6 weeks
7 days
7 weeks

Question # 8 of 10 (Start time: 05:52:03 AM) Total Marks: 1
The role of the Chairman as a Committee Member is:
Select correct option:

To monitor the financial activities
To coordinate the work of the committee. Leader, guide, umpire etc
To carry out the administrative work of the committee
To communicate positively.

Question # 9 of 10 (Start time: 05:52:12 AM) Total Marks: 1
Written summary of a meeting's business is called:
Select correct option:

Minutes
Motion
Agenda
Circular

Question # 10 of 10 (Start time: 05:52:22 AM) Total Marks: 1
Prefatory parts are ____ in number.
Select correct option:

6
7
8
9

Question # 1 of 10 (Start time: 05:54:00 AM) Total Marks: 1
Collection letter are usually written in:
Select correct option:

Serial.
Line.
Steps
Series

Question # 2 of 10 (Start time: 05:54:09 AM) Total Marks: 1

In letter refusing adjustment, the point of view of the reader should be----------.
Select correct option:

supported
opposed
ignored
refused

Question # 3 of 10 (Start time: 05:54:18 AM) Total Marks: 1
A _____ Proposal is usually academic in nature.
Select correct option:

Marriage
Research
Business
None of all

Question # 4 of 10 (Start time: 05:54:26 AM) Total Marks: 1
A standing committee is one that operates permanently:
Select correct option:

Month after month.
Week after week.
Year after year.
After six months

Question # 5 of 10 (Start time: 05:54:35 AM) Total Marks: 1
Complaint letter should be called----------.
Select correct option:

Persuasive letters
Claim letter
Inquiry letters
Sales letters

Question # 6 of 10 (Start time: 05:54:44 AM) Total Marks: 1
Memorandum consists of usually ---------- main parts.
Select correct option:

Two
Four

Three
Four

Question # 7 of 10 (Start time: 05:54:56 AM) Total Marks: 1
There are _____ basic parts of a formal report.
Select correct option:

3
4
5
6

Question # 8 of 10 (Start time: 05:55:03 AM) Total Marks: 1
Reports, which show “progress,” accomplishments, or activities over time or at a given stage of a major assignment are known as ----------.
Select correct option:

Periodic Reports
Conference Reports
Progress Reports
Feasibility report

Question # 9 of 10 (Start time: 05:55:17 AM) Total Marks: 1
Letter reports are of ---------- types:
Select correct option:

Three
Four
Five
Two

Question # 10 of 10 (Start time: 05:55:29 AM) Total Marks: 1
The role of the Chairman as a Committee Member is:
Select correct option:

To monitor the financial activities
To coordinate the work of the committee. Leader, guide, umpire etc
To carry out the administrative work of the committee
To communicate positively.

Question # 1 of 10 (Start time: 05:57:04 AM) Total Marks: 1

---------- include investigation of an issue or problem or Calculation of financial ratios of a company.
Select correct option:

Formal report
Analytical Letter Reports
Scientific Reports
Informational Letter Reports

Question # 2 of 10 (Start time: 05:57:13 AM) Total Marks: 1
Task force is ---------- after solving a specific problem, assigned to them.
Select correct option:

Engaged to other problems.
Disbanded.
Engaged to routine work.
Sent on leave

Question # 3 of 10 (Start time: 05:57:23 AM) Total Marks: 1
Letter reports are of ---------- types:
Select correct option:

Two
Three
Four
Five

Question # 4 of 10 (Start time: 05:57:33 AM) Total Marks: 1
Claim letter is also called:
Select correct option:

Complaint letter.
Adjustment letter.
Credit refusing letter.
Collection letter

Question # 5 of 10 (Start time: 05:57:42 AM) Total Marks: 1
Collection letter should be written with the assumption that most of the people will:
Select correct option:

Pay.

