

For Solved Visit **VU Answer**

ENG301 Final Term Papers By Waqar (File 3)

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

Choose the correct answer given below:

The form of communication mostly used for written messages to persons inside your organization is called:

Answer (Please select your correct option)

- Memorandum
- Business letter
- Pamphlet
- Adjustment letter

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

Choose the correct answer given below:

Select the following aspect that is not a part of buffer:

Answer (Please select your correct option)

- Agreement
- Appreciation
- Assurance
- Conflict

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

Choose the correct option.

Artifacts are the part of ----- communication.

Answer (Please select your correct option)

- verbal
- non-verbal
- written
- oral and written

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

Choose the best option.

..... letter is written to ask a piece of information about a product or services.

Answer (Please select your correct option)

- Order letter
- Sales letter
- Inquiry letter
- Request letter

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

Choose the correct option.

Nonverbal messages about self-concept, image, mood, feeling or style are conveyed through

Answer (Please select your correct option)

- artifacts
- body movements
- physical characteristics
- touching behaviour

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

Fill in the blank with the correct option.

----- means judging other people or countries by the cultural standards of your group.

Answer (Please select your correct option)

- Ethnocentrism
- Ethnography
- Anthology
- Misanthropy

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Question No : 8 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option from the following:

We can apply seven C's in ----- .

Answer (Please select your correct option)

- non verbal communication
- written and oral communication
- written communication
- oral communication

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Question No : 9 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the best option.

Which one is not the part of AIDA Plan?

Answer (Please select your correct option)

- Attention
- Action
- Desire
- Appreciation

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Question No : 10 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option:

A(n) _____ letter is a reply to a customer's complaint.

Answer (Please select your correct option)

- inquiry
- adjustment
- collection
- sales

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Question No : 11 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option:

When a product or service does not meet customers' _____, the customers are disappointed and usually complain.

Answer (Please select your correct option)

- experiences
- esthetics
- elegance
- expectations

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

Choose the correct option from the following:

----- is the part of a formal report other than prefatory and supplementary parts.

Answer (Please select your correct option)

- Written part
- Text part
- Oral part
- Added part

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

Choose the correct option from the following:

One type of proposal is research proposal and the other type is -----.

Answer (Please select your correct option)

- solicited proposal
- unsolicited proposal
- business proposal
- marketing proposal

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Question No : 14 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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Question No : 15 of 52 Marks: 1 (Budgeted Time 1 Min)

Choose the correct option.

How many methods are used to deliver an oral presentation?

Answer (Please select your correct option)

- Three
- Four
- Two
- Five

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

Choose the correct option.

Principled bargaining acknowledges the Australian ethic of a :

Answer (Please select your correct option)

- Foul play
- Fair go
- Good relation
- Bad relation

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

Choose the correct option.

In which negotiation method both parties are dissatisfied?

Answer (Please select your correct option)

- Withdrawal
- Accommodation
- Competition
- Cooperation

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

Choose the correct option.

Collection letter should be written with the assumption that most people will -----.

Answer (Please select your correct option)

- pay
- not pay
- delay
- ignore

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

Choose the best option.

There are----- research methods that are typically used in educational research.

Answer (Please select your correct option)

- three
- six
- five
- two

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

Choose the correct option:

Label each visual with a/an _____.

Answer (Please select your correct option)

- alphabetical numeral
- arabic numeral
- roman numeral
- all of the above

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

Choose the correct option.

The person who has the power to act upon and carry out decisions is known as:

Answer (Please select your correct option)

- Chairman
- Executive
- Advisory
- Leader

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

Choose the best option.

Solicited Sales letters are written:

Answer (Please select your correct option)

- In response to an inquiry
- To increase marketing of a product
- To persuade buyer to buy a product
- To sell a product or service

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

Choose the correct option from the following:

The last paragraph of a job application letter is supposed to motivate the reader for an action. In almost all cases the most requested action is a(n) _____.

Answer (Please select your correct option)

- BQ test
- interview
- job skill test
- drug test

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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)

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

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

Choose the correct option.

The memorandum or 'memo' is a very flexible form used _____ an organization for communication at all levels and for many different reasons.

