



Question # 10 of 10 (Start time: 08:45:47 PM, 07 March 2022)

To

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

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Select the correct option

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

Click to Save Answer & Move to Next Question





MG301-Quiz 3

Quiz Start Time: 08:32 PM, 07 March


Question # 9 of 10 (Start time: 08:44:43 PM, 07 March 2022)

Total h

Employers are looking for people who are:

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Select the correct option

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

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Question # 8 of 10 (Start time: 08:42:57 PM, 07 March 2022)


Total

Which of the following is important to get prepared for an oral presentation?

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Select the correct option

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- Prepare slides
- All of the above 
- Plan the talk
- Get visual/s ready

[Click to View / Control / Move to Next Question](#)



Choose the correct option:
An effective presentation requires _____.

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Select the correct option

<input type="radio"/>	planning
<input checked="" type="radio"/>	all of the above
<input type="radio"/>	practice
<input type="radio"/>	good eye contact

Go to the Answer / Question List





In a chronological resume you develop work-experience section by listing your jobs sequentially in _____ order.

Select the correct option

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- | | |
|-----------------------|----------|
| <input type="radio"/> | indirect |
| <input type="radio"/> | reverse |
| <input type="radio"/> | forward |
| <input type="radio"/> | direct |

[Go Back to Question](#) / [View Question](#) / [Next Question](#)



EN0301 Quiz 3

Quiz Start Time: 08:32 PM, 07 March 2022

Question # 5 of 10 (Start time: 08:38:45 PM, 07 March 2022)

Total M

“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 | Download More Quizzes Files From VUAnswer.com |
| <input type="radio"/> | Negotiation Strategies | |
| <input type="radio"/> | Courteous Behavior | |
| <input checked="" type="radio"/> | Successful Negotiators | |

Click the correct answer to mark this question




Question # 4 of 10 (Start time: 08:37:18 PM, 07 March 2022)

Solicited application letter is in response to a/a
_____ job opening.

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Select the correct option

- announced 
- contractual
- unannounced
- temporary


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

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Select the correct option

- | | |
|----------------------------------|---|
| <input type="radio"/> | Secretary |
| <input type="radio"/> | PR officer |
| <input type="radio"/> | Assistant |
| <input checked="" type="radio"/> | Founder  |

Click to Save Answer | Move to Next Question



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



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What should you NOT do to prepare for an interview?

Select the correct option

- Research the company.
- Memorize key answers to interview questions.
- Learn the company's concerns and problems. ✓
- Practice top interview questions and answers.

Go to Question / Answer / [Number] / [Next]

Not Sure



BC200417871: MUHAMMAD AHMAD

Time Left 88 sec(s)

ENG301 Quiz 3

Quiz Start Time: 08:18 PM, 07 March 2022

Question # 10 of 10 (Start time: 08:30:34 PM, 07 March 2022)

Total Marks:

Identify the given statement as True or False.
If you are still in school, education is probably your strongest selling point. [Download More Quizzes Files From VUAnswer.com](#)

Select the correct option

- False
- True

Click on Save Answer & Move to Next Question



BC200417871: MUHAMMAD AHMAD

Time Left 89 sec(s)

ENG301 Quiz 3

Quiz Start Time: 08:18 PM, 07 March 2022

Question # 9 of 10 (Start time: 08:29:08 PM, 07 March 2022)

Total Marks:

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

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Select the correct option

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

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



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Time Left 89 sec(s)

ENG301 Quiz 3

Quiz Start Time: 08:18 PM, 07 March 2022

Question # 8 of 10 (Start time: 08:27:25 PM, 07 March 2022)

Total Marks:

To succeed with a _____, you must present sufficient logic, evidence, and emotion to sway the audience to your viewpoint. [Download More Quizzes Files From VUAnswer.com](#)

Select the correct option

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

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

Not Sure



UIS



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Time Left 75 sec(s)

ENG301 Quiz 3

Quiz Start Time: 08:18 PM, 07 March 2022

Question # 7 of 10 (Start time: 08:25:51 PM, 07 March 2022)

Total Marks:

A ____ resume emphasizes a list of skills and accomplishments, identifying employers and academic experience in subordinate sections.

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Select the correct option

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- Functional
- Chronological
- None of the above
- Hybrid

[Click to Show Answer / Hide / Mark as Not Question](#)

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

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Select the correct option

- Organizational
- Functional
- Indirect
- Direct

Go to Previous Question / Forward Next Question

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Time Left 88 sec(s)

ENG301 Quiz 3

Quiz Start Time: 08:18 PM, 07 March 2022

Question # 5 of 10 (Start time: 08:23:55 PM, 07 March 2022)

Total Marks:

In a chronological resume, the _____ section dominates.

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Select the correct option

- work-experience
- skills
- personal interests
- academic achievements

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

A _____ resume can be repetitive if similar functions or skills are utilized in different positions.