Ignore.
Not pay.
Delay

Question # 6 of 10 (Start time: 05:57:50 AM) Total Marks: 1
Which writing style characterizes the memos?
Select correct option:

Informal
Formal
Impersonal tone.
Neutral

Question # 7 of 10 (Start time: 05:57:57 AM) Total Marks: 1
Circular letters are used:
Select correct option:

To send information to two people.
To send the same information to a number of people.
To communicate to other company.
To send information inside a company.

Question # 8 of 10 (Start time: 05:58:04 AM) Total Marks: 1
Written summary of a meeting's business is called:
Select correct option:

Minutes
Motion
Agenda
Circular

Question # 9 of 10 (Start time: 05:58:12 AM) Total Marks: 1
---------- are usually short messages with natural, casual use of language.
Select correct option:

Formal reports
Informal reports
Short reports
Progress report

Question # 10 of 10 (Start time: 05:58:21 AM) Total Marks: 1

In claim letter the initial statement should contain:
Select correct option:

Good news.
Bad news.
Mixed news
Ambiguous

Question # 1 of 10 (Start time: 05:59:57 AM) Total Marks: 1
Sales letters start with:
Select correct option:

An easy and effective way.
An attention-getting device.
A smooth story.
Buffer

Question # 2 of 10 (Start time: 06:00:17 AM) Total Marks: 1
In letter refusing adjustment, the point of view of the reader should be----------.
Select correct option:

supported
opposed
ignored
refused

Question # 3 of 10 (Start time: 06:00:23 AM) Total Marks: 1
In claim letter the initial statement should contain:
Select correct option:

Good news.
Bad news.
Mixed news
Ambiguous

Question # 4 of 10 (Start time: 06:00:30 AM) Total Marks: 1
A standing committee is one that operates permanently:
Select correct option:

Month after month.
Week after week.

Year after year.
After six months

Question # 5 of 10 (Start time: 06:00:38 AM) Total Marks: 1
Task force is ---------- after solving a specific problem, assigned to them.
Select correct option:

Engaged to other problems.
Disbanded.
Engaged to routine work.
Sent on leave

Question # 6 of 10 (Start time: 06:00:46 AM) Total Marks: 1
There are _____ basic parts of a formal report.
Select correct option:

3
4
5
6

Question # 7 of 10 (Start time: 06:00:59 AM) Total Marks: 1
Memorandum is used to:
Select correct option:

Inform someone not related to your company.
Communicate to someone within your own company.
Communicate to other company.
Communicate to the general public

Question # 8 of 10 (Start time: 06:01:08 AM) Total Marks: 1
----------are routine reports prepared at regular time interval-daily, weekly, monthly quarterly or annually.
Select correct option:

Periodic Reports
Formal Reports
Progress Reports
Conference Reports

Question # 9 of 10 (Start time: 06:01:29 AM) Total Marks: 1

Letter refusing adjustment is written when:
Select correct option:

The buyer is at fault.
The seller is at fault.
When the third party is at fault.
When nobody is at fault.

Question # 10 of 10 (Start time: 06:01:39 AM) Total Marks: 1
Letter reports are of ---------- types:
Select correct option:

Three
Four
Five
Two

Question # 1 of 10 (Start time: 06:04:03 AM) Total Marks: 1
Solicited Sales letters are written:
Select correct option:

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

Question # 2 of 10 (Start time: 06:04:09 AM) Total Marks: 1
Sales letters start with:
Select correct option:

An easy and effective way.
An attention-getting device.
A smooth story.
Buffer

Question # 3 of 10 (Start time: 06:04:18 AM) Total Marks: 1
Memorandum is used to:
Select correct option:

Inform someone not related to your company.
Communicate to someone within your own company.

Communicate to other company.
Communicate to the general public

Question # 4 of 10 (Start time: 06:04:26 AM) Total Marks: 1
Memorandum consists of usually ---------- main parts.
Select correct option:

Two
Four
Three
Four

Question # 5 of 10 (Start time: 06:04:37 AM) Total Marks: 1
Prefatory parts are ____ in number.
Select correct option:

6
7
8
9

Question # 6 of 10 (Start time: 06:04:46 AM) Total Marks: 1
Claim letter is also called:
Select correct option:

Complaint letter.
Adjustment letter.
Credit refusing letter.
Collection letter

Question # 7 of 10 (Start time: 06:04:58 AM) Total Marks: 1
Letter refusing adjustment is written when:
Select correct option:

The buyer is at fault.
The seller is at fault.
When the third party is at fault.
When nobody is at fault.

