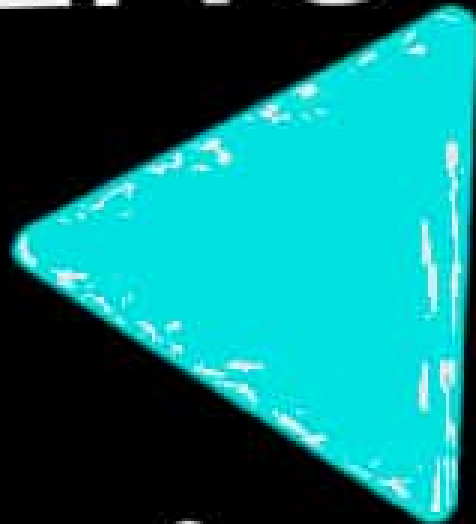


ENG 301 Quiz 3



Flourish
learning

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0322-9795828

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ENG 301

Quiz 3

Lesson 33-40

Final term MCQs



Question # 1 of 10 (Start time: 06:44:05 PM, 26 August 2021)

The middle section of an application letter does the following:

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Select the correct option

- Summarizes your relevant qualifications
- Emphasizes your accomplishments
- Suggests desirable personal qualities
- All of the above

[Click to Save Answer & Move to Next Q](#)





Question # 2 of 10 (Start time: 06:45:01 PM, 26 August 2021)

Choose the correct option.
In a typical job search, you can expect to have many _____ before your accept a job offer.

Select the correct option

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- interviews
- letters
- options
- chances

Click to Save Answer & Move to Next





Rehearsal helps in overcoming anxiety in oral presentation.

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Select the correct option

- False
- True

Click to Save Answer & Move to Next Question





Question # 4 of 10 (Start time: 06:46:19 PM, 26 August 2021)

AIDA stands for-----.

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Select the correct option

- Agricultural Income Disaster Assistance
- Advanced Interactive Digital Administrations
- Attention, Interest, Desire, Action
- Awareness, Interest, Desire, and Action

Click to Save An



Question # 5 of 10 (Start time: 06:46:59 PM, 26 August 2021)

While compiling resume your goal is to generate _ immediately. [Download More Quizzes Files From VUAnswer.com](#)

Select the correct option

- sympathy
- empathy
- interest
- job

Click to Save Answer & M





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

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Select the correct option

- personal VUAnswer.com
- functional
- chronological
- informational

Click to Save Answer & Move to Next Question





Question # 7 of 10 (Start time: 06:47:58 PM, 26 August 2021)

In which of the following strategies both parties are satisfied with the settlement negotiated?

Select the correct option

- Win-win strategy
- Lose-Lose strategy
- Win-lose strategy
- Lose-win strategy

Click to Save Answer & Move to N





Use the ____ approach if you are new to the job market, and want to redirect your career.

Select the correct option

- Organizational
- Functional
- Indirect
- Direct

Click to Save Answer & Move to Next Question





Question # 9 of 10 (Start time: 06:48:51 PM, 26 August 2021)

Screening stage,--- stage and final stage are the three stages of interview process.

Select the correct option

- selection
- all of the above
- collection
- opportunity

Click to Save Answer & Move to Next



Choose the correct option.
The _____ of an application letter captures attention, gives the reason you're writing, and states which job you're applying for.

Select the correct option

- inside
- middle
- opening
- ending

Click to Save Answer & Move to Next Question

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ENG301:Quiz 3

Question # 1 of 10 (Start time: 06:51:46 PM, 26 August 2021)

Preparation for a job interview is:

Select the correct option

- | | |
|----------------------------------|----------------|
| <input type="radio"/> | optional |
| <input checked="" type="radio"/> | mandatory |
| <input type="radio"/> | avoidable |
| <input type="radio"/> | circumstantial |





ENG301:Quiz 3

Question # 2 of 10 (Start time: 06:52:22 PM, 26 August 2021)

The art of 'oral presentation' includes _

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Select the correct option

- mastering the art of delivery
- all of the above
- handling question responsively
- preparing to speak





Question # 3 of 10 (Start time: 06:53:30 PM, 26 August 2021)

A _____ resume emphasizes a list of skills and accomplishments.

Select the correct option

- biographical
- combination
- functional
- chronological

Click to Save Answer & M





Question # 4 of 10 (Start time: 06:53:50 PM, 26 August 2021)

In which of the following strategies both parties are satisfied with the settlement negotiated?

Select the correct option

- | | |
|----------------------------------|--------------------|
| <input checked="" type="radio"/> | Win-win strategy |
| <input type="radio"/> | Lose-Lose strategy |
| <input type="radio"/> | Win-lose strategy |
| <input type="radio"/> | Lose-win strategy |

Click to Save Answer & Move to N

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It can be repetitious if you have to list your accomplishments and skills in both the functional section and the chronological job descriptions.

Select the correct option

- Combination Resume
- Functional Resume
- Targeted Resume
- Chronological Resume

Click to Save Answer & Move to Next Question

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In combination resume, experts disagree about the need to state _____.

Select the correct option

- salary expectations
- a career objective
- hobbies
- personal details

Click to Save Answer & Move to Next Question



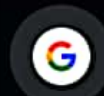


Choose the best option from the following.
While sending a resume to an organization keeps yourself in the _____ situation.

Select the correct option

<input type="radio"/>	Sender's
<input checked="" type="radio"/>	Recruiter's
<input type="radio"/>	None of the above
<input type="radio"/>	Audience's

Click to Save Answer & Move to Next Question



Which of the following is important while appearing for the interview?

Select the correct option

- | | |
|----------------------------------|--|
| <input checked="" type="radio"/> | All of the above |
| <input type="radio"/> | Arriving on time |
| <input type="radio"/> | Waiting graciously |
| <input type="radio"/> | Bringing proof of your accomplishments |

[Click to Save Answer & Move to Next Question](#)

[Download More Quizzes Files From VUAnswer.com](#)



Mark the following statement as True or False:
In a negotiation, positive regard for yourself and the others involved will communicate your warmth and acceptance of them.

Select the correct option

- True
- False

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Click to Save Answer & Move to Next Question



Select the correct option.
In big organizations the on campus recruiting programs are relatively _____ in number.

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Select the correct option

- Hefty
- Large
- Small
- Great

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[Click to Save Answer & Move to Next Question](#)



Question # 1 of 10 (Start time: 06:59:49 PM, 26 August 2021)

The 'memorization' style of presentation may sound _

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Select the correct option

- literary
- spontaneous
- artistic
- robotic

Click to Save Answer & Move to Next





ENG301:Quiz 3

Question # 2 of 10 (Start time: 07:00:33 PM, 26 August 2021)

Choose the best option from the following.
The appropriate style for a resume is _____

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[VUAnswer.com](#)

Select the correct option

- Complex
- Having gaps
- Using strong words
- Simple and direct

[Click to](#)



Which of the following words is strong representation for a resume? [Download More Quizzes Files From VUAnswer.com](#)

Select the correct option

- Team player
- Goal-oriented
- Managed
- Ambitious

▶ [Click to Save Answer & Move to Next Question](#)



It is important for a job candidate to have the _____ to apply diverse skills in several areas.

Select the correct option

- rudeness
- rigidity
- flexibility [Download More Quizzes Files From VUAnswer.com](#)
- stubbornness

Click to Save Answer & Move to Next Question



If your application letter and resume fail to bring a response within a month or so, _____ with a second letter to keep your file active.

Select the correct option

- Follow up
- Condemn
- Abscond
- Denounce

Click to Save Answer & Move to Next Question

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Preparing _____ is an important task for most of the business communication students.

Select the correct option

- CV
- Study
- resume
- Job

Click to Save Answer & Move to Next Question





Question # 7 of 10 (Start time: 07:05:00 PM, 26 August 2021)

A 'functional resume' is for people who _____.
Which of the following is/are true with reference to a 'functional resume'? [Download More Quizzes Files From VUAnswer.com](#)

Select the correct option

- | | |
|----------------------------------|--|
| <input type="radio"/> | have little continuous career-related experience |
| <input type="radio"/> | want to redirect their careers |
| <input checked="" type="radio"/> | All of the above |
| <input type="radio"/> | are just entering the job market |

[Click to Save Answer & Move to Next Q](#)



Question # 8 of 10 (Start time: 07:05:39 PM, 26 August 2021)

The middle section of an application letter does the following: [Download More Quizzes Files From VUAnswer.com](#)

Select the correct option

- Summarizes your relevant qualifications
- Emphasizes your accomplishments
- Suggests desirable personal qualities
- All of the above

Click to Save Answer & Move t





Question # 9 of 10 (Start time: 07:05:51 PM, 26 August 2021)

Identify the given statement as True or False.
For most business students one of the most important communication tasks is preparing your resume.

Select the correct option

- False
- True [Download More Quizzes Files From VUAnswer.com](#)

Click to Save Answer & Move to Next Q





In a ____ resume, the work-experience section dominates immediately after the name and address and the objective.

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Select the correct option

- Hybrid
- Functional
- Chronological
- None of all

Click to Save Answer & Move to Next Question





Question # 1 of 10 (Start time: 07:08:15 PM, 26 August 2021)

_____appearance is important because it reveals something about a candidate's professionalism.

Select the correct option

- Physical
- Sharp
- Rusty
- Unusual

Click to Save Answer & Move

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Question # 2 of 10 (Start time: 07:08:50 PM, 26 August 2021)

In which of the following strategies both parties are satisfied with the settlement negotiated?