Select the correct option

- Functional
- Combination
- CV
- Chronological

Click to Show Answer / Move to Next Question

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Time Left 87 sec(s)

ENG301 Quiz 3

Quiz Start Time: 08:18 PM, 07 March 2022

Question # 3 of 10 (Start time: 08:20:48 PM, 07 March 2022)

Total Marks:

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

Select the correct option

- Study
- Job
- cv
- resume

Go to Previous Question / Forward to Next Question





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Time Left 87 sec(s)

ENG301 Quiz 3

Quiz Start Time: 08:18 PM, 07 March 2022

Question # 2 of 10 (Start time: 08:19:37 PM, 07 March 2022)

Total Marks:

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

Select the correct option

- create
- solve
- ascertain
- highlight

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UIS



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Time Left 89 sec(s)

ENG301 Quiz 3

Quiz Start Time: 08:18 PM, 07 March 2022

Question # 1 of 10 (Start time: 08:18:28 PM, 07 March 2022)

Total Marks:

Mark the following statement as True or False:
Impromptu means a speech made without any preparation or made on the spur of the moment.

Select the correct option

- True
- False

Go to Previous Question & Move to Next Question

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Which of the following is the best type of resume?

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Select the correct option

- Depends on your past
- Simple format
- Functional "skills-focused" format
- Chronological "experience-focused" format



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



The most important information on resume is——

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Select the correct option

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

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



Which of the following is not the quality today's employers are looking for in the candidates?

Select the correct option

- | | |
|----------------------------------|--|
| <input type="radio"/> | Inability to work well under pressure |
| <input type="radio"/> | Ability to adapt to diverse situations |
| <input checked="" type="radio"/> | Sensitivity to cultural differences |
| <input type="radio"/> | Readiness to learn on the job |

Click to Save Answer & Move to Next Question



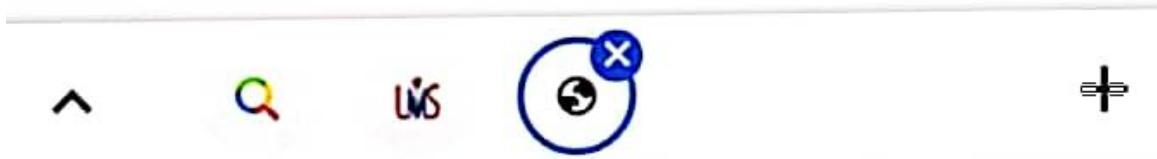
Question 7 of 10 (start time: 04:09:57 PM, 07 March 2024) Total Marks: 1
Which of the following is not included in preparation for job interviews?

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Select the correct option

<input type="radio"/>	Be indifferent to look good
<input type="radio"/>	Think ahead about questions
<input type="radio"/>	Bolster your confidence
<input type="radio"/>	Polish you interview style

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



Sometimes, presentations through cell phones _____.

Select the correct option

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



Click on the correct answer to mark this question



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

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Select the correct option

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

[Click here to view all answers of this quiz](#)



Select the appropriate option.

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

Select the correct option

- Faulty
- Prejudice
- Reflecting
- Distracting

Hide Question / Show Next Question

Navigation icons: back, search, list, globe with X, and plus.

Mobile OS navigation bar: square, circle, and triangle.

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

Select the correct option

- references
- conferences
- preferences
- interferences

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



In reading style of presentation, the whole presentation is ---.

Select the correct option

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

Click on the Answer to Show the Question

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There are ____ stages that normally take place in the interview process.

Select the correct option

- 4
- 5
- 3
- 6

Click on the Answer to Mark this Question



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BC200406132 UJALA HADAYAT

Time Left 90 min(s)

EN0301 Quiz 3

Quiz Start Time: 07:37 PM, 07 March 2022

Question # 8 of 10 (Start time: 07:46:47 PM, 07 March 2022)

Total Marks:

Mark the following statement as True or False:
A combination resume includes the best features of the
chronological and functional approaches.

Select the correct option

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

Click on Done Answer & Monitor Next Question



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1



BC200405132: UJALA HADAYAT

Time Left 89 min(s)

ENG301 Quiz 3

Quiz Start Time: 07:37 PM, 07 March 2022

Question # 7 of 10 (Start time: 07:46:08 PM, 07 March 2022)

Total Marks: 1

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.

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Select the correct option:

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



Navigation (Answer) (Marked Correct)



What are some of the problems with structured interviews?

Select the correct option:

- The attributes of the interviewer can influence on the replies of the respondents.
- Only open questions can be asked in this type of interview.
- All of the above
- The sequence of the questions can be changed in this type of interview.

Click on the Answer & Return to Next Question





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BC200406132 UJALA HADAYAT

Time Left 88 min(s)

EN0301 Quiz 3

Quiz Start Time: 07:37 PM, 07 March 2022

Question # 4 of 10 (Start time: 07:42:31 PM, 07 March 2022)

Total Marks

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

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Select the correct option

- speaker and the organization
- none of the above
- audience and speaker
- audience and the organization



Click on the Answer to Show the Correct Answer

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

Select the correct option:

- personal selling/retailing
- public interaction
- skills and capabilities
- managing

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Go to Question 1 / 10



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Time Left 89 min(s)

EN0301 Quiz 3

Quiz Start Time: 07:37 PM, 07 March 2022

Question # 2 of 10 (Start time: 07:39:37 PM, 07 March 2022)

Total Marks:

Preparation for a job interview is:

Select the correct option

circumstantial

avoidable

optional

mandatory



Click on the Answer to View the Question



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

Select the correct option

- Expertise power
- Legitimate power
- Assumed power
- Consultative power

Click on Done Answer & Move to Next Question

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

Select the correct option

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



Click on Correct answer if you are not Satisfied