Question # 8 of 10 (Start time: 06:05:10 AM) Total Marks: 1
In claim letter the initial statement should contain:

Select correct option:

Good news.
Bad news.
Mixed news
Ambiguous

Question # 9 of 10 (Start time: 06:05:18 AM) Total Marks: 1
Complaint letter should be called----------.
Select correct option:

Persuasive letters
Claim letter
Inquiry letters
Sales letters

Question # 10 of 10 (Start time: 06:05:29 AM) Total Marks: 1
Weekly Market Report gives the condition of the commodities for the past ____.
Select correct option:

6 days
6 weeks
7 days
7 weeks

Question # 1 of 10 (Start time: 06:07:38 AM) Total Marks: 1
In letter refusing adjustment, the point of view of the reader should be----------.
Select correct option:

supported
opposed
ignored
refused

Question # 2 of 10 (Start time: 06:07:46 AM) Total Marks: 1
Weekly Market Report gives the condition of the commodities for the past ____.
Select correct option:

6 days
6 weeks
7 days

7 weeks

Question # 3 of 10 (Start time: 06:07:54 AM) Total Marks: 1
In claim letter the initial statement should contain:
Select correct option:

Good news.
Bad news.
Mixed news
Ambiguous

Question # 4 of 10 (Start time: 06:08:02 AM) Total Marks: 1
Letter reports are of ---------- types:
Select correct option:

Three
Four
Five
Two

Question # 5 of 10 (Start time: 06:08:13 AM) Total Marks: 1
Another name of a synopsis is:
Select correct option:

Report
Letter
Abstract
Text

Question # 6 of 10 (Start time: 06:08:20 AM) Total Marks: 1
There are -------- kinds of Sales letters.
Select correct option:

Three
Four
Two
Five

Question # 7 of 10 (Start time: 06:08:29 AM) Total Marks: 1
Collection letter should be:
Select correct option:

Persuasive.
Demanding
Critical
Emotional.

Question # 8 of 10 (Start time: 06:08:45 AM) Total Marks: 1
Which writing style characterizes the memos?
Select correct option:

Informal
Formal
Impersonal tone.
Neutral

Question # 9 of 10 (Start time: 06:08:55 AM) Total Marks: 1
The role of the Chairman as a Committee Member is:
Select correct option:

To monitor the financial activities
To coordinate the work of the committee. Leader, guide, umpire etc
To carry out the administrative work of the committee
To communicate positively.

Question # 10 of 10 (Start time: 06:09:09 AM) Total Marks: 1
Letter reports are of ---------- types:
Select correct option:

Two
Three
Four
Five

Question # 1 of 10 (Start time: 06:12:14 AM) Total Marks: 1
There are -------- kinds of Sales letters.
Select correct option:

Three
Four
Two
Five

Question # 2 of 10 (Start time: 06:12:24 AM) Total Marks: 1
Sales letters start with:
Select correct option:

An easy and effective way.
An attention-getting device.
A smooth story.
Buffer

Question # 3 of 10 (Start time: 06:12:33 AM) Total Marks: 1
Monthly Market Report is an analysis of business done during the
Select correct option:

Whole day
Whole week
Whole month
Whole year

Question # 4 of 10 (Start time: 06:12:40 AM) Total Marks: 1
Collection letter should be written with the assumption that most of the people will:
Select correct option:

Pay.
Ignore.
Not pay.
Delay

Question # 5 of 10 (Start time: 06:12:48 AM) Total Marks: 1
Collection letter are usually written in:
Select correct option:

Serial.
Line.
Steps
Series

Question # 6 of 10 (Start time: 06:12:58 AM) Total Marks: 1
There are _____ basic parts of a formal report.
Select correct option:

