: _____ type of audience did not receive any card to attend a wedding ceremony

Answer: *Uninvited*

FBQ8: A _____ essay is an academic writing that a student must submit to the university before being awarded a first degree

Answer: *Long*

FBQ9: A student will need to submit a _____ before being awarded a Master's degree by a university

Answer: *Thesis*

FBQ10: _____ is a brief writing on how a student plans to carry out her/his postgraduate research

Answer: *Proposal*

FBQ11: _____ is the term used to refer to a summary of the main points of a research

Answer: *Abstract*

FBQ12: The list of the literature a researcher consulted during a research is usually placed in the _____ section of a report

Answer: *Bibliography*

FBQ13: _____ is the term that refers to sources of quotations that are written at the bottom of pages where they are cited in an essay

Answer: *Footnotes*

FBQ14: A student is expected to state her/his specific goals in the _____ section of her essay

Answer: *Aim*

FBQ15: _____ is the section where studies that are related to an on-going research are discussed

Answer: *Literature review*

FBQ16: The word, _____ refers to the act of enticing people to attend an event through the use of words or writing

Answer: *Invitation*

FBQ17: _____ is the meaning of the expression, _____

Answer: *Please Respond*

FBQ18: _____ is usually sent to the guests after a wedding event has taken place to express the couple's appreciation of their presence at the occasion

Answer: *Thank-you notes*

FBQ19: One of the two options in parenthesis (retrospective; concurrent) refers to a monitored approach to paragraph development

Answer: *Concurrent*

FBQ20: _____ is the acronym which indicates the family members to be contacted for information on the burial arrangements for a grandfather

Answer: *RSVP*

FBQ21: Mr. Alani moved for _____ when the faculty meeting dragged on until 5pm

Answer: *Adjournment*

FBQ22: _____ is the full meaning of the acronym, AOB

Answer: *Any Other Business*

FBQ23: A report presented at an Annual General Meeting (AGM) is an example of a _____ report

Answer: *Periodic*

FBQ24: Data collection should be discussed under the _____ section of a thesis

Answer: *Methodology*

FBQ25: _____ are audience who have been mandated by their organisation to attend a particular programme

Answer: *Audience by compulsion*

FBQ26: The wedding invitation cards were sent to the _____ (invitees; guests) one week before the event

Answer: *Guests*

FBQ27: Tolu flouted the _____ (etiquette code; dress code) when she chose to wear a black dress to Kunle's wedding

Answer: *Dress code*

FBQ28: A Public Service Announcement is expected to run between _____ - _____

seconds

Answer: *30 - 60*

FBQ29: Women who do not want to disclose their marital status sometimes use the title

Answer: *Ms*

FBQ30: A secretary is expected to write the names of members who notified her/him of their inability to attend a scheduled faculty meeting in the ____ section of the minutes

Answer: *Abswa*

FBQ31: Fax is the short form of the word _____

Answer: *Facsimile*

FBQ32: Memo is the short form of the word ____

Answer: *Memorandum*

FBQ33: The full meaning of the acronym, APA, is _____

Answer: *American Psychological Association*

FBQ34: The recipient's address MUST appear in _____ (informal; formal) letters

Answer: *Formal*

FBQ35: A Bishop is usually referred to as "My Lord ____"

Answer: *Spiritual*

Multiple Choice Questions (MCQ):

MCQ1: One of these speeches may be delivered on behalf of a Chief Executive Officer at an Annual General Meeting: -----

Answer: Extemporaneous speech

MCQ2: It is likely that a speaker will have to make up part of one of these speeches as a result of forgetfulness: -----

Answer: Memorised speech

MCQ3: Which one of these speeches will likely be delivered at a wedding ceremony if the chairperson of the event fails to show up: -----

Answer: Memorised speech

MCQ4: One of these persons' names is usually written on a speech delivered by someone else: -----

Answer: The speaker's name

MCQ5: The following passage is part of a speech written for Junior Secondary School students in a Nigerian suburban environment: "The MAGNITUDE of his SOLITUDE was DAUNTING when viewed against the BACKDROP of his BIPOLAR tendencies". The capitalised items in the passage show that the writer has flouted one of the factors below: -----

