

The most prior and specific purpose of negotiation is \_\_\_\_\_.

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Select the correct option

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



MARK THE FOLLOWING STATEMENT AS TRUE OR

False:

If possible, use an employment agency or search firm to hunt a job.

Select the correct option

<input type="radio"/>	True	Download More Quizzes Files From VUAnswer.com ✓
<input type="radio"/>	False	

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2020205730: AISA FAREED

Time Left: 59

TMC201 Quiz 2

Quiz Start Time: (11:24 PM, 26 August 2021)

Question # 1 of 10 (Start time: 09:24:01 PM, 26 August 2021)

Total Marks:

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

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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](#)

Question # 9 of 10 ( Start time: 09:01:45 PM, 26 August 2021 )

Total Marks: 1

While compiling resume your goal is to generate \_\_\_\_\_ immediately.

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Select the correct option

<input type="radio"/>	sympathy
<input type="radio"/>	empathy
<input type="radio"/>	job
<input type="radio"/>	interest

[Click to see correct & incorrect next question](#)



MC200265738 ASIA FAREED

Time Left 71 seconds

MC2001 Quiz 3

Quiz Start Time: 11:24 PM, 26 August 2021

Question # 7 of 10 ( Start Time: 09:29:57 PM, 26 August 2021 )

Total Marks:

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

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Select the correct option

- degrade
- none of the above
- upgrade
- update

Click to See Answer & Move to Next Question





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
- Education
- Activities and achievements

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Click to See Answer | Previous Next Question



In big companies hiring is handled by \_\_\_\_\_ .

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Select the correct answer

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

Marked Correct Answer





BC200205366: EIZA IMRAN

Time Left 88 sec(s)

ENG101 Quiz 3

Quiz Start Time: 08:47 AM, 26 August 2021

Question # 1 of 10 (Start time: 08:47:02 AM, 26 August 2021)

Total Marks: 1

In really small companies, the \_\_\_\_\_ makes all hiring decisions.

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Select the correct option

<input type="radio"/>	publication department
<input type="radio"/>	top manager
<input type="radio"/>	human resource department
<input type="radio"/>	financial department

[Click to See Answer & Report this Question](#)



2020205720 ASIA FAREED

Time Left 57

MC381 Quiz 3

Quiz Start Time: 03:24 PM, 26 August 2021

Question # 3 of 10 ( Start time: 00:25:17 PM, 26 August 2021 )

Total Marks:

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

Select the correct answer.

Yes



No



(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



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

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

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Select the correct option

- concern
- comment
- none of the above
- complain

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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

- opening
- inside
- middle
- ending



Viewed 100% / 100%

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# Try to differentiate yourself from other candidates IN

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Select the correct option

<input type="radio"/>	final stage
<input checked="" type="radio"/>	screening stage
<input type="radio"/>	selection stage
<input type="radio"/>	primitive stage

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

"To explain to the executive committee the financial ramifications of Orvis 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 Entertain
<input type="radio"/>	To Motivate
<input type="radio"/>	To Inform



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Rehearsal helps in overcoming anxiety in oral presentation.	
True	<input checked="" type="radio"/>
False	<input type="radio"/>

+
ⓧ
Ⓢ
✓

Self-denying people hide their feelings.

Select the correct answer

- False
- True



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Choose the correct option.  
Keep your \_\_\_\_\_ linked to your CV.

Select the correct option

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



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Clear Selection / End Quiz



Question # 3 of 10 ( Start time: 11:18:01 PM, 26 August 2021 )

Your purpose in a \_\_\_\_\_ is to convince your listeners to accept your proposal.

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Select the correct option

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



Search the web and Windows



Select the correct option.

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

Select the correct option:

- Undersized
- Tiny
- Big but not cnfrm
- Small

Time: 04:54:42 PM, 20 August 2021

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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

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

The correct answer is Combination Resume



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

Select the correct option

- True
- False



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0/10 (0%) (0/10) (0/10) (0/10) (0/10)



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

Select the correct option

<input type="radio"/>	take
<input checked="" type="radio"/>	sell
<input type="radio"/>	ignore
<input type="radio"/>	purchase

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

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AIDA stands for\_\_\_\_\_.

Select the correct option

- |                       |  |   |
|-----------------------|--|---|
| <input type="radio"/> | Attention, Interest, Desire, Action          |  |
| <input type="radio"/> | Agricultural Income Disaster Assistance      |   |
| <input type="radio"/> | Awareness, Interest, Desire, and Action      |   |
| <input type="radio"/> | Advanced Interactive Digital Administrations |   |

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

Click on Only 1 correct answer is Test Question



Choose the Best option:

Planning oral presentations is much like planning any other \_\_\_\_\_ message.