Select the correct option

- Win-lose strategy
- Lose-Lose strategy
- Lose-win strategy
- Win-win strategy

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Click to Save Answer & Move to



In Lose-lose strategy situations both the parties are unable to collaborate and walk away from the negotiation-----.

Select the correct option

- satisfied
- discouraged
- dissatisfied
- frustrated

Click to Save Answer & Move to Next Question



Question # 4 of 10 (Start time: 07:09:39 PM, 26 August 2021)

Choose the correct option:
Suitability for the specific job is judged on the basis of _____.

Select the correct option

- academic preparation
- work experience
- job-related personality traits
- above all

Click to Save Answer & Move to Next





A ____ is a structured, written summary of a person's education, employment background and job qualifications.

Select the correct option

- Memorandum
- Market report
- Trade Magazine
- Resume

Click to Save Answer & Move to Next Question





Always look at _____ of business and their activities as first step in narrowing the field

Select the correct option

- the organizational areas
- the financial areas
- the functional areas
- the marketing areas

Click to Save Answer & Move to Next Question





Which of the following is/are major disadvantage/s of a 'combination resume'?

Select the correct option

- It can be repetitious.
- It tends to be longer.
- Both of the above
- None of the above

Click to Save Answer & Move to Next Question





Which of the following is/are type/s of interview/s that organizations use to discover the potential of the job candidates?

Select the correct option

- Stress Interview
- All of the above
- Situational Interview
- Video Interview

Click to Save Answer & Move to Next Question





Question # 9 of 10 (Start time: 07:12:16 PM, 26 August 2021)

The application/cover letter let the reader know about_____.

Select the correct option

- your abilities
- your purpose
- your obligations
- none of the above

Click to Save Answer & ...





Question # 10 of 10 (Start time: 07:13:44 PM, 26 August 2021)

The three types of pre-employment tests are:job skill tests,psychological tests and — tests.

Select the correct option

- all of the above
- drug
- medicine
- herbal

Click to Save Answer & Move to





In reading style of presentation, the whole presentation is .

Select the correct option

- read aloud
- read to oneself
- all of the above
- read silently

Click to Save Answer & Move to Next Question





A situation in which the initiator is dissatisfied and the other is satisfied is called.....

Select the correct option

- Lose-win strategy
- Win-win strategy
- Win-lose strategy
- Lose-Lose strategy

Click to Save Answer & Move to Next Question





Question # 3 of 10 (Start time: 07:15:54 PM, 26 August 2021)

Effective presentation focuses on audience's _

Select the correct option

- perceptions
- size
- bent of mind
- needs

Click to Save A





Forgetting a single line may cause disaster in ____ method of speech.

Select the correct option

- None of the above
- memorization
- All of the above
- extemporaneous

Click to Save Answer & Move to Next Question



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

Select the correct option

- personal
- functional
- informational
- chronological

Click to Save Answer & Move to Next Question





To succeed with a _____, you must present sufficient logic, evidence, and emotion to sway the audience to your viewpoint.

Select the correct option

- informative presentation
- instructional presentation
- formal presentation
- persuasive presentation

[Click to Save Answer & Move to Next Question](#)





Effective presentation focuses on audience's need but also tailor messages to the time allowed.

Select the correct option

- False
- True

Click to Save Answer & Move to Next Question





Which of the following stages normally take place in the interview process?

Select the correct option

- Screening, selection, and final stages
- Selection, final, and election stages
- Final,selection, and casual stages
- Screening, selection, and adoption stages

Click to Save Answer & Move to Next Question





Self-exposing people demand attention by speaking loudly.

Select the correct option

- False
- True

Click to Save Answer & Move to Next Question





At the start of an interview you should:

Select the correct option

- Try to find common interests.
- Look around the interview's office to get familiarized with the environment.
- Maintain eye contact with the interviewer.
- All of the above.

Click to Save Answer & Move to Next Question



Question # 1 of 10 (Start time: 07:22:58 PM, 26 August 2021)

Select the correct option.
In _____ organizations recruiting process is handled/conducted by human resource or personnel department.

Select the correct option

- Small
- Big
- Undersized
- Tiny

Click to Save Answer & Move to Next





Question # 2 of 10 (Start time: 07:23:18 PM, 26 August 2021)

Effective presentation focuses on audience's _

Select the correct option

- perceptions
- size
- needs
- bent of mind

Click to Save A





Company's strategic problems and operations are only employee's area of concern.

Select the correct option

- False
- True

Click to Save Answer & Move to Next Quest





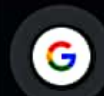
Question # 4 of 10 (Start time: 07:25:06 PM, 26 August 2021)

A 'functional resume' is for people who _____.
Which of the following is/are true with reference to a 'functional resume'?

Select the correct option

- | | |
|----------------------------------|--|
| <input type="radio"/> | want to redirect their careers |
| <input type="radio"/> | are just entering the job market |
| <input type="radio"/> | have little continuous career-related experience |
| <input checked="" type="radio"/> | All of the above |

Click to Save Answer & Move to Next Q





In a ____ resume, the work-experience section dominates immediately after the name and address and the objective.

Select the correct option

- Functional
- Hybrid
- None of all
- Chronological

Click to Save Answer & Move to Next Question





Which of the following is done differently on a Functional Résumé vs. a Chronological Résumé?

Select the correct option

- Education section
- Name and address section
- Objective statement
- Skills section

Click to Save Answer & Move to Next Question





Choose the BEST option:
Accompany your resume with a cover or application letter to let readers know:

Select the correct option

- How they can benefit from reading it.
- What you are sending.
- Why you are sending it.
- All of the above

Click to Save Answer & Move to Next Question





Mark the following statement as True or False:
In an interview, based on a review of your resume, the interviewer may already have some idea of whether you have the right qualifications.

Select the correct option

<input checked="" type="radio"/>	True
<input type="radio"/>	False

Click to Save Answer & Move to Next Question



Your goal is that after you have finished your presentation, listeners will question your proposal.

Select the correct option

- False
- True

Click to Save Answer & Move to Next Question





During _____ stage of interview, the interview panel notice that how you listen, think, and express yourself, so that they can decide how likely you are to get along with colleagues.

Select the correct option

- Final
- Introductory
- Selection
- Screening

Click to Save Answer & Move to Next Question



The three steps of oral presentation process are: planning your presentation; writing your presentation; and — your presentation.

Select the correct option

- all of the above
- ending
- finishing
- completing

Marked Correct/Incorrect Answer



In big companies hiring is handled by _____ .

Select the correct answer:

- chief executive
- financial department
- top manager
- human resource department

Marked Correct Answer / Wrong Answer

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UIS



Question 7 of 10 (Start time: 04:43:20 PM, 26 August 2021)

Total Marks: 1

It can be repetitious if you have to list your accomplishments and skills in both the functional section and the chronological job descriptions.

Select the correct answer:

<input type="radio"/>	Targeted Resume
<input type="radio"/>	Functional Resume
<input type="radio"/>	Chronological Resume
<input type="radio"/>	Combination Resume

[View Question History / Mark Question Correct](#)

LWS



Clothing and grooming reveal something about a candidate's _____ and professionalism.

Select the correct option:

- performance
- salary
- preparation
- personality



Answered / Wrong / Correct / Done



Intellectual ability can be assessed by_____.

Select the correct option:

- Informal tests
- drug tests
- psychological tests
- political tests

Marked Correct/Incorrect/Not Graded



A perfect resume responds to the reader's needs and —.

Select the correct option:

- interferences
- preferences 
- references
- conferences

Marked Correct Answer / Correct Answer



UIS



Rehearsal helps in overcoming anxiety in oral presentation.

Select the correct option:

- False
- True




ANSWERED CORRECTLY (100%) (100%)



A Functional Résumé is a type of résumé that highlights your_____.

Select the correct answer

- personal information
- experience 
- objectives
- hobbies

[Click to See Answer & Move to Next Question](#)



Select the correct option.

In _____ organizations recruiting process is handled/conducted by human resource or personnel department.

Select the correct option

<input type="radio"/>	Undersized
<input type="radio"/>	Tiny
<input type="radio"/>	Big but not cnfrm
<input type="radio"/>	Small

TIME OVER / ANSWERS CORRECT

It's C

it's 700 Confirmed




UIS



Conclude the interview with _____.

Select the correct option:

- courtesy and enthusiasm 
- smartness
- none of the above
- a hand shake

Submit Answer / Discard Answer



Show how your background and talents will _____ a particular problem.

Select the correct option

<input type="radio"/>	solve
<input type="radio"/>	highlight
<input type="radio"/>	ascertain
<input type="radio"/>	create

Marked Correct / Incorrect / Question Deleted



You'll make a better impression in an interview by ____.

Select the correct answer:

- being shy or self-conscious
- being overwhelming
- building your confidence
- building an interview strategy

Correct



Marked as Correct, 26 August 2021



A structured interview—

Select the correct option:

- gets four closed questions and four open questions.
- gets exactly the same questions, but not in the same order.
- gets three opened questions in the same order.
- gets exactly the same questions, in the same order.



Choose the correct option.
Keep your _____ linked to your CV.

Select the correct option:

report

Informal letter

resume

cover letter

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Submit Answer/Mark/Flag/Report Question



UIS

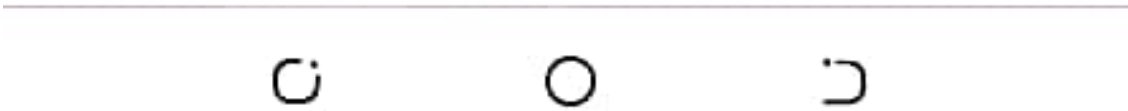


Good negotiation may yield an agreement which will be_____.