Answer: Sex

MCQ6: The following passage is written for a mixed gender audience: "We are here today to examine the purpose of life. MAN was created that HE may influence HIS surroundings but today what do we see? People wake up in the morning without acknowledging their maker. They run around from morning until evening looking for what to eat. The cleaners, the SALESWOMEN, the SALESMEN, the executives, everyone is driven by the need to survive". The capitalised items in the passage show that the writer is ____
Answer: Religious

MCQ7: The following passage is part of a speech written for presentation at a University convocation ceremony in Nigeria: "The Chibok girls must be found and safely returned back to their parents. The time has come for us all to stand against social injustice and oppression. We must stand up to fight for our rights". The choice of words in the passage shows that the writer has flouted one of the factors below: -----
Answer: Religion

MCQ8: One of the following is a prerequisite for the award of a doctoral degree in any Nigerian university: -----
Answer: Project

MCQ9: A researcher will likely find the pages of the subsections of a book in one of the following parts of a book: -----
Answer: Acknowledgements

MCQ10: ____ is written on a page of a thesis to show that the author has earlier cited a journal article on another page of the thesis
Answer: Cf

MCQ11: One of these sections will likely give a research a better theoretical framework focus: -----
Answer: Abstract

MCQ12: One of these aspects is more useful before an event has taken place: -----
Answer: RSVP

MCQ13: Punctuation falls under one of the following aspects of a paragraph: -----
Answer: Style

MCQ14: Content falls under one of the following aspects of a paragraph: -----
Answer: Aesthetics

MCQ15: It is risky to allow a member of an association to sign and leave a meeting before it ends because the meeting could serve as a(n) ____ if s/he commits a crime elsewhere
Answer: Excuse

MCQ16: An association's notice of inaugural meeting must include the name(s) of one

of the following if it is to be circulated: -----

Answer: Members

MCQ17: The secretary at an Annual General Meeting has to apply discretion when writing one of these aspects of the meeting: -----

Answer: Motion for adjournment

MCQ18: Which one of the following options refers to a short writing done by a person who knows the events that prompted a researcher to embark on a study: -----

Answer: Forward

MCQ19: The preamble of the minutes of a meeting may include one of following options: -----

Answer: Apologies

MCQ20: Which one of the options below will likely be required by a bank as evidence that an association agreed to open an account: -----

Answer: Minutes of meeting

MCQ21: Which one of these complimentary closing is appropriate for a formal letter: ----

-

Answer: Your faithfully

MCQ22: One of these groups of audience will likely support a speaker and her/his speech: -----

Answer: Uninvited audience

MCQ23: Which one of these factors will likely sustain audience's attention during a seminar: -----

Answer: Eye contact

MCQ24: One of the components below is found in all reports: -----

Answer: Salutation

MCQ25: Identify the type of report: On February 22, 2017, the Human Resources manager received a complaint of sexual harassment submitted by Ms Damilare Johnson, the front desk officer.

Answer: Progress report

MCQ26: Identify the type of report: This report covers the activities of the Agency during the period, 2010 to date. The report is presented according to the outputs outlined for the agency in its project proposal which was submitted to, and adopted by the Executive

Answer: Survey report

MCQ27: Identify the type of report: Subject: Weekly report of the maintenance personnel on the repair of Block 5 of Moremi Hall from January 20 to February 28, 2013.

Answer: Investigative report

MCQ28: One of these is usually required to serve as guidelines for an authorised investigation: -----

Answer: Police report

MCQ29: 'I look forward to your response' is an example of _____

Answer: Transitory paragraph

MCQ30: The capitalised conjunction used in the sentence "you will sit find tade at home WHEN you get there" is called _____

Answer: Parallel-ranked conjunction

MCQ31: In a report on mass examination failure, the recommendation(s) should be found in the _____

Answer: Conclusion

MCQ32: The data for a study can be collected through all except ONE of the following: -

Answer: Questionnaires

MCQ33: An abstract serves one of the following purposes: -----

Answer: Summarises the main points of the research

MCQ34: Read the following passage and indicate the type of reference expressed through the capitalised item: 'ada had known uche for three years before SHE finally agreed to marry him'™.

Answer: Anaphoric reference

MCQ35: Read the following passage and indicate the type of reference expressed through the capitalised item: 'although, I could not see HIM clearly, yet I was sure anayo was one of the boys drinking alcohol in the room'™

Answer: Anaphoric reference