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Select the correct option

<input type="radio"/>	business
<input type="radio"/>	domestic
<input type="radio"/>	social media
<input type="radio"/>	personal



Click to See Answer & Review Next Question



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

Select the correct option

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

Submit Answer

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Intellectual ability can be assessed by\_\_\_\_\_ .

Select the correct option



Informal tests



drug tests



psychological tests



political tests

(If you're having trouble, click here)



Question # 1 of 10 ( Start time: 08:51:43 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 checked="" type="radio"/>	sell
<input type="radio"/>	ignore
<input type="radio"/>	purchase

[Click to go back or to move to next question.](#)



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

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Select the correct option

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

Click to Save Answer & Move to Next Question





MC200265728: ASIA FAREED

Time Left 30

MC2002 Quiz 3

Quiz Start Time: 03:24 PM, 26 August 2021

Question # 5 of 10 ( Start Time: 03:28:01 PM, 26 August 2021 )

Total Marks:

The most prior and specific purpose of negotiation is\_\_\_\_\_.

Select the correct answer!

 to reach an agreement none of the above to ensure clarity to both of the above[Click to Save Answer & Move to Next Question](#)



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

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Select the correct option

- all of the above
- subjective
- biased
- objective 

Click to See Answer | Previous Next Question



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 interview's office to get familiarized with the environment.

Answer One (Correct) / Total (One Correct)





MC200265738 ASIA FAREED

Time Left 72 seconds

MC2001 Quiz 3

Quiz Start Time: 11:24 PM, 26 August 2021

Question # 8 of 10 ( Start Time: 09:01:57 PM, 26 August 2021 )

Total Marks:

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

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

Click to Save Answer & Move to Next Question



\_\_\_\_\_ type of interview are useful for judging interpersonal communication.

Select the correct option

<input type="radio"/>	Stress
<input type="radio"/>	Open-ended
<input type="radio"/>	Structured
<input type="radio"/>	Group 

[Click to See Answer](#) | [View all test Questions](#)



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

Select the correct option

- Interferences
- preferences
- references
- conferences

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Question # 2 of 10 ( Start time: 09:40:15 AM, 26 August 2021 )

A \_\_\_\_\_ resume emphasizes a list of skills and accomplishments.

Select the correct option

- functional
- combination
- chronological
- biographical

Question # 10 of 10 ( Start time: 09:02:34 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"/>	C.V
<input type="radio"/>	Cover letter 
<input type="radio"/>	Memo

[Go to the Answer & Move to Next Question](#)

Question # 1 of 10 ( Start time 09 38 38 AM, 26 August 2021 )

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

Select the correct option

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



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

Select the correct option

<input type="radio"/>	are flexible and willing to try new things
<input type="radio"/>	possess strong communication skills
<input checked="" type="radio"/>	All of the above
<input type="radio"/>	know how to get things done





MC20205730- AGIA FAREED

Time Left 77

MC2021 Quiz 3

Quiz Start Time: 03:24 PM, 26 August 2021

Question # 9 of 10 ( Start time: 03:29:03 PM, 26 August 2021 )

Total Marks:

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 Save Answer & Move to Next Question



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

Select the correct option

- Impromptu
- Extemporaneous
- Oral
- Memorization 

Click on Show Answer | Move to Next Question

Which type of presentation has less control of its contents as compared to a formal report?

Select the correct option

Instructional presentation

Persuasive presentation

Informative presentation

Formal presentation



Click to Show Answer & Move to Next Question



MC00265738 ASIA FAREED

Time Left

50

MC001 Quiz 3

Quiz Start Time: (12:24 PM, 26 August 2021)

Question # 9 of 10 ( Start time: 09:21:02 PM, 26 August 2021 )

Total Marks:

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





Choose the Best option:

Planning oral presentations is much like planning any other \_\_\_\_\_ message.

Select the correct option

<input type="radio"/>	business	
<input type="radio"/>	domestic	
<input type="radio"/>	social media	
<input type="radio"/>	personal	

[Click to See Answer & Review All Questions](#)



Select the correct option

<input checked="" type="radio"/>	Functional
<input type="radio"/>	Organizational
<input type="radio"/>	Direct
<input type="radio"/>	Indirect

✓ Page 176



Search the web and Windows



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

Select the correct option

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

Click to Save Answer & Move to Next Question



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

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Select the correct option:

being shy or self-conscious

being overwhelming

building your confidence

building an interview strategy

Previous Question/Next Question



Conclude the interview with \_\_\_\_\_.