Select the correct answer

- elaborative
- durable
- none of the above
- encompassing

Multiple Choice Question



Self-denying people hide their feelings.

Select the correct answer


- False
- True

Marked Correct Answer



The most prior and specific purpose of negotiation is _____.

Select the correct option

- to both of the above 
- to ensure clarity
- to reach an agreement Correct
- none of the above

Time Spent: 00:00:00

Navigation bar with icons: up arrow, list, globe with plus, and plus sign.

Navigation bar with icons: home, search, and back.

While writing your objective try to be as _____ as possible about what you want.

Select the correct option:

- skilled
- broad
- specific
- efficient

Marked Correct Answer / Correct Answer



WIS



Try to differentiate yourself from other candidates IN _____

Select the correct option(s)

- final stage
- primitive stage
- selection stage
- screening stage

11:40 AM 26/08/2021



Employers —.about the declining quality of written communication, including cover letters.

Select the correct option

- concern
- comment
- none of the above
- complain

Marked Correct Answer Not Checked



_____ interviews help recruiters see how you handle yourself under pressure.

Select the correct option

- Stress
- Formal
- Group
- Situational

Question 7 of 14 (04:17:14 PM, 26 August 2021)



Question # 10 of 10 (Start time: 04:18:27 PM, 28 August 2021)

Total Marks: 1

An employment interview is a formal meeting in which both _____ ask questions and exchange information to learn about each other.

Select the correct option:

<input type="radio"/>	employer and applicant
<input type="radio"/>	director and customer
<input type="radio"/>	shopkeeper and customer
<input type="radio"/>	all of the above

Submit Answer / Next / Previous / Done Question



UIS



Clarity can be achieved with _____.

Select the correct option:

passive verbs

abstract concepts

none of the above

active verbs

Submit Answer / Marked Correct

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LVIS



Forgetting a single line may cause disaster in _____ method of speech.

Select the correct answer.

- extemporaneous
- memorization 
- All of the above
- None of the above

Flag Question / Report Question / Delete Question



UIS



At the start of an interview you should:

Select the correct option

- Try to find common interests.
- All of the above. 
- Maintain eye contact with the interviewer. 
- Look around the interviewer's office to get familiarized with the environment.

Marked Correct (1/1) (1/1) (1/1) (1/1)



Question # 9 of 10 [Start Time: 04:11:53 PM, 28 August 2021]

Total Marks: 1

Your goal is that after you have finished your presentation, listeners will question your proposal.

Select the correct answer.

 True False[View Answer / Hide Answer](#)

While writing a resume, to use _____ sentences is a better option.

Select the correct option:

- | | |
|----------------------------------|-----------|
| <input type="radio"/> | syntactic |
| <input type="radio"/> | lengthy |
| <input checked="" type="radio"/> | short |
| <input type="radio"/> | semantic |

[Click to View Answer & Move to Next Question](#)





Choose the Best option:
Planning oral presentations is much like planning any other _____ message.

Select the correct option

- personal
- business
- social media
- domestic

Click to See Answer & Move to Next Question





To send _____ after your application letter is a good action.

Select the correct option

- none of the above
- person for inquiry
- a follow up letter
- a verbal request

Click to Save Answer & Move to Next Question





Which one is the most common type of pre-employment tests?

Select the correct option

- job skill tests
- psychological tests
- drug tests
- task-based tests

Click to See Answer & Move to Next Question





Reading aloud the whole presentation is allowed if it has

Select the correct option

- to convince the audience
- to achieve the purpose
- multiple issues to address
- technical and complex topic

Click to See Answer & Move to Next Question





Which of the following is not included in the most frequent forms of resume deception?

Select the correct option

- Including details about markets
- Stretching dates of employment to cover gaps
- Inflating grade-point averages
- Claiming nonexistent educational credits

Click to Save Answer & Move to Next Question





Do you think 'presentation skills' can lead to work advancements?

Select the correct option

Yes

No

Click to Save Answer & Move to Next Question





The most prior and specific purpose of negotiation is _____.

Select the correct option

- to reach an agreement
- none of the above
- to ensure clarity
- to both of the above

Correct

Click to See Answer & Move to Next Question





Which of the following is important while appearing for the interview?

Select the correct option

- Bringing proof of your accomplishments
- Waiting graciously
- All of the above
- Arriving on time

Click to Save Answer & Move to Next Question





The follow-up letter gives you a chance to — your original application letter with any recent job-related information.

Select the correct option

- degrade
- none of the above
- upgrade
- update

Click to Save Answer & Move to Next Question





A situation in which the initiator is dissatisfied and the other is satisfied is called.....

Select the correct option

- Win-lose strategy
- Lose-Lose strategy
- Lose-win strategy
- Win-win strategy

Click to Save Answer & Move to Next Question



Question # 1 of 10 (Start time: 03:16 03 PM, 26 August 2021)

Total Marks: 1

'Was captain college xi and participated in many University Fixtures', the statement is an example of _____.

Select the correct option

<input type="radio"/>	public interaction	Correct
<input type="radio"/>	managing	
<input type="radio"/>	skills and capabilities	
<input type="radio"/>	personal selling/retailing	

[Click to Show Answer / Move to Next Question](#)

To write a good resume, you need to show that you:

Select the correct option

<input type="radio"/>	Think in terms of result
<input type="radio"/>	All of the above
<input type="radio"/>	Are well rounded
<input type="radio"/>	Show signs of progress

Correct

Click to Save Answer & Move to Next Question



Question # 3 of 10 (Start time: 03:17:49 PM, 26 August 2021)

Total Marks: 1

_____ negotiation meets at as many interests as possible with an agreement that is durable.

Select the correct option

<input type="radio"/>	Failed
<input type="radio"/>	Stale
<input type="radio"/>	Good
<input type="radio"/>	Unsuccessful

Correct

[Clears Exam / Logout / My Profile / My Questions](#)

Which of the following is/are major disadvantage/s of a 'combination resume'?

Select the correct option

<input type="radio"/>	It tends to be longer.	Correct
<input type="radio"/>	Both of the above	
<input type="radio"/>	None of the above	
<input type="radio"/>	It can be repetitious.	

[Click to See Answer & Move to Next Question](#)



In a _____ letter, you need no special attention-getter because you have been invited to apply.

Select the correct option



cover



solicited

Correct



traditional



unsolicited

Click to Show Answer & Move to Next Question



Question # 6 of 10 (Start time: 03:21:58 PM, 26 August 2021)

Total Marks: 1

Reward power is exerted by someone who can influence and manipulate-----.

Select the correct option

<input type="radio"/>	habit
<input type="radio"/>	environment
<input type="radio"/>	mood
<input type="radio"/>	behaviour

Correct

[Click to Show Answer & Move to Next Question](#)

_____ interviews help recruiters see how you handle yourself under pressure.

Select the correct option

<input type="radio"/>	Situational
<input type="radio"/>	Stress Correct
<input type="radio"/>	Group
<input type="radio"/>	Formal

[Go to Question 6](#) | [Go to Question 7](#) | [Go to Question 8](#) | [Go to Question 9](#) | [Go to Question 10](#)



In the _____ interview, the interviewer poses broad, open-ended questions and encourages the applicant to talk freely.

Select the correct option

<input type="radio"/>	stress
<input type="radio"/>	open-ended
<input type="radio"/>	stuctured
<input type="radio"/>	video

Correct

[Click to show Answer & Move to Next Question](#)



Question # 9 of 10 (Start time: 03:25:28 PM, 26 August 2021)

Total Marks: 1

Whenever you submit your resume accompany it with a _____ to let readers know what you're sending, why you're sending it, and how they can benefit from reading it.

Select the correct option

<input type="radio"/>	Report
<input type="radio"/>	Cover letter
<input type="radio"/>	C.V
<input type="radio"/>	Memo

Correct

<https://www.camscanner.com/>

The chronological approach is the most common way to

_____.

Select the correct option.

- All of above
- highlight employment continuity
- organize a resume
- find information easily

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Correct

Click to Show Answer & Move to Next Question



Clothing and grooming reveal something about a candidate's _____ and professionalism.

Select the correct option

<input type="radio"/>	performance
<input checked="" type="radio"/>	personality
<input type="radio"/>	salary
<input type="radio"/>	preparation

We should keep high salary expectations during our interview.

Select the correct option

<input type="radio"/>	False
<input checked="" type="radio"/>	Correct
<input type="radio"/>	True

Question # 5 of 10 (Start time: 04:04:13 PM, 26 August 2021)

A situation in which the initiator is dissatisfied and the other is satisfied is called _____

Select the correct option

<input type="radio"/>	Win-lose strategy
<input type="radio"/>	Lose-Lose strategy
<input type="radio"/>	Win-win strategy
<input type="radio"/>	Lose-win strategy

Correct

One of the purposes of oral presentation is to strengthen the trust between _____.

Select the correct option

<input type="radio"/>	audience and the organization
<input type="radio"/>	speaker and the organization
<input type="radio"/>	none of the above
<input type="radio"/>	audience and speaker

Correct

Reward power is exerted by someone who can influence and manipulate _____.

Select the correct option

<input type="radio"/>	environment
<input type="radio"/>	behaviour
<input type="radio"/>	habit
<input type="radio"/>	mood

Correct

Good negotiation may yield an agreement which will be _____.

Select the correct option

<input type="radio"/>	durable	Correct
<input type="radio"/>	elaborative	
<input type="radio"/>	none of the above	
<input type="radio"/>	encompassing	

Effective presentation focuses on audience's need but also **tailor messages** to the time allowed.

