

For Solved Visit **VU Answer**

ENG301 Final Term Papers By Waqar (File 1)

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Question No : 1 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from given choices:

The final letter in collection series, when all efforts have failed, threatens to turn the matter over to a

Answer (Please select your correct option)

- Security agency
- Investigation agency
- Foreign agency
- Collection agency

Start Time: 10:36 PM
115:00 Time Left

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Question No : 2 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option:

There can be _____ types of adjustment letters.

Answer (Please select your correct option)

- five
- three
- two
- four

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115:00 Time Left

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Question No : 3 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

Which one of the following is not the purpose of communication?

Answer (Please select your correct option)

- To initiate some action
- To impart information, ideas, attitudes, beliefs or feelings
- To establish, acknowledge or maintain links with other people
- To make people fool and sell your products

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115:00
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Question No : 4 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option.

In buffer paragraph, the point of view of the customer should be.....

Answer (Please select your correct option)

- supported
- opposed
- neglected
- rejected

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115:00
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Question No : 5 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

Different mental filters and perceptions of reality in different persons can cause barriers.

Answer (Please select your correct option)

- psychological
- physical
- semantics
- perceptual

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115:00
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Question No : 6 of 52 Marks: 1 (Budgeted Time 1 Min)

In the process of intercultural communication, the variable of 'Cultural Customs' includes which of the following sub factor:

Answer (Please select your correct option)

- Economy
- Health
- Nonverbal behaviour
- Education

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115:00
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Question No : 7 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:

Being sincerely tactful, thoughtful, appreciative, respectful and non discriminatory means -----.

Answer (Please select your correct option)

- courtesy
- concreteness
- completeness
- conciseness

Start Time: 10:36 PM
115:00
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Question No : 8 of 52 Marks: 1 (Budgeted Time 1 Min)

"An attachment notation is included to remind the reader to check for additional pages of information. This is typed single or double space below the reference initials."

Match the above statement with one of the following:

Answer (Please select your correct option)

- Enclosure(s)
- Copy notation
- Postscript
- Attention line

Start Time: 10:36 PM
115:00
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Question No : 9 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option:

A claim is written to _____ the company of the problem.

Answer (Please select your correct option)

- inform
- complaint against
- make claim
- refuse

Start Time: 10:36 PM
115:00
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Question No : 10 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:

The resume should be relevant, to the point and -----.

Answer (Please select your correct option)

- too long
- repetitious
- concise
- complex

Start Time: 10:36 PM
115:00
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Question No : 11 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:

In which type of resume, the work-experience section dominates after name, address and objective?

Answer (Please select your correct option)

- The Chronological Resume
- The Functional Resume
- The Combination Resume
- Job oriented Resume

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115:00 Time Left

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Question No : 12 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

The _____ is especially appropriate if you have a strong employment history and are aiming for a job that builds on your current career path.

Answer (Please select your correct option)

- functional approach
- chronological approach
- analytical approach
- all of the above

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115:00 Time Left

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Question No : 13 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

The originality of ----- does not lie in the research but in the artistic creation for which it provides a background.

Answer (Please select your correct option)

- article
- thesis
- essay
- novel

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115:00 Time Left

13

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Question No : 14 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

Letter refusing adjustment is written when:

Answer (Please select your correct option)

- the seller is at fault
- the buyer is at fault
- nobody is at fault
- the third party is at fault

Start Time: 10:36 PM

115:00 Time Left

14

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Question No : 15 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

While preparing an oral presentation, it is important to consider any _____ in appearance, mannerism or other customs.

Answer (Please select your correct option)

- time differences
- professional differences
- cultural differences
- none of the above

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115:00
Time Left

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Question No : 16 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

----- is exerted by someone who can influence and manipulate behaviour.

Answer (Please select your correct option)

- Consultative power
- Expertise power
- Reward power
- Legitimate power

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115:00
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Question No : 17 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option:

Collection letters are usually written in _____.

Answer (Please select your correct option)

- a line
- series
- serial
- steps

Start Time: 10:36 PM
115:00
Time Left

17

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Question No : 18 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option.

A thesis _____ is a sentence that clearly and concisely indicates the subject of your paper and the main points you will discuss.

Answer (Please select your correct option)

- question
- statement
- conclusion
- quote

Start Time: 10:36 PM
115:00
Time Left

18

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Question No : 19 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option.

..... appears as an appendix at the end of your thesis.

Answer (Please select your correct option)

- Raw data
- Synopsis
- Preface
- Tables and Figures

Start Time: 10:36 PM
115:00
Time Left

19

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Question No : 20 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option.