3
4
5
6

Question # 7 of 10 (Start time: 06:13:07 AM) Total Marks: 1
Written summary of a meeting's business is called:
Select correct option:

Minutes
Motion
Agenda
Circular

Question # 8 of 10 (Start time: 06:13:14 AM) Total Marks: 1
A standing committee is one that operates permanently:
Select correct option:

Month after month.
Week after week.
Year after year.
After six months

Question # 9 of 10 (Start time: 06:13:22 AM) Total Marks: 1
----------are routine reports prepared at regular time interval-daily, weekly, monthly quarterly or annually.
Select correct option:

Periodic Reports
Formal Reports
Progress Reports
Conference Reports

Question # 10 of 10 (Start time: 06:13:30 AM) Total Marks: 1
The role of the Chairman as a Committee Member is:
Select correct option:

To monitor the financial activities
To coordinate the work of the committee. Leader, guide, umpire etc
To carry out the administrative work of the committee
To communicate positively.

Question # 1 of 10 (Start time: 06:17:10 AM) Total Marks: 1
Letter refusing adjustment is written when:
Select correct option:

The buyer is at fault.
The seller is at fault.
When the third party is at fault.
When nobody is at fault.

Question # 2 of 10 (Start time: 06:17:20 AM) Total Marks: 1
Weekly Market Report gives the condition of the commodities for the past ____.
Select correct option:

6 days
6 weeks
7 days
7 weeks

Question # 3 of 10 (Start time: 06:17:27 AM) Total Marks: 1
Prefatory parts are ____ in number.
Select correct option:

6
7
8
9

Question # 4 of 10 (Start time: 06:17:34 AM) Total Marks: 1
Collection letter should be written with the assumption that most of the people will:
Select correct option:

Pay.
Ignore.
Not pay.
Delay

Question # 5 of 10 (Start time: 06:17:41 AM) Total Marks: 1
Memorandum consists of usually ---------- main parts.
Select correct option:

Two
Four
Three
Four

Question # 6 of 10 (Start time: 06:17:52 AM) Total Marks: 1
Circular letters are used:
Select correct option:

To send information to two people.
To send the same information to a number of people.
To communicate to other company.
To send information inside a company.

Question # 7 of 10 (Start time: 06:18:01 AM) Total Marks: 1
Written summary of a meeting's business is called:
Select correct option:

Minutes
Motion
Agenda
Circular

Question # 8 of 10 (Start time: 06:18:08 AM) Total Marks: 1
Letter reports are of ---------- types:
Select correct option:

Three
Four
Five
Two

Question # 9 of 10 (Start time: 06:18:18 AM) Total Marks: 1
Which writing style characterizes the memos?
Select correct option:

Informal
Formal
Impersonal tone.
Neutral

Question # 10 of 10 (Start time: 06:18:25 AM) Total Marks: 1
A standing committee is one that operates permanently:
Select correct option:

Month after month.
Week after week.
Year after year.
After six months

Question # 1 of 10 (Start time: 06:20:31 AM) Total Marks: 1
Task force is ---------- after solving a specific problem, assigned to them.
Select correct option:

Engaged to other problems.
Disbanded.
Engaged to routine work.
Sent on leave

Question # 2 of 10 (Start time: 06:20:43 AM) Total Marks: 1
Weekly Market Report gives the condition of the commodities for the past ____.
Select correct option:

6 days
6 weeks
7 days
7 weeks

Question # 3 of 10 (Start time: 06:20:50 AM) Total Marks: 1
Written summary of a meeting's business is called:
Select correct option:

Minutes
Motion
Agenda
Circular

Question # 4 of 10 (Start time: 06:20:58 AM) Total Marks: 1
Collection letter should be written with the assumption that most of the people will:
Select correct option:

Pay.