Select the correct option

<input type="radio"/>	True Correct
<input type="radio"/>	False

It helps a speaker when the presentation has technical or complex topic.

Select the correct option



Extemporaneous



Reading

Correct



Impromptu



Memorization

Question # 7 of 10 (Start time: 12:16:57 PM, 26 August 2021)

Choose the best option from the following.

While sending a resume to an organization keeps yourself in the _____ situation.

Select the correct option

<input type="radio"/>	Recruiter's	Correct
<input type="radio"/>	Sender's	
<input type="radio"/>	Audience's	
<input type="radio"/>	None of the above	

Question # 6 of 10 (Start time: 12:16:18 PM, 26 August 2021)

In an open-ended interview, the recruiter — the candidate to speak freely.

Select the correct option

<input type="radio"/>	supports
<input type="radio"/>	discourages
<input type="radio"/>	stops
<input type="radio"/>	encourages

Correct

Question # 1 of 10 (Start time: 12:40:01 PM, 26 August 2021)

Total Marks: 1

Choose the correct option to fill in the blank.

Write your _____ using a simple and direct style. Use short, crisp phrases instead of whole sentences, and focus on what your reader needs to know.

Select the correct option

<input type="radio"/>	Application
<input type="radio"/>	Autobiography
<input type="radio"/>	Story
<input type="radio"/>	Resume

Correct

[Click to Save Answer & Move to Next Question](#)

It helps a speaker when the presentation has technical or complex topic.

Select the correct option

<input type="radio"/>	Extemporaneous
<input type="radio"/>	Impromptu
<input type="radio"/>	Memorization
<input type="radio"/>	Reading

Correct

[Click to See Answer & Move to Next Question](#)



_____ is the last stage in the process of interview.

Select the correct option



screening



selection



pre selection



final

Correct

Click to Save Answer & Move to Next Question



A good resume is a flexible and can be customized for various situations and employers. Customized might mean:

Select the correct option

<input type="radio"/>	standardized
<input type="radio"/>	refined
<input type="radio"/>	modified
<input type="radio"/>	defined

Correct

Click to Save Answer & Move to Next Question



Mark the following statement as True or False:
In an interview, based on a review of your resume, the interviewer may already have some idea of whether you have the right qualifications.

Select the correct option

<input type="radio"/>	False
<input type="radio"/>	True

Correct

Clear to Save Answer & Move to Next Question



Choose the correct option.

The _____ approach is the most common way to organize a resume, and many employers prefer it.

Select the correct option

<input type="radio"/>	functional
<input type="radio"/>	basic
<input type="radio"/>	idea
<input type="radio"/>	chronological

Correct

Click to Save Answer & Move to Next Question



Employers are looking for people who are:

Select the correct option

<input type="radio"/>	Unwilling to adapt to diverse situations
<input type="radio"/>	Sensitive to cultural differences Correct
<input type="radio"/>	Unable to learn on the job
<input type="radio"/>	Afraid to change

[Click on Save Answer & Move to Next Question](#)



While writing a resume, to use _____ sentences is a better option.

Select the correct option

<input type="radio"/>	short	Correct
<input type="radio"/>	syntactic	
<input type="radio"/>	semantic	
<input type="radio"/>	lengthy	

[Click to Save Answer & Move to Next Question](#)



Choose the correct option to fill in the blank.

The _____ approach isn't appropriate for job seekers in every culture. If you're applying for a job abroad or want to work with a subsidiary of an organization based in another

Select the correct option

<input type="radio"/>	Narrative
<input type="radio"/>	Direct
<input type="radio"/>	Indirect
<input type="radio"/>	AIDA

Correct

Click to Show Answer & Move to Next Question

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Identify the most related statement to the term enclosed in the inverted commas.

"While initiating a sales offer you need to"

Select the correct option

<input type="radio"/>	Have a clear set of objectives	Correct
<input type="radio"/>	Propose extra benefits with the commodity	
<input type="radio"/>	Have a strong advertising strategy	
<input type="radio"/>	None of the above	

[Go Back](#) [Previous Question](#) [Next Question](#)



Always look at _____ of business and their activities as first step in narrowing the field

Select the correct option

- the organizational areas
- the financial areas
- the marketing areas
- the functional areas

Correct

Click to view Answer & Move to Next Question

Back



Recent



WhatsApp

1:08 PM

1448 messages from 28 chats

BC180401082: MUHAMMAD AJMAL

Time Left 89 sec(s)

ENG301:Quiz 3

Quiz Start Time: 01:07 PM, 26 August 2021

Question # 2 of 10 (Start time: 01:08:49 PM, 26 August 2021)

Total Marks: 1

Your purpose in an _____ is to give specific directions or orders.

Select the correct option

- formal presentation
- informative presentation
- instructional presentation
- persuasive presentation

Correct

Click to view Answer & Move to Next Question

Back

Recent



The follow-up letter gives you a chance to --- your original application letter with any recent job-related information.

Select the correct option

- degrade
 - none of the above
 - upgrade
 - update
- Correct

[Click to view Answer & Move to Next Question](#)

Back



Recent

Send you resume and application letter together, because _____.

Select the correct option

- employer demands both together
- one is useless without other
- each has a unique job
- None of above

Correct

Click to down Answer & Move to Next Question

Back



Recent



Extemporaneous is a type of _____.

Select the correct option

- free writing
- None of the above
- oral presentation
- brainstorming

Correct

Click to view Answer & Move to Next Question

Back



Recent

Which of the following is ill-advised when preparing for your presentation?

Select the correct option

- Relying solely on your own expertise
- Researching your topic thoroughly
- Anticipating audience questions
- Aiming for simplicity and conciseness

Correct

Click to down Answer & Move to Next Question

Back



Recent

Question # 2 of 10 (Start time: 12:12:50 PM, 26 August 2021)

In Extemporaneous method, the speaker can glance at his notes, keep eye contact and speak in a natural,

Select the correct option

<input type="radio"/>	Casual tone
<input type="radio"/>	Confidential tone
<input type="radio"/>	Conversational tone.
<input type="radio"/>	Defensive tone

Correct

Question # 1 of 10 (Start time: 12:12:07 PM, 26 August 2021)

Choose the correct option to fill in the blank.
The _____ approach isn't appropriate for job seekers in every culture. If you're applying for a job abroad or want to work with a subsidiary of an organization based in another country, you may need to adjust your tone.

Select the correct option

- Indirect
- Narrative
- AIDA
- Direct

Correct

Question # 3 of 10 (**Start time: 12:13:36 PM, 26 August 2021**)

You can build your confidence by _____.

Select the correct option

<input type="radio"/>	beating about the bush	Correct
<input type="radio"/>	Knowing your material	
<input type="radio"/>	both a & b	
<input type="radio"/>	practicing your delivery	

Question # 4 of 10 (Start time: 12:14:54 PM, 26 August 2021)

People ideal negotiators, want information and feedback from others.

Select the correct option

<input type="radio"/>	Self-bargaining
<input type="radio"/>	Self-actualizing Correct
<input type="radio"/>	Self-exposing
<input type="radio"/>	Self-denying

Question # 10 of 10 (Start time: 12:20:29 PM, 26 August 2021)

Identify the most related statement to the term enclosed in the inverted commas.
To format a good resume you need to take care of

Select the correct option

<input type="radio"/>	The standard version of a resume
<input type="radio"/>	The employer's perspective
<input type="radio"/>	None of the above
<input type="radio"/>	The market needs

Correct

ENG301:Quiz 3

Question # 9 of 10 (**Start time: 12:18:55 PM, 26 August 2021**)

Your purpose in an _____ is to give specific directions or orders.

Select the correct option

<input type="radio"/>	persuasive presentation
<input type="radio"/>	formal presentation
<input type="radio"/>	informative presentation
<input type="radio"/>	instructional presentation

Correct

Question # 8 of 10 (Start time: 12:17:54 PM, 26 August 2021)

_____ organizations rely heavily on word of mouth and local newspapers for advertising their job opportunities.

Select the correct option

<input type="radio"/>	International
<input type="radio"/>	Multi-national
<input type="radio"/>	Small
<input type="radio"/>	Mega

Correct

Effective presentation focuses on audience's _____.

Select the correct option

<input type="radio"/>	bent of mind
<input checked="" type="radio"/>	needs
<input type="radio"/>	perceptions
<input type="radio"/>	size

Click to Save Answer & Move to Next Question



Send you resume and application letter together, because

_____.

Select the correct option

- employer demands both together
- each has a unique job
- None of above
- one is useless without other

[Click to Save Answer & Move to Next Question](#)



Question # 8 of 10 (Start time: 02:56:24 PM, 26 August 2021)

Total Marks: 1

Both parties walk away from the negotiation dissatisfied. This situation is called

Select the correct option

<input type="radio"/>	win-lose strategy
<input type="radio"/>	lose-win strategy
<input checked="" type="radio"/>	lose-Lose strategy
<input type="radio"/>	win-win strategy

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[Click to Save Answer & Move to Next Question](#)

The three types of pre-employment tests are: job skill tests, psychological tests and --- tests.

Select the correct option

<input checked="" type="radio"/>	drug
<input type="radio"/>	herbal
<input type="radio"/>	medicine
<input type="radio"/>	all of the above

Click to Save Answer & Move to Next Question



What method of presentation delivery is preferred and useful for short speeches?

Select the correct option

<input type="radio"/>	Impromptu
<input type="radio"/>	Extemporaneous
<input type="radio"/>	Oral
<input checked="" type="radio"/>	Memorization

[Click to Save Answer & Move to Next Question](#)



In Extemporaneous method, the speaker can glance at his notes, keep eye contact and speak in a natural,

.....