A _____ is an empirical inquiry that investigates a contemporary phenomenon within its real life context when the boundaries between phenomenon and context are not clearly evident; and in which multiple source of evidence are used.

Answer (Please select your correct option)

- descriptive research
- case study research
- ethnographic research
- experimental research

Start Time: 10:36 PM
115:00
Time Left

20

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Question No : 21 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option.

_____ is special types of case study research. It is distinguished from other types of case studies because it uses the theories and methods of anthropology to study the culture of schools and classrooms.

Answer (Please select your correct option)

- Descriptive research
- Case Study research
- Ethnographic research
- Comparative research

Start Time: 10:36 PM
115:00 Time Left

21

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Question No : 22 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

During an official meeting the role of ----- is to coordinate the work of the committee as well as to be a leader, guide, umpire.

Answer (Please select your correct option)

- committee member
- chairman
- treasurer
- secretary

Start Time: 10:36 PM
115:00 Time Left

22

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Question No : 23 of 52 Marks: 1 (Budgeted Time 1 Min)

Select the suitable option.

..... is a way to motivate the reader to action.

Answer (Please select your correct option)

- Obligation to buy
- Quality compromise about product
- Complex procedure to order the product
- Offering a special discount

Start Time: 10:36 PM
115:00
Time Left

23

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Question No : 24 of 52 Marks: 1 (Budgeted Time 1 Min)

Which of the following interview is unstructured and conducted in less formal setting?

Answer (Please select your correct option)

- Situational Interview
- Structured Interview
- Open-ended Interview
- Stress Interview

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115:00
Time Left

24

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Question No : 25 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

Memorandum performs internally the same function as a/an _____ does in external communication by an organization.

Answer (Please select your correct option)

- message
- letter
- report
- advertisement

Start Time: 10:36 PM
115:00
Time Left

25

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Question No : 26 of 52 Marks: 1 (Budgeted Time 1 Min)

Reports which show progress, accomplishments, or activities over time or at a given stage of a major assignment are known as _____.

Answer (Please select your correct option)

- feasibility report
- periodic reports
- conference reports
- progress reports

Start Time: 10:36 PM
115:00
Time Left

26

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Question No : 27 of 52 Marks: 1 (Budgeted Time 1 Min)

----- are routine reports prepared at regular time interval-daily, weekly, monthly quarterly or annually.

Answer (Please select your correct option)

- Periodic reports
- Formal reports
- Progress reports
- Conference reports

Start Time: 10:36 PM
115:00
Time Left

27

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Question No : 28 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:

In an organizational communication, a term paper of twenty pages will be counted as _____.

Answer (Please select your correct option)

- Short report
- Long Report
- Functional Report
- General Report

Start Time: 10:36 PM
115:00
Time Left

28

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Question No : 29 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:

In a the speaker uses nonverbal cues to express his meaning, has less control of contents and requires greater need to help the audience stay on track.

Answer (Please select your correct option)

- speech
- formal report
- formal oral presentation
- telephonic conversation

Start Time: 10:36 PM
115:00
Time Left

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Question No : 30 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

Which of the following is caused by Noise?

Answer (Please select your correct option)

- Enhances a message
- Focuses wandering thoughts
- Distorts or interferes with a message
- Causes listeners to listen to messages more carefully

Start Time: 10:36 PM
115:00
Time Left

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Question No : 31 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

Organizations give careful consideration to office space, factory layout, conference venues and the sales area ----- can influence the outcome of communication.

Answer (Please select your correct option)

- environment
- ethics
- departments
- threats

Start Time: 10:36 PM
115:00
Time Left

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Question No : 32 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

A formal report's format and impersonal tone convey an impression of -----.

Answer (Please select your correct option)

- criticism
- skepticism
- professionalism
- cynicism

Start Time: 10:36 PM
115:00
Time Left

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Question No : 33 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the most appropriate option from the following:

Children shake your hand in -----, hug you in -----, and often stay in the background in ----- respectively.

Answer (Please select your correct option)

- Pakistan, Germany, Italy
- Italy, Pakistan, Germany
- Germany, Italy, Pakistan
- Saudi Arabia, Germany, Pakistan

Start Time: 10:36 PM
115:00
Time Left

33

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Question No : 34 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

In ----- more attention is focused on ideas which are shared instead of the communicator.

Answer (Please select your correct option)

- Teleconferencing
- Computer conferencing
- Groupware
- Videotape

Start Time: 10:36 PM
115:00
Time Left

34

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Question No : 35 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

What parts of a solicited and unsolicited letter are the same?