Select the correct option

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

Time Spent: 00:00:00





# Quiz

quiz.vu.edu.pk



BC200205185: TAYBA QUNDEEL

Time Left 89 sec(s)

ENG301: Quiz 3

Quiz Start Time: 08:51 PM, 26 August 2021

Question # 1 of 10 ( Start time: 08:51:43 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

- take
- sell
- ignore
- purchase

Click to View Answer & Move to Next Question

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

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Select the correct option

- employer and applicant
- director and customer
- shopkeeper and customer
- all of the above

Answered / Done Quiz



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

Select the correct option

- syntactic
- lengthy
- short
- semantic

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





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



Click to See Answer | Previous Next Question



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

Select the correct option

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

Go to Question / Home / Home / All Questions

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Question # 6 of 10 ( Start time: 11:22:39 PM, 26 August 2021 )

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

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



Try to differentiate yourself from other candidates IN

\_\_\_\_\_ \*

Select the correct option

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



Navigation bar containing icons for back, home, search (with a blue 'x' in a circle), and forward.

Mobile OS navigation bar with icons for home, back, and forward.

\_\_\_\_\_ interviews help recruiters see how you handle yourself under pressure.

Select the correct answer

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

Submit Answer



Question # 5 of 10 ( Start time: 08:52:19 PM, 26 August 2021 )

Total Marks: 1

Mark the following statement as True or False:  
If possible, use an employment agency or search firm to hunt a job.

Select the correct option

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

QUESTION 5 OF 10 ANSWERED



MC200265738: AUSA FAREED



MC2001 Quiz 3

Quiz Start Time: 03:24 PM, 26 August 2021

Question # 4 of 10 ( Start time: 03:26:14 PM, 26 August 2021 )

Total Marks:

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 &amp; Move to Next Question



LWS



Good negotiation may yield an agreement which will be\_\_\_\_\_.

Select the correct option

elaborative

durable

none of the above

encompassing

Answered Correctly





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

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Click to Save Answer & Move to Next Question



Question # 3 of 10 ( Start time: 08:54:08 PM, 26 August 2021 )

Total Marks: 1

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.

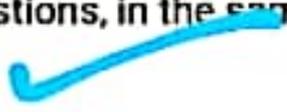
Select the correct option

<input type="radio"/>	inside
<input checked="" type="radio"/>	opening
<input type="radio"/>	middle
<input type="radio"/>	ending

[Close to End Question & Move to Next Question](#)

# 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. 

Previous Question / Next Question

Navigation icons: back, home, search, forward, and a plus sign.

Mobile OS navigation icons: home, back, and recent apps.

Don't hesitate to send a follow-up letter three months later to show that you are still interested.

Select the correct option

- False
- True



Correct Answer: True (1/1)

Show how your background and talents will \_\_\_\_\_ a particular problem.

Select the correct option



solve



highlight



ascertain



create

Answered correctly! Download Question



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

Click to view answers / Report Error / Details

Try \_\_\_\_\_ during the first couple of minutes.

Select the correct option

<input type="radio"/>	to sit normally
<input type="radio"/>	not to speak too fast 
<input type="radio"/>	to stand at one position
<input type="radio"/>	to move around

Click to Save Answer & Move to Next Question

Employers are looking for people who are:

Select the correct option

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



Question # 6 of 10 ( Start time: 08:57:48 PM, 26 August 2021 )

Total Marks: 1

What should be included in an introductory statement?

Select the correct option

- The identity of the person who is conducting the interview. 
- The auspices under which the research is being conducted.
- All of the above
- That the participation in the research is voluntary.

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

Psychological barriers to negotiation do not include:

Select the correct option

<input type="radio"/>	Fear of being taken for a ride
<input type="radio"/>	Happiness of conflict or confrontation Download More Quizzes Files From  VUAnswer.com
<input type="radio"/>	Guilt about wanting to be assertive
<input type="radio"/>	Wanting to be liked

Click to Save Answer / Move to Next Question

Clarity can be achieved with \_\_\_\_\_.

Select the correct option

- passive verbs
- abstract concepts
- none of the above
- active verbs

Clear Selection of Correct Answer



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

Select the correct option

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

Answered Correctly (100%)

Navigation icons: back, home, search (with X), forward, and plus.

Mobile OS navigation icons: home, back, and recent apps.

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

Select the correct option

- skilled
- broad
- specific
- efficient

Time Spent: 0:00:00