Select the correct option

<input type="radio"/>	Defensive tone
<input type="radio"/>	Confidential tone
<input checked="" type="radio"/>	Conversational tone.
<input type="radio"/>	Casual tone

Click to Save Answer & Move to Next Question



Question # 4 of 10 (Start time: 02:52:02 PM, 26 August 2021)

Total Marks: 1

“To put someone in the other person’s position to show them that they fully understand their needs and concerns” is a characteristic of _____.

Select the correct option

<input type="radio"/>	Honest Response
<input checked="" type="radio"/>	Successful Negotiators
<input type="radio"/>	Courteous Behavior
<input type="radio"/>	Negotiation Strategies

[Click to Save Answer & Move to Next Question](#)

Be sure to consider any cultural differences when preparing for interviews, and base your approach on what you expect.

Select the correct option

<input type="radio"/>	False
<input checked="" type="radio"/>	True

Click to Save Answer & Move to Next Question



"Establish some goals" means _____.

Select the correct option

<input type="radio"/>	picture yourself as a successful person
<input type="radio"/>	decide what you want to choose
<input checked="" type="radio"/>	Both a & b
<input type="radio"/>	to know about long & short term goals

Click to Save Answer & Move to Next Question



Select the correct option.
In big organizations the on campus recruiting programs are relatively _____ in number.

Select the correct option

<input type="radio"/>	Small	Correct
<input checked="" type="radio"/>	Large	
<input type="radio"/>	Great	
<input type="radio"/>	Hefty	

[Click to Save Answer & Move to Next Question](#)



A ____ is a structured, written summary of a person's education, employment background and job qualifications.

Select the correct option

- Resume Correct
- Trade Magazine
- Memorandum
- Market report

[Click to view Answer & Move to Next Question](#)

Back



Recent



Use _____, crisp phrases instead of whole sentences, and focus on what your reader needs to know.

Select the correct option

- long
 - arranged
 - impressive
 - short
- Correct

Click to view Answer & Move to Next Question

Back



Recent



Pre-employment tests attempt to provide -----, and quantitative information about a candidate's skills, attitudes, and habits.

Select the correct option

- all of the above
- subjective
- biased
- objective

Correct

Correct Answer: Objective





_____ type of interview are useful for judging interpersonal communication.

Select the correct option

- Stress
- Open-ended
- Structured
- Group **Correct**

Correct Answer: Group





The keys to write a successful resume are:

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Select the correct option

- Too long, verbose descriptions and over confident tone
- "You" attitude, focus on your audience and think about prospective employer's need
- None of the above
- All of the above

Correct

Correct Answer: "You" attitude, focus on your audience and think about prospective employer's need





Choose the Best option:
Planning oral presentations is much like planning any other _____ message.

Select the correct option

- business
- domestic
- social media
- personal

Correct

08:53:32 AM 26/08/2021





Choose the best option from the following.
A resume usually adopts a _____.

Select the correct option

- A requesting tone
- You attitude **Correct**
- Information in bits
- Parallel structure

08:51:07 AM | 26 August 2021





A cover letter is meant-----.

Select the correct option

- a brief letter that introduces your resume to the company or organization to which you are applying. **Correct**
- greeting; the line that begins "Dear" or "To whom it may concern."
- a letter that informs about your personal life.
- quality or accomplishment that fits a person.

08:50:42 AM | 26 August 2021





"To explain to the executive committee the financial ramifications of Omni Group's takeover offer"

The above mentioned statement of purpose falls under the category of:

Select the correct option

- To Persuade
- To Entertain
- To Inform **Correct**
- To Motivate

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Choose the correct option to fill in the blank.

In resume _____ section includes contact information, name, and address.

Select the correct option

- Work experience, skills, and accomplishments
- Opening **Correct**
- Education
- Activities and achievements

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In really small companies, the _____ makes all hiring decisions.

Select the correct option

- publication department
- top manager **Correct**
- human resource department
- financial department

Correct Answer: top manager





Which of the following is/are advantage/s of a functional resume?

Select the correct option

- You can de-emphasize any lengthy unemployment.
- Both of the above
- None of the above
- You can de-emphasize any lack of career progress.

Click to Save Answer & Move to Next Question





Today, lifelong _____ are less in number as compare to the temporary.

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Select the correct option

- males
- reporters
- employees
- students

Click to Save Answer & Move to Next Question





Question # 3 of 10 (Start time: 08:57:25 PM, 26 August 2021)

The most important information on resume is---

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Select the correct option

- skills.
- contact information.
- objectives.
- job experience and education.

[Click to Save Answer](#)





_____ tests also make assessment of dependability, commitment, honesty, and motivation of job candidate.

Select the correct option

- Blood
- Drugs
- Psychological
- Physiological

Click to Save Answer & Move to Next Question

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At the screening stage of interview, the employers can now screen candidates by:

Select the correct option

- Phone
- All of the above
- Video interview
- Computer

Click to Save Answer & Move to Next Question





Question # 6 of 10 (Start time: 09:00:35 PM, 26 August 2021)

Complete the sentence.
_____the Audience's Level of Understanding.

Select the correct option

- Enrage
- Rage
- Gauge
- Engage

Click to Sa





Although negotiation has a specific purpose – to reach agreement _____.

Select the correct option

- | | |
|----------------------------------|-------------------------------------|
| <input checked="" type="radio"/> | it does not always achieve this aim |
| <input type="radio"/> | it rarely achieves its aim |
| <input type="radio"/> | it always achieves its aim |
| <input type="radio"/> | it sometimes achieves its aim |

Click to Save Answer & Move to Next Question





The action of communication in which one speaker is doing most of the sending and a number of listeners are doing most of the receiving is known as _____ presentation.

Select the correct option

- | | |
|----------------------------------|-------------------|
| <input type="radio"/> | written |
| <input checked="" type="radio"/> | oral |
| <input type="radio"/> | written and oral |
| <input type="radio"/> | none of the above |

Click to Save Answer & Move to Next Question





Question # 9 of 10 (Start time: 09:02:20 PM, 26 August 2021)

While sending a cover letter via e-mail, make it a bit ___ than traditional application letters.

Select the correct option

- | | |
|----------------------------------|-----------|
| <input type="radio"/> | longer |
| <input type="radio"/> | easier |
| <input type="radio"/> | difficult |
| <input checked="" type="radio"/> | shorter |

Click to Save Answer & Move to Ne





In an _____ letter, you need to start by capturing the reader's attention and interest.

Select the correct option

- | | |
|----------------------------------|-------------|
| <input type="radio"/> | solicited |
| <input checked="" type="radio"/> | unsolicited |
| <input type="radio"/> | formal |
| <input type="radio"/> | informal |

Click to Save Answer & Move to Next Quest



Which of the following is/are major disadvantage/s of a 'combination resume'?

Select the correct option

- | | |
|-----------------------|------------------------|
| <input type="radio"/> | None of the above |
| <input type="radio"/> | It tends to be longer. |
| <input type="radio"/> | Both of the above |
| <input type="radio"/> | It can be repetitious. |
- Correct

Click to Save / Answer / Move to Next Question



What method of presentation delivery is preferred and useful for short speeches?

Select the correct option

- | | |
|-----------------------|----------------|
| <input type="radio"/> | Extemporaneous |
| <input type="radio"/> | Impromptu |
| <input type="radio"/> | Memorization |
| <input type="radio"/> | Oral |
- Correct

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Whenever you submit your resume accompany it with a _____ to let readers know what you're sending, why you're sending it, and how they can benefit from reading it.

Select the correct option

- C.V
- Report
- Cover letter Correct
- Memo



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

Select the correct option

- both of the above **Correct**
- know how to get things
- are well rounded
- none of the above

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A combination resume tends to be _____.

Select the correct option

- | | |
|-----------------------|-------------|
| <input type="radio"/> | convenient |
| <input type="radio"/> | short |
| <input type="radio"/> | long |
| <input type="radio"/> | complicated |
- Correct



An email-cover letter is _____ traditional cover letter.

Select the correct option

- shorter than **Correct**
- none of the above
- longer than
- equal to

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A structured interview—

Select the correct option

- gets exactly the same questions, in the same order.
- gets exactly the same questions, but not in the same order.
- gets four closed questions and four open questions.
- gets three opened questions in the same order.

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Select the appropriate option.

Listen to _____, not to refute. While listening, try to understand the points. Don't let them mix up with your biases before you have listened and evaluated the

Select the correct option

- Confuse
- Lose
- Learn **Correct**
- Distract

Click to Show Answer or Hide or Next Question





BC200200158: MUHAMMAD USMAN EHSAN

Time Left 89 sec(s)

ENG301:Quiz 3

Quiz Start Time: 09:15 PM, 26 August 2021

Question # 9 of 10 (Start time: 09:24:02 PM, 26 August 2021)

Total Marks: 1

Move during the speech_____.

Select the correct option

- to show your personality
- None of above
- to show confidence **Correct**
- to recall the content

Click to Show Answer / Hide / Mark as / Next Question



BC200200158: MUHAMMAD USMAN EHSAN

Time Left 89 sec(s)

ENG301:Quiz 3

Quiz Start Time: 09:15 PM, 26 August 2021

Question # 8 of 10 (Start time: 09:22:33 PM, 26 August 2021)

Total Marks: 1

Identify the given statement as True or False.
If you are still in school, education is probably your strongest selling point.