Answer (Please select your correct option)

- The body and the opening
- The body and the closing
- The body
- The opening and the closing

Start Time: 10:36 PM
114:00
Time Left

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Question No : 36 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

Which of the following is the correct salutation in a business letter?

Answer (Please select your correct option)

- Your truly
- Your,s truly
- Yours truly
- Your's truly

Start Time: 10:36 PM
114:00
Time Left

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Question No : 37 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

What is meant by job interview?

Answer (Please select your correct option)

- To respond the company for general information regarding application
- To answer all the questions asked by the employer in an honest and convincing way
- To provide you an opportunity to tell the employer about your qualifications and to do the best job of selling yourself
- To enable both the organization and potential employee to obtain the information needed to make an informed decision

Start Time: 10:36 PM
114:00
Time Left

37

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Question No : 38 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

Coercive power is exerted by those who use their....., against the interest of the other party.

Answer (Please select your correct option)

- authority or any force
- power or any solidarity
- force or any response
- response or authority

Start Time: 10:36 PM
114:00
Time Left

38

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Question No : 39 of 52 Marks: 1 (Budgeted Time 1 Min)

If a manager asks his assistant to compile a report on the overall performance of the department, which form of communication it will be?

Answer (Please select your correct option)

- Intrapersonal communication
- Upward communication
- Downward communication
- Lateral communication

Start Time: 10:36 PM
114:00
Time Left

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Question No : 40 of 52 Marks: 1 (Budgeted Time 1 Min)

_____ is achieved in part through a balance between precise language and familiar language.

Answer (Please select your correct option)

- Clarity
- Correctness
- Conciseness
- Consideration

Start Time: 10:36 PM
114:00
Time Left

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Question No : 41 of 52 Marks: 2 (Budgeted Time 4 Min)

In business communication, what is the role of persuasion and motivation?

Answer (Please click here to Add Answer)

Start Time: 10:36 PM
114:00
Time Left

41

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Question No : 42 of 52 Marks: 2 (Budgeted Time 4 Min)

Name any two visual aids which are helpful in making a presentation.

Answer (Please click here to Add Answer)

Start Time: 10:36 PM
114:00
Time Left

42

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Question No : 43 of 52 Marks: 2 (Budgeted Time 4 Min)

What is the difference between listening and hearing?

Answer (Please click here to Add Answer)

Start Time: 10:36 PM
114:00
Time Left

43

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Question No : 44 of 52 Marks: 2 (Budgeted Time 4 Min)

Describe the types of letter report.

Answer (Please click here to Add Answer)

Start Time: 10:36 PM
114:00
Time Left

44

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Question No : 45 of 52 Marks: 3 (Budgeted Time 6 Min)

What are the ways to improve your listening? Explain briefly.

Answer (Please click here to Add Answer)

Start Time: 10:36 PM
114:00
Time Left

45

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Question No : 46 of 52 Marks: 3 (Budgeted Time 6 Min)

What is the difference between 'National Cultural Variables' and 'Individual Cultural Variables'?

Answer (Please click here to Add Answer)

Start Time: 10:36 PM
114:00
Time Left

46

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Question No : 47 of 52 Marks: 3 (Budgeted Time 6 Min)

Write three points to compose an impressive resume.

Answer (Please click here to Add Answer)

Start Time: 10:36 PM
114:00
Time Left

47

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Question No : 48 of 52 Marks: 3 (Budgeted Time 6 Min)

The producer of the market report should have a firm grip to analyze all the issues related to market. In the light of this statement, write about the qualities of a good market report.

Answer (Please click here to Add Answer)

Start Time: 10:36 PM
114:00
Time Left

48

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Question No : 49 of 52 Marks: 5 (Budgeted Time 10 Min)

What points should be kept in mind while writing a letter refusing an order?

Answer ([Please click here to Add Answer](#))

Start Time: 10:36 PM
114:00
Time Left

49

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Question No : 50 of 52 Marks: 5 (Budgeted Time 10 Min)

State any five common faults of a resume.

Answer ([Please click here to Add Answer](#))

Start Time: 10:36 PM
114:00
Time Left

50

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Question No : 51 of 52 Marks: 5 (Budgeted Time 10 Min)

How is research used in Journalism and Police work?

Answer (Please click here to Add Answer)

Start Time: 10:36 PM
114:00
Time Left

51

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Question No : 52 of 52 Marks: 5 (Budgeted Time 10 Min)

Suppose you are the general manager of a company. Write a report to the CEO about the benefits of equipping the staff with portable computers. Also describe three qualities the computers should possess.

Answer (Please click here to Add Answer)

Start Time: 10:36 PM
114:00
Time Left

52

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