Answer (Please select your correct option)

- remote
- outside
- exterior
- within

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

Reports can be classified as:

Answer (Please select your correct option)

- Informal reports, Short reports
- Formal reports, Long reports
- Formal or Informal reports; Short or Long Reports
- Informal reports, Long reports

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

Choose the correct option.

To write a good resume, you need to show that you _____ .

Answer (Please select your correct option)

- know how to get things done
- are flexible and willing to try new things
- possess strong communication skills
- all of the above

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

Choose the correct option from given choices:

A promise of future payment in cash or something of the kind given in exchange for goods or services is called -----

Answer (Please select your correct option)

- credit
- debit
- dividend
- none of the above

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

Choose the correct option from the following:

The ----- tone makes the employer wonder whether the application's self-evaluation is real.

Answer (Please select your correct option)

- all of the above
- confident
- under confident
- overconfident

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

Choose the correct option from the following:

Employers seek candidates with a high -----.

Answer (Please select your correct option)

- physical intelligence
- mathematical intelligence
- emotional intelligence
- musical intelligence

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

Choose the correct option.

Despite being grammatically and mechanically perfect, purpose of a message can not be achieved because of mistakes in -----.

Answer (Please select your correct option)

- names, figures, facts, and words
- punctuation and capitalization
- the level of language
- all of the above

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

Choose the correct option.

A person writing a market report should have a ----- knowledge of the matter that has to be reported.

Answer (Please select your correct option)

- brief
- comprehensive
- minimum
- limited

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

Which of the following is NOT type of oral presentation?

Answer (Please select your correct option)

- Minutes presentation
- Training/instructional presentations
- Persuasive presentations
- Informative presentations

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

Choose the correct option.

'Dear Sara' comes under the category of ----- style of salutation.

Answer (Please select your correct option)

- less formal
- friendly
- most formal
- formal

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

Choose the correct option.

A message of ----- is much like a message of appreciation.

Answer (Please select your correct option)

- invitation
- congratulation
- good news
- appointment

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

Choose the correct option.

Which section of a research report is not contained in a research proposal?

Answer (Please select your correct option)

- Objective of the study
- Research question
- Justification of the study
- Results and discussion about them

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

Choose the correct option.

During the attending stage of listening.....

Answer (Please select your correct option)

- you should be sure to always focus on your notes first
- you will concentrate better if you ignore nonverbal cues
- it is important to be mentally ready
- you should be preparing yourself to speak

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

Choose the correct option.

The best feelings paraphrase of "He did it again--he forgot to return my keys" would be:

Answer (Please select your correct option)

- "Maybe something prevented him from returning it when he expected to."
- "Are you sure? Maybe he left them on your desk. Do you want me to check?"
- "I get the sense that you are frustrated by how forgetful he can be."
- "You're saying he didn't leave your key again."

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Question No : 39 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

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

If the verbal message does not match the nonverbal communication, people tend to believe the _____

Answer (Please select your correct option)

- Nonverbal message
- Verbal message
- Both verbal & non-verbal
- None of them

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

What is a research proposal?

Answer (Please click here to Add Answer)

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

Briefly describe the advantages of communication in business career.

Answer (Please click here to Add Answer)

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

Write a note on the beginning of a thesis.

Answer (Please click here to Add Answer)

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

What is the significance of Pre-employment Psychological Test?

Answer (Please click here to Add Answer)

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

How do you cite indirect sources?

Answer (Please click here to Add Answer)

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

Write the format of a 'Chronological Resume'.

Answer (Please click here to Add Answer)

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

Reports are of vital importance in any business organization as they guide in the best possible way. Do you agree? State three purposes of a business report.

Answer (Please click here to Add Answer)

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

Punctuate the following sentences with apostrophes.

1. That is the house of David.
2. He should not worry so much
3. Where is my blue book?
4. I want to pet the head of the dog.
5. We should not take the car of my father to the beach.

Answer (Please click here to Add Answer)

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

How can you achieve accuracy while writing a report?

Answer (Please click here to Add Answer)

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

Oral communication is as important as written communication . Enlist some uses of oral communication.

Answer (Please click here to Add Answer)

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

How does the presenter conduct his presentation in extemporaneous method of oral presentation?

Answer (Please click here to Add Answer)

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

Why is research important in thesis writing? Discuss it.

Answer (Please click here to Add Answer)

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