Select the correct option

- True
- False

Correct

Click to See Answer or to Move to Next Question





BC200200158: MUHAMMAD USMAN EHSAN

Time Left 89
sec(s)

ENG301:Quiz 3

Quiz Start Time: 09:15 PM, 26 August 2021

Question # 6 of 10 (Start time: 09:19:55 PM, 26 August 2021)

Total Marks: 1

— is exerted by those who use their authority or any force, emotional or physical, against the interest of the other party.

Select the correct option

<input type="radio"/>	Coercive power	Correct
<input type="radio"/>	Legitimate power	
<input type="radio"/>	Reward power	
<input type="radio"/>	Expertise power	

[Click to Show Answer For Multiple-Choice Question](#)



Before oral presentation, _____ your ideas first.

Select the correct option

- all of the above
- brainstorm **Correct**
- brain drain
- brainwash

Click to Show Answer / Hide Answer / Next Question





Choose the correct option.
In a typical job search, you can expect to have many _____ before you accept a job offer.

Select the correct option

<input type="radio"/>	interviews	Correct
<input type="radio"/>	chances	
<input type="radio"/>	letters	
<input type="radio"/>	options	

[Click to Show Answer / Hide / Mark as / Next Question](#)



BC200200158: MUHAMMAD USMAN EHSAN

Time Left 89
sec(s)

ENG301:Quiz 3

Quiz Start Time: 09:15 PM, 26 August 2021

Question # 2 of 10 (Start time: 09:17:02 PM, 26 August 2021)

Total Marks: 1

Which aspect of the interview enables you to win some benefits in the course of interview if you can't bargain for more salary?

Select the correct option

<input type="radio"/>	Argumentation
<input type="radio"/>	Negotiation
<input type="radio"/>	Communication
<input type="radio"/>	Confrontation

Correct

[Click to Show Answer of Multiple-Choice Question](#)



BC200202847: UMAIR

Time Left 83 sec(s)

ENG301:Quiz 3

Quiz Start Time: 10:10 PM, 26 August 2021

Question # 10 of 10 (Start time: 10:22:26 PM, 26 August 2021)

Total Marks: 1

Identify the given statement as True or False.
In a chronological resume, the work-experience section dominates, immediately after the name, address and the objective.

Select the correct option

- True
- False

Correct

Click to Show Answer / Move to Next Question





BC200202847: UMAIR

Time Left 90 sec(s)

ENG301:Quiz 3

Quiz Start Time: 10:10 PM, 26 August 2021

Question # 9 of 10 (Start time: 10:20:46 PM, 26 August 2021)

Total Marks: 1

In a negotiation, using empathy means seeing the situation from_____.

Select the correct option

- personal point of view
- all of the above
- your own point of view
- others' points of view

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Correct

Click to See Answer Effects of that Question





BC200202847: UMAIR

Time Left 89 sec(s)

ENG301:Quiz 3

Quiz Start Time: 10:10 PM, 26 August 2021

Question # 8 of 10 (Start time: 10:20:01 PM, 26 August 2021)

Total Marks: 1

'Estimate how many people will attend' is a clause for _____.

Select the correct option

- presentations
- interviews
- survey research
- audience analysis **Correct**

Click on Correct Answer to Focus on that Question





BC200202847: UMAIR

Time Left 67 sec(s)

ENG301:Quiz 3

Quiz Start Time: 10:10 PM, 26 August 2021

Question # 7 of 10 (Start time: 10:18:35 PM, 26 August 2021)

Total Marks: 1

Employers are looking for people who are:

Select the correct option

- Unable to learn on the job
- Sensitive to cultural differences
- Afraid to change
- Unwilling to adapt to diverse situations

Correct

Click to See Answer of this Question





BC200202847: UMAIR

Time Left 90 sec(s)

ENG301:Quiz 3

Quiz Start Time: 10:10 PM, 26 August 2021

Question # 5 of 10 (Start time: 10:15:51 PM, 26 August 2021)

Total Marks: 1

Without having to read through job descriptions, employers can see what you can do for them.

Select the correct option

- In combination resume
- In targeted resume
- In chronological
- In functional resume

Correct

Click to See Answer of This Question





BC200202847: UMAIR

Time Left 90 sec(s)

ENG301:Quiz 3

Quiz Start Time: 10:10 PM, 26 August 2021

Question # 3 of 10 (Start time: 10:13:16 PM, 26 August 2021)

Total Marks: 1

Show how your background and talents will _____ a particular problem.

Select the correct option

- highlight
- ascertain
- create
- solve **Correct**

Click to See Answer Effects of that Question





BC200202847: UMAIR

Time Left 89 sec(s)

ENG301:Quiz 3

Quiz Start Time: 10:10 PM, 26 August 2021

Question # 2 of 10 (Start time: 10:12:03 PM, 26 August 2021)

Total Marks: 1

Which of the following is not included in the most frequent forms of resume deception?

Select the correct option

- Stretching dates of employment to cover gaps
 - Claiming nonexistent educational credits
 - Inflating grade-point averages
 - Including details about markets
- Correct**

Click to See Answer of this Question





BC200202847: UMAIR

Time Left 89 sec(s)

ENG301:Quiz 3

Quiz Start Time: 10:10 PM, 26 August 2021

Question # 1 of 10 (Start time: 10:10:44 PM, 26 August 2021)

Total Marks: 1

There are four -----strategies.

Select the correct option

- communication
- negotiation **Correct**
- contradiction
- debate

Click on Save Answer if you are finished with this question



Try _____ during the first couple of minutes.

Select the correct option

- not to speak too fast
- to stand at one position
- to sit normally
- to move around

Click to Save Answer & Move to Next Question

Question # 10 of 10 (Start time: 09:52:44 PM, 26 August 2021)

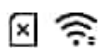
Total Marks: 1

The goal of your presentation should be to make your listeners _____.

Select the correct option

 continue your debate raise questions accept the purpose**Correct** listen carefully

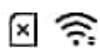
Click on the Answer to View the Correct Answer



The application/cover letter let the reader know about_____.

Select the correct option

- your obligations
- your purpose **Correct**
- none of the above
- your abilities



Quiz

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BC190413624: MUQADAS QAYUM

Time Left **89** sec(s)

ENG301:Quiz 3

Quiz Start Time: 10:03 PM, 26 August 2021

Question # 3 of 10 (Start time: 10:05:29 PM, 26 August 2021)

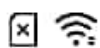
Total Marks: 1

While writing a resume, one must exclude:

Select the correct option

- Salary information
- Reasons for leaving job
- All of the above **Correct**
- Names of previous employers

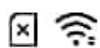
Guided Entry / Answer / Move to Next Question



Choose the correct option:
An effective presentation requires _____.

Select the correct option

- good eye contact
- all of the above **Correct**
- practice
- planning



In which of the following methods, a speech is made without any preparation or made on the spur of the moment?

Select the correct option

- Impromptu **Correct**
- Memorization
- Extemporaneous
- All



Quiz

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BC190413624: MUQADAS QAYUM

Time Left 89
sec(s)

ENG301:Quiz 3

Quiz Start Time: 10:03 PM, 26 August 2021

Question # 5 of 10 (Start time: 10:07:09 PM, 26 August 2021)

Total Marks: 1

Before you _____ a product, you need to know what the product is all about.

Select the correct option

- | | |
|-----------------------|---------------------|
| <input type="radio"/> | take |
| <input type="radio"/> | purchase |
| <input type="radio"/> | ignore |
| <input type="radio"/> | sell Correct |

Gildas Faria / Unacademy / Microsoft Word Generator

_____ negotiation meets at as many interests as possible with an agreement that is durable.

Select the correct option

<input type="radio"/>	Stale
<input type="radio"/>	Failed
<input type="radio"/>	Unsuccessful
<input type="radio"/>	Good Correct

Your goal is that after you have finished your presentation, listeners will question your proposal.

Select the correct option

- True
 - False
- Correct

Click to Save Answer & Move to Next Question

Which of the following is ill-advised when preparing for your presentation?

Select the correct option

- Relying solely on your own expertise
- Researching your topic thoroughly
- Aiming for simplicity and conciseness
- Anticipating audience questions

Correct

Click to Save Answer & Move to Next Question

Which of the following words is strong representation for a resume?

Select the correct option

<input type="radio"/>	Ambitious
<input type="radio"/>	Managed Correct
<input type="radio"/>	Team player
<input type="radio"/>	Goal-oriented

“To encourage the accounting department for learning the new remote data-access policy”.

The above mentioned statement of purpose falls

Select the correct option

<input type="radio"/>	To Motivate
<input type="radio"/>	To Entertain
<input type="radio"/>	To Inform Correct
<input type="radio"/>	To Persuade

Usually people use chronological approach for writing resume, unless, they have a _____ employment history.

Select the correct option

<input type="radio"/>	Weak	Correct
<input type="radio"/>	Sound	
<input type="radio"/>	Void	
<input type="radio"/>	Strong	

Resume conveys your education and previous jobs in more depth as compared to an interview.

Select the correct option

False

Correct

True

Click on Get Answer & Move to Next Question

The content and style of a speech and presentation_____.

Select the correct option

none of the above

vary

Correct

are the same

are of equal length

Include pertinent personal history in your resume. Pertinent might mean:

Select the correct option

<input type="radio"/>	recent
<input type="radio"/>	past
<input checked="" type="radio"/>	relevant Correct
<input type="radio"/>	successful

OK to Save & Print | Back | Forward | Exit

Question # 5 of 10 (Start time: 09:48:14 PM, 26 August 2021)

Total Marks: 1

_____ is the first stage in the process of interview.

Select the correct option

<input type="radio"/>	pre selection
<input type="radio"/>	final
<input type="radio"/>	screening
<input type="radio"/>	selection

Correct

Question # 1 of 10 (Start time: 09:43:43 PM, 26 August 2021)

Total Marks: 1

The “perfect” resume responds to the _____ and preferences.