Ignore.
Not pay.
Delay

Question # 5 of 10 (Start time: 06:21:05 AM) Total Marks: 1
Which writing style characterizes the memos?
Select correct option:

Informal
Formal
Impersonal tone.
Neutral

Question # 6 of 10 (Start time: 06:21:13 AM) Total Marks: 1
Reports, which show “progress,” accomplishments, or activities over time or at a given stage of a major assignment are known as ----------.
Select correct option:

Periodic Reports
Conference Reports
Progress Reports
Feasibility report

Question # 7 of 10 (Start time: 06:21:21 AM) Total Marks: 1
In letter refusing adjustment, the point of view of the reader should be----------.
Select correct option:

supported
opposed
ignored
refused

Question # 8 of 10 (Start time: 06:21:29 AM) Total Marks: 1
The place where we go to buy or sell commodities is commonly known as _____ .
Select correct option:

Gym
Market
Cafe
Village

Question # 9 of 10 (Start time: 06:21:37 AM) Total Marks: 1
Monthly Market Report is an analysis of business done during the
Select correct option:

Whole day
Whole week
Whole month
Whole year

Question # 10 of 10 (Start time: 06:21:47 AM) Total Marks: 1
In circular letters personal interest is created by using the word ----------.
Select correct option:

you
our customers
every body
dear customers

Question # 1 of 10 (Start time: 06:23:43 AM) Total Marks: 1
Task force is ---------- after solving a specific problem, assigned to them.
Select correct option:

Engaged to other problems.
Disbanded.
Engaged to routine work.
Sent on leave

Question # 2 of 10 (Start time: 06:23:53 AM) Total Marks: 1
Memorandum consists of usually ---------- main parts.
Select correct option:

Two
Four
Three
Four

Question # 3 of 10 (Start time: 06:24:00 AM) Total Marks: 1
A standing committee is one that operates permanently:
Select correct option:

Month after month.

Week after week.
Year after year.
After six months

Question # 4 of 10 (Start time: 06:24:09 AM) Total Marks: 1
---------- include investigation of an issue or problem or Calculation of financial ratios of a company.
Select correct option:

Formal report
Analytical Letter Reports
Scientific Reports
Informational Letter Reports

Question # 5 of 10 (Start time: 06:24:17 AM) Total Marks: 1
The place where we go to buy or sell commodities is commonly known as _____ .
Select correct option:

Gym
Market
Cafe
Village

Question # 6 of 10 (Start time: 06:24:26 AM) Total Marks: 1
Monthly Market Report is an analysis of business done during the
Select correct option:

Whole day
Whole week
Whole month
Whole year

Question # 7 of 10 (Start time: 06:24:36 AM) Total Marks: 1
----------are routine reports prepared at regular time interval-daily, weekly, monthly quarterly or annually.
Select correct option:

Periodic Reports
Formal Reports
Progress Reports
Conference Reports

Question # 8 of 10 (Start time: 06:24:45 AM) Total Marks: 1
In circular letters personal interest is created by using the word ----------.
Select correct option:

you
our customers
every body
dear customers

Question # 9 of 10 (Start time: 06:24:55 AM) Total Marks: 1
Claim letter is also called:
Select correct option:

Complaint letter.
Adjustment letter.
Credit refusing letter.
Collection letter

Question # 10 of 10 (Start time: 06:25:04 AM) Total Marks: 1
Solicited Sales letters are written:
Select correct option:

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

Question # 1 of 10 (Start time: 06:27:38 AM) Total Marks: 1
Memorandum is used to:
Select correct option:

Inform someone not related to your company.
Communicate to someone within your own company.
Communicate to other company.
Communicate to the general public

Question # 2 of 10 (Start time: 06:27:52 AM) Total Marks: 1
Circular letters are used:
Select correct option:

To send information to two people.
To send the same information to a number of people.
To communicate to other company.
To send information inside a company.

