Question # 1 of 10 (Start time: 01:35:35 AM, 22 August 2020) Total Marks: 1

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

Select the correct option

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

Click to Save Answer & Move to Next Question

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MC200202407: SAAD RASHID ABBASI

Time Left 89 sec(s)

ENG301:Quiz II

Quiz Start Time: 12:15 AM, 22 August 2020

Question # 3 of 10 (Start time: 12:18:03 AM, 22 August 2020)

Total Marks: 1

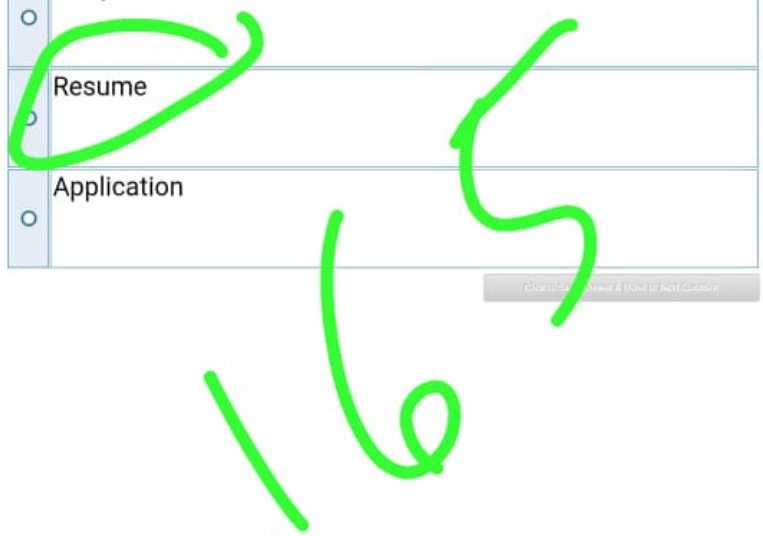
Choose the correct option to fill in the blank.

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

- Autobiography
- Story
- Resume
- Application

Click to Save & Move to Next Question



Question # 4 of 10 (Start time: 08:58:02 PM, 22 August 2020)

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

Select the correct option

- domestic
- personal
- business
- social media

Question # 3 of 10 (Start time: 01:37:16 AM, 22 August 2020) Total Marks: 1

A _____ resume emphasizes a list of skills and accomplishments.

Select the correct option

- functional
- chronological
- combination
- biographical

Click to Save Answer & Move to Next Question

The “perfect” resume responds to the _____and preferences.

Select the correct option

- applicant’s needs
- organizational needs
- reader’s needs
- none of the above

Question # 2 of 10 (Start time: 12:53:54 AM, 22 August 2020) Total Marks: 1

Which part of your application letter presents your strongest selling points in terms of their potential benefit to the organization?

Select the correct option

- Introductory section
- Middle section
- End section
- All of above

Question # 10 of 10 (Start time: 01:41:35 AM, 22 August 2020) Total Marks: 1

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

Select the correct option

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

Click to Save Answer & Move to Next Question

Question # 9 of 10 (Start time: 01:00:18 AM, 22 August 2020) Total Marks: 1

You can emphasize your earlier job experience by using_____.

Select the correct option

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

Click to Save Answer & Move to Next Question

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MC200201597: SYED ALI RAZA

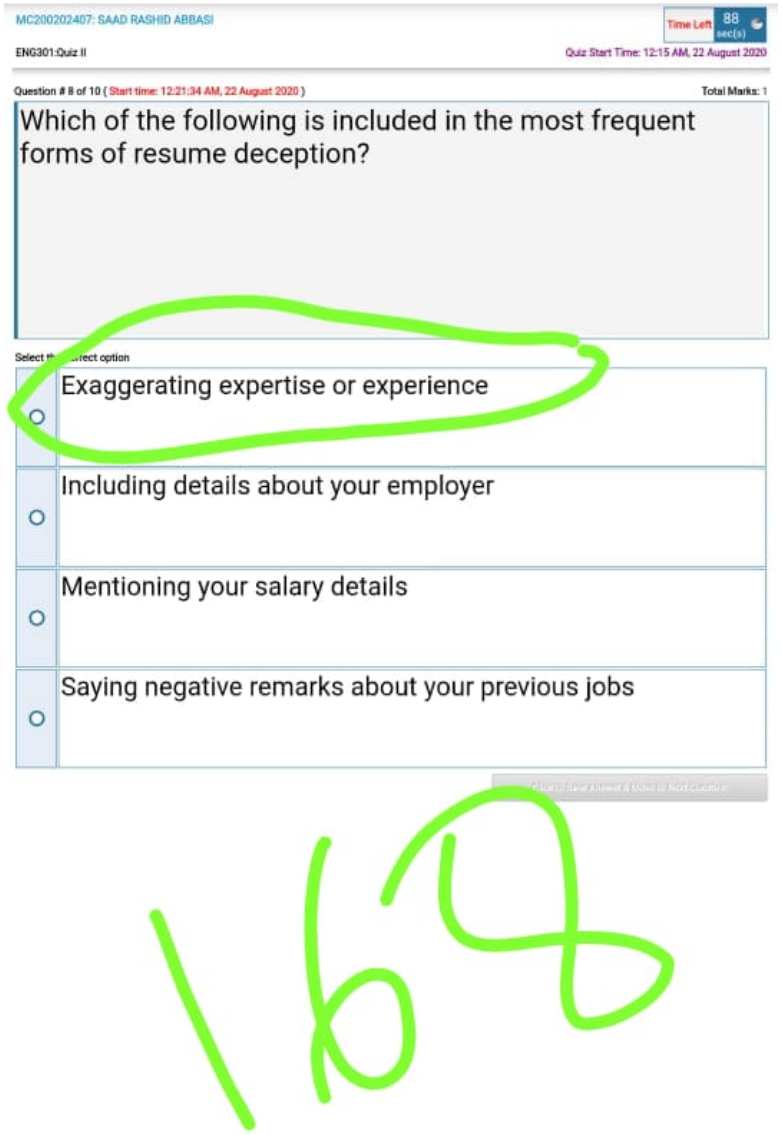
ENG301:Quiz II

Question # 10 of 10 (Start time: 01:25:27 AM, 22 August 2020)

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

Select the correct option

- accept the purpose
- listen carefully
- raise questions
- continue your debate


MC200202407: SAAD RASHID ABBASI
Time Left 88 sec(s)
ENG301:Quiz II
Quiz Start Time: 12:15 AM, 22 August 2020
Question # 8 of 10 (Start time: 12:21:34 AM, 22 August 2020)
Total Marks: 1
Which of the following is included in the most frequent forms of resume deception?
Exaggerating expertise or experience
Including details about your employer
Mentioning your salary details
Saying negative remarks about your previous jobs
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Question # 3 of 10 (Start time: 12:06:15 AM, 22 August 2020)

Total Marks: 1

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

Select the correct option

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

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