Select the correct option

- | | |
|-----------------------|----------------------|
| <input type="radio"/> | applicant's needs |
| <input type="radio"/> | organizational needs |
| <input type="radio"/> | none of the above |
| <input type="radio"/> | reader's needs |
- Correct**

[Click to Show Answer or Move to Next Question](#)

Question # 2 of 10 (Start time: 09:44:50 PM, 26 August 2021)

Total Marks: 1

Technique of memorization is not useful in long speeches.

Select the correct option

False

True

Correct[Click to See Answer / Move to Next Question](#)



MC190201889: ABDUL MATEEN

Time Left 84 sec(s)

ENG301:Quiz 3

Quiz Start Time: 06:05 PM, 26 August 2021

Question # 9 of 10 (Start time: 06:16:09 PM, 26 August 2021)

Total Marks: 1

Mark the following statement as True or False:
The resume is just one aspect of a complete communication package that everyone must put together before he or she enters the business world.

Select the correct option

<input type="radio"/>	True
<input type="radio"/>	False

Correct

Click to Save Answer | Move to Next Question



MC190201889: ABDUL MATEEN

Time Left 89 sec(s)

ENG301:Quiz 3

Quiz Start Time: 06:05 PM, 26 August 2021

Question # 8 of 10 (Start time: 06:15:07 PM, 26 August 2021)

Total Marks: 1

There are _____ stages normally take place in the interview process.

Select the correct option

- four
- three
- two
- five

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Correct

Click to Show Answer or Move to Next Question



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MC190201889: ABDUL MATEEN

Time Left 89 sec(s)

ENG301:Quiz 3

Quiz Start Time: 06:05 PM, 26 August 2021

Question # 6 of 10 (Start time: 06:12:23 PM, 26 August 2021)

Total Marks: 1

Which of the following helps in overcoming stage fright?

Select the correct option

- Memorization
- Positive thinking
- Visual aids
- Speaking aloud

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Correct

Click to Show/Answer/Flag/Mark as Favorite/Question



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MC190201889: ABDUL MATEEN

Time Left 90
sec(s)

ENG301:Quiz 3

Quiz Start Time: 06:05 PM, 26 August 2021

Question # 4 of 10 (Start time: 06:11:02 PM, 26 August 2021)

Total Marks: 1

Analyzing the mix of men and women, age ranges, socioeconomic and ethnic groups and occupations are important for _____.

Select the correct option

<input type="radio"/>	sample analysis
<input type="radio"/>	student's analysis
<input type="radio"/>	research analysis
<input type="radio"/>	audience analysis

Correct

Click to Show Answer or Move to Next Question



MC190201889: ABDUL MATEEN

Time Left 89 sec(s)

ENG301:Quiz 3

Quiz Start Time: 06:05 PM, 26 August 2021

Question # 1 of 10 (Start time: 06:05:21 PM, 26 August 2021)

Total Marks: 1

Sometimes, presentations through cell phones _____.

Select the correct option

- become awkward
- none of the above
- are not allowed
- are allowed

Correct

Click to Show Answer or Move to Next Question



MC190201889: ABDUL MATEEN

Time Left 89 sec(s)

ENG301:Quiz 3

Quiz Start Time: 06:05 PM, 26 August 2021

Question # 2 of 10 (Start time: 06:08:06 PM, 26 August 2021)

Total Marks: 1

The best ways to deal with hostile question during oral presentation is:

Select the correct option

- to say sorry
- a polite and a diplomatic answer
- to let the audience know that it is an unfair question
- none of the above

Correct

Click to Show Answer or Move to Next Question



MC190201889: ABDUL MATEEN

Time Left 90 sec(s)

ENG301:Quiz 3

Quiz Start Time: 06:05 PM, 26 August 2021

Question # 3 of 10 (Start time: 06:08:53 PM, 26 August 2021)

Total Marks: 1

Some organizations require you to fill out and submit an/a --
— before considering you for a position.

Select the correct option

- financial form
- application form
- legal form
- claim form

Correct

Click to Show Answer / Click to Hide Question



Which of the following is ill-advised when preparing for your presentation?

Select the correct option

- Relying solely on your own expertise
- Researching your topic thoroughly
- Aiming for simplicity and conciseness
- Anticipating audience questions

Correct

Submit Answer / Next Question / End Quiz





From where do you begin setting objectives for employment?

Select the correct option

- knowing your major strengths and weaknesses
- Finding a place with quick promotions
- looking for place with good salary
- Being humble without any demands

Correct

00:00 / 00:00 / 00:00 / 00:00



which is not included in making an email cover.

Select the correct option

- accent **Correct**
- spelling
- grammar
- mechanics

Submit Answer



Judging personality characteristics is a necessary part of

_____.

Select the correct option

- | | |
|-----------------------|---------------------|
| <input type="radio"/> | informal tests |
| <input type="radio"/> | drug tests |
| <input type="radio"/> | psychological tests |
| <input type="radio"/> | formative tests |
- Correct

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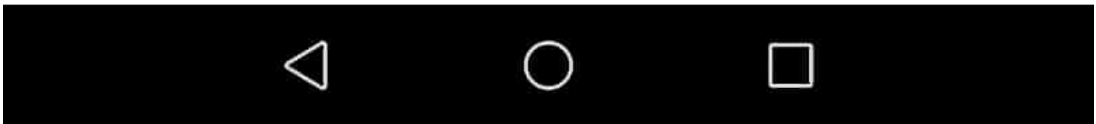
_____ is the last stage in the process of interview.

Select the correct option

- selection
- pre selection
- final
- screening

Correct

Click on New Answer & Move to Next Question



During presentation you must be clearly audible _____.

Select the correct option

- at the middle
- at all times **Correct**
- at the end
- at the start

Click on Save Answer & Move to Next Question



Mark the following statement as True or False:
The purpose of your resume is to get employers disinterested enough to not contact you for an interview.

Select the correct option

<input type="radio"/>	False	Correct
<input type="radio"/>	True	

GENERATE QR CODE TO VIEW THE QUESTION



Identify the most related statement to the term enclosed in the inverted commas.
"To get a job successfully you need to"

Select the correct option

- | | |
|-----------------------|---|
| <input type="radio"/> | Drop your CV to as many places as possible |
| <input type="radio"/> | Advertise your abilities the way a commodity is advertised in the market |
| <input type="radio"/> | Pay frequent visits to the companies to know about a job's announcement in time |
| <input type="radio"/> | None of the above |

Correct

Click on any correct option to get points



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

Select the correct option

- functional
- informational
- chronological **Correct**
- personal

Click on Correct/Marked as Correct



Mark the following statement as True or False:
While applying for a job,send you resume and application letter together, because each has a unique job to perform.

Select the correct option

<input type="radio"/>	True
<input type="radio"/>	False

Correct

GENERALLY ANSWERED CORRECT



"To put someone in the other person's position to show them that they fully understand their needs and concerns" is a characteristic of _____.

Select the correct option

- Honest Response
- Negotiation Strategies
- Successful Negotiators
- Courteous Behavior

Correct

Click on Correct Answer to get points



Question # 10 of 10 (Start time: 09:02:40 PM, 26 August 2021)

Total Marks: 1

We should keep high salary expectations during our interview.

Select the correct option

True

False

[Click to Save Answer & Move to Next Question](#)

Question # 2 of 10 (Start time: 08:51:58 PM, 26 August 2021)

Total Marks: 1

----- is exerted by someone who seeks information, considers other's advice and makes plans with others.

Select the correct option

- | | |
|----------------------------------|--------------------|
| <input type="radio"/> | Coercive power |
| <input type="radio"/> | Expertise power |
| <input checked="" type="radio"/> | Consultative power |
| <input type="radio"/> | Reward power |

[Click to Save Answer & Move to Next Question](#)



Question # 3 of 10 (Start time: 09:20:12 PM, 26 August 2021)

Pre-employment drug tests are not conducted in ____.

Select the correct option

<input type="radio"/>	UAE
<input type="radio"/>	Asia
<input type="radio"/>	Europe
<input type="radio"/>	Pakistan

Correct

Click to Save Answer & Move to Next Question



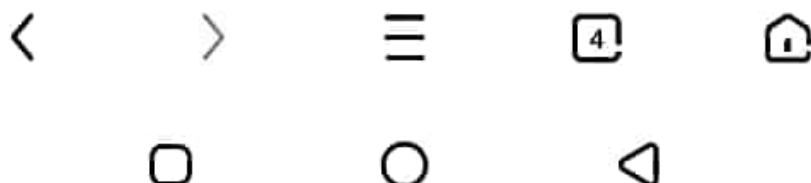
Question # 5 of 10 (Start time: 09:22:34 PM, 26 August 2021)

The keys to write a successful resume are:

Select the correct option

- | | |
|-----------------------|---|
| <input type="radio"/> | None of the above |
| <input type="radio"/> | All of the above |
| <input type="radio"/> | "You" attitude, focus on your audience and think about prospective need
Correct |
| <input type="radio"/> | Too long, verbose descriptions and over confident tone |

Click to Give Answer & Move to Next Question



ENG301:QUIZ 3

Question # 6 of 10 (**Start time: 09:23:20 PM, 26 August 2021**)

It is important for a job candidate to have the _____ to apply diverse skills in several areas.

Select the correct option

- | | | |
|-----------------------|--------------|----------------|
| <input type="radio"/> | flexibility | Correct |
| <input type="radio"/> | rigidity | |
| <input type="radio"/> | rudeness | |
| <input type="radio"/> | stubbornness | |

Click to Save Answer & Move to Next Question



Question # 8 of 10 (Start time: 09:26:35 PM, 26 August 2021)

Which one of the following is not included in five types of workplace power?