Question # 3 of 10 (Start time: 06:28:00 AM) Total Marks: 1
Monthly Market Report is an analysis of business done during the
Select correct option:

Whole day
Whole week
Whole month
Whole year

Question # 4 of 10 (Start time: 06:28:07 AM) Total Marks: 1
Memorandum consists of usually ---------- main parts.
Select correct option:

Two
Four
Three
Four

Question # 5 of 10 (Start time: 06:28:16 AM) Total Marks: 1
Prefatory parts are ____ in number.
Select correct option:

6
7
8
9

Question # 6 of 10 (Start time: 06:28:24 AM) Total Marks: 1
Letter reports are of ---------- types:
Select correct option:

Two
Three
Four
Five

Question # 7 of 10 (Start time: 06:28:32 AM) Total Marks: 1
Collection letter should be:
Select correct option:

Persuasive.
Demanding
Critical
Emotional.

Question # 8 of 10 (Start time: 06:28:40 AM) Total Marks: 1
There are _____ basic parts of a formal report.
Select correct option:

3
4
5
6

Question # 9 of 10 (Start time: 06:28:47 AM) Total Marks: 1
- ---------- letter is the reply to complaint.
Select correct option:

Adjustment
An inquiry
Collection
Sales

Question # 10 of 10 (Start time: 06:28:55 AM) Total Marks: 1
In circular letters personal interest is created by using the word ----------.
Select correct option:

you
our customers
every body
dear customers

Question # 1 of 10 (Start time: 06:30:24 AM) Total Marks: 1
Sales letters start with:
Select correct option:

An easy and effective way.

An attention-getting device.
A smooth story.
Buffer

Question # 2 of 10 (Start time: 06:30:34 AM) Total Marks: 1
In letter refusing adjustment, the point of view of the reader should be----------.
Select correct option:

supported
opposed
ignored
refused

Question # 3 of 10 (Start time: 06:30:41 AM) Total Marks: 1
- ---------- letter is the reply to complaint.
Select correct option:

Adjustment
An inquiry
Collection
Sales

Question # 4 of 10 (Start time: 06:30:50 AM) Total Marks: 1
There are -------- kinds of Sales letters.
Select correct option:

Three
Four
Two
Five

Question # 5 of 10 (Start time: 06:30:58 AM) Total Marks: 1
Collection letter should be written with the assumption that most of the people will:
Select correct option:

Pay.
Ignore.
Not pay.
Delay

Question # 6 of 10 (Start time: 06:31:06 AM) Total Marks: 1

Weekly Market Report gives the condition of the commodities for the past ____.
Select correct option:

6 days
6 weeks
7 days
7 weeks

Question # 7 of 10 (Start time: 06:31:13 AM) Total Marks: 1
A _____ Proposal is usually academic in nature.
Select correct option:

Marriage
Research
Business
None of all

Question # 8 of 10 (Start time: 06:31:20 AM) Total Marks: 1
Minutes, which tell more of the 'story of what happened and who said what at a meeting are?
Select correct option:

Resolution minutes
Narrative minutes
Formal minutes
Informal minutes

Question # 9 of 10 (Start time: 06:31:28 AM) Total Marks: 1
There are _____ basic parts of a formal report.
Select correct option:

3
4
5
6

Question # 10 of 10 (Start time: 06:31:37 AM) Total Marks: 1
Memorandum consists of usually ---------- main parts.
Select correct option:

Two

Four
Three
Four

Question # 1 of 10 (Start time: 04:36:44 AM) Total Marks: 1
A _____ Proposal is usually academic in nature.
Select correct option:

Marriage
Research
Business
None of all

Question # 2 of 10 (Start time: 04:37:40 AM) Total Marks: 1
Claim letter is also called:
Select correct option:

Complaint letter
Adjustment letter
Credit refusing letter.
Collection letter

Question # 3 of 10 (Start time: 04:39:48 AM) Total Marks: 1
The role of the Chairman as a Committee Member is:
Select correct option:

To monitor the financial activities
To coordinate the work of the committee. Leader, guide, umpire etc
To carry out the administrative work of the committee
To communicate positively.