Select the correct option

<input type="radio"/>	Expertise power
<input type="radio"/>	Assumed power
<input type="radio"/>	Legitimate power
<input type="radio"/>	Consultative power

Correct

Click to Save Answer & Move to Next Question





Psychological barriers to negotiation do not include:

Select the correct option

- | | |
|-----------------------|--|
| <input type="radio"/> | Happiness of conflict or confrontation |
| <input type="radio"/> | Wanting to be liked |
| <input type="radio"/> | Guilt about wanting to be assertive |
| <input type="radio"/> | Fear of being taken for a ride |

Correct

PREVIOUS / NEXT / ANSWERS / CLEAR





In a solicited letter, you need _____ attention-getter because you have been invited to apply.

Select the correct option

- | | |
|-----------------------|--------------|
| <input type="radio"/> | embellished |
| <input type="radio"/> | some special |
| <input type="radio"/> | no special |
| <input type="radio"/> | deviating |
- Correct

[Click on Answer & Move to Next Question](#)



Which of the following is included in the most frequent forms of resume deception?

Select the correct option

- Including details about your employer
- Exaggerating expertise or experience
- Saying negative remarks about your previous jobs
- Mentioning your salary details

Correct

Click to see Answer & Move to Next Question





Question # 5 of 10 (Start time: 07:41:02 PM, 26 August 2021)

Total Marks: 1

Choose the correct option.

In a chronological resume, the work-experience section dominates, immediately after the name, address and the _____.

Select the correct option

<input type="radio"/>	address
<input type="radio"/>	subject
<input type="radio"/>	objective
<input type="radio"/>	motive

Correct

[Click to see Answer & Move to Next Question](#)

Resume conveys your education and previous jobs in more depth as compared to an interview.

Select the correct option

- True
 - False
- Correct

[Click to See Answer & Move to Next Question](#)

The purpose of your _____ is to get employers interested enough to contact you for an interview.

Select the correct option

- report
- letter
- resume **Correct**
- memo

Click on Answer & Move to Next Question



Sometimes, presentations through cell phones _____.

Select the correct option

- | | |
|-----------------------|-------------------|
| <input type="radio"/> | are not allowed |
| <input type="radio"/> | become awkward |
| <input type="radio"/> | are allowed |
| <input type="radio"/> | none of the above |
- Correct

Click on Answer & Move to Next Question





RC000203028 SAQIB HUSSAIN

Time Left 05:00

ENGG21 Quiz 2

Quiz Start Time: 05:23 PM, 26 August 2021

Question 4 of 10 (Start time: 07:26:00 PM, 26 August 2021)

Total Marks: 1

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

Select the correct option:

- | | |
|-----------------------|------------------------|
| <input type="radio"/> | functional approach |
| <input type="radio"/> | chronological approach |
- Correct

10/10 Correct Answer: Chronological Approach

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"To explain to the executive committee the financial ramifications of Omni Group's takeover offer"

The above mentioned statement of purpose falls under the category of:

Select the correct option:

<input type="radio"/>	To Persuade
<input type="radio"/>	To Motivate
<input checked="" type="radio"/>	To Inform
<input type="radio"/>	To Entertain

Correct

Quiz 2 Save Answer & Mark It Right Quiz 2/10





Resume and application letter are usually sent _____.


Select the correct option

- | | |
|-----------------------|-------------------|
| <input type="radio"/> | separately |
| <input type="radio"/> | on various dates |
| <input type="radio"/> | none of the above |
| <input type="radio"/> | together |

Correct

Click on Answer & Move to Next Question



 Quiz

Choose the correct option.

If you're using the _____ as a marketing tool, you will need to create a balanced objective statement.

Select the correct option

<input type="radio"/>	cover letter
<input type="radio"/>	informal letter
<input type="radio"/>	report
<input type="radio"/>	resume Correct

Click to Save Answer & Move to Next Question



Question # 2 of 10 (**Start time: 08:11:53 PM, 26 August 2021**)

Which of the following is included in the most frequent forms of resume deception?

Select the correct option

<input type="radio"/>	Including details about your employer
<input type="radio"/>	Exaggerating expertise or experience Correct
<input type="radio"/>	Mentioning your salary details
<input type="radio"/>	Saying negative remarks about your previous jobs

Click to Save Answer & Move to Next Question



Question # 1 of 10 (**Start time: 08:11:16 PM, 26 August 2021**)

Mark the following statement as True or False:
'Negotiation' is a process in which two or more parties try to resolve differences, solve problems and reach agreement.

Select the correct option

<input checked="" type="radio"/>	True
<input type="radio"/>	False

Correct

Click to Save Answer & Move to Next Question



ENG301:Quiz 3

Question #7 of 10 (Start time: 08:05:00 PM, 26 August 2021)

Your purpose in an _____ is to give specific directions or orders.

Select the correct option

<input type="radio"/>	instructional presentation
<input type="radio"/>	persuasive presentation
<input type="radio"/>	informative presentation
<input type="radio"/>	formal presentation

Correct

ENG301:Quiz 3

Question # 6 of 10 (Start time: 08:02:55 PM, 26 August 2021)

Choose the best option from the following.
One of the disadvantages of a combination resume is _____.

Select the correct option

<input type="radio"/>	It is a little shorter
<input type="radio"/>	It is job-focused
<input type="radio"/>	It is a bit longer
<input type="radio"/>	It is narrative

Correct

ENG301: Quiz 3

Question # 5 of 10 (Start time: 08:01:29 PM, 26 August 2021)

The pattern for functional resume stresses _____ of competence.

Select the correct option

<input type="radio"/>	specific areas
<input type="radio"/>	individual areas
<input type="radio"/>	combined areas
<input type="radio"/>	general areas

Correct

ENG301:Quiz 3

Question # 4 of 10 (Start time: 08:00:20 PM, 26 August 2021)

A Functional Résumé is a type of résumé that highlights your——.

Select the correct option

<input type="radio"/>	personal information
<input type="radio"/>	experience
<input type="radio"/>	hobbies
<input type="radio"/>	objectives

Correct

Question # 3 of 10 (Start time: 07:59:09 PM, 26 August 2021)

Memorization method of presentation can be useful for _____ speeches.

Select the correct option

<input type="radio"/>	ambiguous
<input type="radio"/>	short
<input type="radio"/>	complicated
<input type="radio"/>	long

Correct

Question # 1 of 10 (Start time: 07:56:52 PM, 26 August 2021)

Which of the following is/are type/s of interview/s that organizations use to discover the potential of the job candidates?

Select the correct option

<input type="radio"/>	All of the above
<input type="radio"/>	Stress Interview
<input type="radio"/>	Situational Interview
<input type="radio"/>	Video Interview

Correct

— is exerted by someone who seeks information, considers other's advice and makes plans with others.

Select the correct option:

- | | |
|-----------------------|--------------------|
| <input type="radio"/> | Coercive power |
| <input type="radio"/> | Reward power |
| <input type="radio"/> | Consultative power |
| <input type="radio"/> | Expertise power |
- Correct**

Go to Question / Previous / Next Question



Choose the correct option:
An effective presentation requires _____.

Select the correct option

- planning
- good eye contact
- all of the above
- practice

Correct

Click on the correct answer to see the correct answer



Question # 10 of 10 (**Start time: 08:22:20 PM, 26 August**)

_____ are designed to check competency or specific abilities of a candidate to perform a job.

Select the correct option

<input type="radio"/>	Psychological tests
<input type="radio"/>	Job skills tests
<input type="radio"/>	General tests
<input type="radio"/>	Drug tests

Correct

Click to Save Answer & Move to Next Question



Question # 5 of 10 (Start time: 08:16:02 PM, 26 August 2021

In an _____ letter, you need to start by capturing the reader's attention and interest.

Select the correct option

<input type="radio"/>	informal
<input type="radio"/>	formal
<input type="radio"/>	unsolicited Correct
<input type="radio"/>	solicited

Click to Save Answer & Move to Next Question





Both solicited and unsolicited letters present your qualifications similarly. The main difference is in_____.

Select the correct option:

- | | |
|----------------------------------|-------------------|
| <input type="radio"/> | references |
| <input type="radio"/> | middle Section |
| <input checked="" type="radio"/> | opening paragraph |
| <input type="radio"/> | closing Paragraph |
- Correct**

Quiz 2: Every Answer is Marked as Correct



Be _____ in your negotiation.

Select the correct option

<input type="radio"/>	idealistic
<input type="radio"/>	straight forward
<input type="radio"/>	diplomatic
<input type="radio"/>	realistic

Correct



Feedback can come in the form of:

Select the correct option

<input checked="" type="radio"/>	Verbal and nonverbal listener responses.	<h1>Correct</h1>
<input type="radio"/>	Nonverbal communication only.	
<input type="radio"/>	Interpersonal communication only.	
<input type="radio"/>	Verbal communication only.	



Select the appropriate option.

_____ listening skill restates the speakers feeling and contents it shows the other person you understand.

Select the correct option

<input type="radio"/>	Faulty
<input type="radio"/>	Reflecting
<input type="radio"/>	Prejudice
<input type="radio"/>	Distracting

Correct

Company's operations and its strategic and tactical problems are only employer's area of concern.

Select the correct option

<input type="radio"/>	<p>True</p> <p style="text-align: center; font-size: 48px; color: green;">Correct</p>
<input type="radio"/>	<p>False</p>

Go to the answer key of this question