Question # 4 of 10 (Start time: 04:40:27 AM) Total Marks: 1
---------- include investigation of an issue or problem or Calculation of financial ratios of a company.
Select correct option:

Formal report
Analytical Letter Reports
Scientific Reports
Informational Letter Reports

Question # 5 of 10 (Start time: 04:40:55 AM) Total Marks: 1
A standing committee is one that operates permanently:
Select correct option:

Month after month.
Week after week.
Year after year.
After six months

Question # 6 of 10 (Start time: 04:41:28 AM) Total Marks: 1
Collection letter are usually written in:
Select correct option:

Serial.
Line.
Steps
Series

Question # 7 of 10 (Start time: 04:41:53 AM) Total Marks: 1
Classification of Report is:
Select correct option:

Informal reports, Short reports
Formal reports ,Long reports
Formal or Informal reports , Short or Long Reports
Informal repots, Long repots

Question # 8 of 10 (Start time: 04:42:22 AM) Total Marks: 1
Task force is ---------- after solving a specific problem, assigned to them.
Select correct option:

Engaged to other problems.
Disbanded.
Engaged to routine work.
Sent on leave

Question # 9 of 10 (Start time: 04:42:50 AM) Total Marks: 1
Another name of a synopsis is:
Select correct option:

Report

Letter
Abstract
Text

Question # 10 of 10 (Start time: 04:43:19 AM) Total Marks: 1
Solicited Sales letters are written:
Select correct option:

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

EN0301 Quiz 3

Quiz Start Time: 02:14 PM, 25 August 2021

Question # 1 of 10 (Start time: 02:14:38 PM, 25 August 2021)

Total Marks: 1

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

Select the correct option

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

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Choose the correct option.

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

- basic
- functional
- chorological
- idea

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

Select the correct option

- no special
- some special
- deviating
- embellished

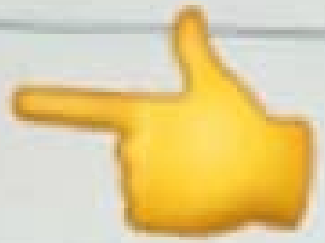
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_____ appearance is important because clothing and grooming reveal something about a candidate's personality and professionalism.

Social

None of all

Physical



Psychological

Scanned with CamScanner

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

Select the correct option

- Mega
- International
- Multi-national
- Small



Scanned with CamScanner

Choose the correct option.

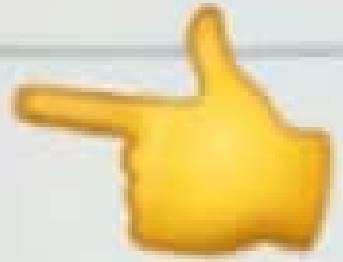
In a typical job search, you can expect to have many _____ before your accept a job offer.

- options
- interviews
- letters
- chances

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

- solicited
- formal
- informal
- unsolicited



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

Select the correct option

- past
- successful
- recent
- relevant



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Question # 10 of 10 (Start time: 02:14:15 PM, 25 August 2021)

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

Select the correct option

- Sharp
- Unusual
- Physical
- Rusty

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ENG301:Quiz 3

Question # 8 of 10 (Start time: 02:58:08 PM, 25 August 2021)

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

Select the correct option

- take
- purchase
- ignore
- sell



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Question # 8 of 10 (Start time: 03:11:46 PM, 25 August 2021)

The chronological approach is the most common way to _____.

Select the correct option

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

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ENG301:Quiz 3

Question # 7 of 10 (Start time: 02:57:06 PM, 25 August 2021)

There are four ---------strategies.

Select the correct option

- debate
- contradiction
- negotiation
- communication



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ENG301 Quiz 3

Question # 5 of 10 (Start time: 02:54:36 PM, 25 August 2021)

The purpose of the resume is to get employers interested enough to contact you for

Select the correct option

- an interview
- job
- party
- meeting

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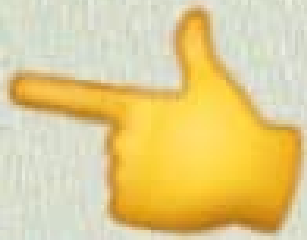
ENG301:Quiz 3

Question # 4 of 10 (Start time: 02:53:40 PM, 25 August 202

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

Select the correct option

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



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