8:34

Quiz
quiz.vu.edu.pk

ENG301 Quiz 3 — Quiz Start Time: 08:32 PM, 07 M

Question # 2 of 10 (Start time: 08:34:01 PM, 07 March 2022) — Tota

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

- o False
- o True



Scanned with CamScanner

8:32

Quiz
quiz.vu.edu.pk

What should you NOT do to prepare for an interview?

ect 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.

Not Sure

Scanned with CamScanner

8:30 PDF 39.48 KB/s 4G 25%

quiz.vu.edu.pk/QuizQuestio 4

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.

Select the correct option

- ○ False
- ○ True



Click to Save Answer & Move to Next Question

Scanned with CamScanner

8:29 38.23 KB/s 4G 25%
quiz.vu.edu.pk/QuizQuestio

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

Select the correct option

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

Scanned with CamScanner

8:27 36.21 KB/s 4G 25%
quiz.vu.edu.pk/QuizQuestio

BC200417871: MUHAMMAD AHMAD

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.

Select the correct option

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

Not Sure

Scanned with CamScanner

8:26 1.06 KB/s 4G 25%
quiz.vu.edu.pk/QuizQuestio 4

BC200417871: MUHAMMAD AHMAD

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.

Select the correct option

O	Functional
O	Chronological
O	None of the above
O	Hybrid

Click to Save Answer & Move to Next Question

Scanned with CamScanner

8:24 PDF • 3.63 KB/s 4G 26%
quiz.vu.edu.pk/QuizQuestio 4

BC200417871: MUHAMMAD AHMAD

Time Left 88 sec(s)

ENG301:Quiz 3

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

Question # 6 of 10 (Start time: 08:24:53 PM, 07 March 2022)

Total Marks:

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

Scanned with CamScanner

8:23 7.63 KB/s 4G 26%

quiz.vu.edu.pk/QuizQuestio 4

BC200417871: MUHAMMAD AHMAD

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.

Select the correct option

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

Scanned with CamScanner

8:22 PDF 33.32 KB/s 4G 26%
quiz.vu.edu.pk/QuizQuestio 4

BC200417871: MUHAMMAD AHMAD

Time Left 88 sec(s)

ENG301:Quiz 3

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

Question # 4 of 10 (Start time: 08:22:36 PM, 07 March 2022)

Total Marks:

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

Select the correct option

- Functional
- Combination
- CV
- Chronological

Scanned with CamScanner

8:20 PDF • 37.89 KB/s 4G 26%

quiz.vu.edu.pk/QuizQuestio 4

BC200417871: MUHAMMAD AHMAD

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

- O Study
- O Job
- O cv
- O resume



Click to Save Answer & Move to Next Question

Scanned with CamScanner

8:19 PDF • 4.62 KB/s 4G 27%

quiz.vu.edu.pk/QuizQuestio 4

BC200417871: MUHAMMAD AHMAD

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

Scanned with CamScanner

8:18 PDF • 47.0 KB/s 4G 27%

quiz.vu.edu.pk/QuizQuestio 4

BC200417871: MUHAMMAD AHMAD

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

Click to Save Answer & Move to Next Question

Scanned with CamScanner

Question # 10 of 10 (Start time: 08:05:18 PM, 07 March 2022) Total Marks: 1

Which of the following is the best type of resume?

Select the correct option

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

Scanned with CamScanner

Question # 9 of 10 (Start time: 08:03:53 PM, 07 March 2022) Total Marks: 1

The most important information on resume is——

Select the correct option

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

Scanned with CamScanner

Question # 8 of 10 (Start time: 08:02:36 PM, 07 March 2022) Total Marks:

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

Select the correct option

O	Inability to work well under pressure
O	Ability to adapt to diverse situations
O	Sensitivity to cultural differences
O	Readiness to learn on the job

Scanned with CamScanner

Which of the following is not included in preparation for job interviews?

Select the correct option

O	Be indifferent to look good
O	Think ahead about questions
O	Bolster your confidence
O	Polish you interview style

Scanned with CamScanner

Question # 5 of 10 (Start time: 07:58:03 PM, 07 March 2022) Total Marks: 1

Sometimes, presentations through cell phones _____.

Select the correct option

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

Scanned with CamScanner

Question # 4 of 10 (Start time: 07:57:08 PM, 07 March 2022) Total Marks:

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 

Scanned with CamScanner

Question # 2 of 10 (Start time: 07:53:57 PM, 07 March 2022) Total Marks:

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



Scanned with CamScanner

Question # 1 of 10 (Start time: 07:52:28 PM, 07 March 2022) Total Marks: 1

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

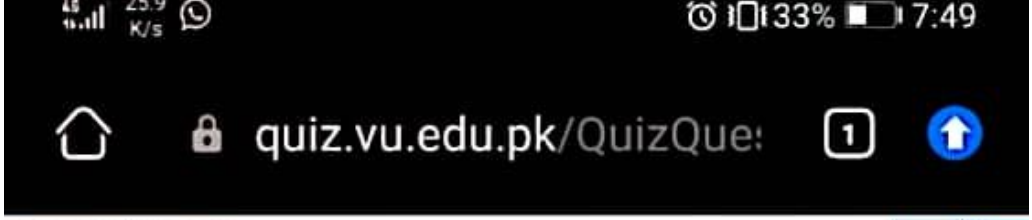
Select the correct option

- O references
- O conferences
- O preferences
- O interferences



Click to Save Answer & Move to Next Question

Scanned with CamScanner



BC200406132 UJALA HADAYAT

Time Left 89 sec(s)

ENG301 Quiz 3

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

Question # 10 of 10 (Start time: 07:49:06 PM, 07 March 2022)

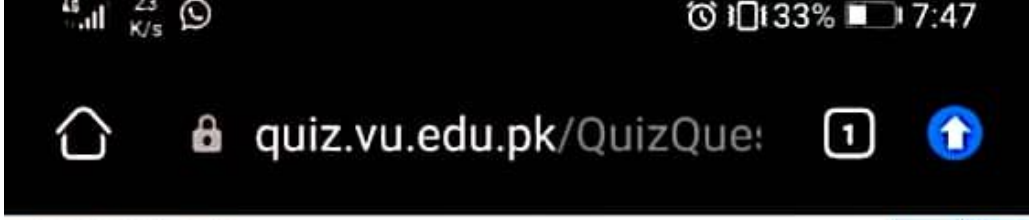
Total Marks:

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

Select the correct option

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

Scanned with CamScanner



BC200406132 UJALA HADAYAT

Time Left 89 sec(s)

ENG301 Quiz 3

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

Question # 9 of 10 (Start time: 07:47:50 PM, 07 March 2022)

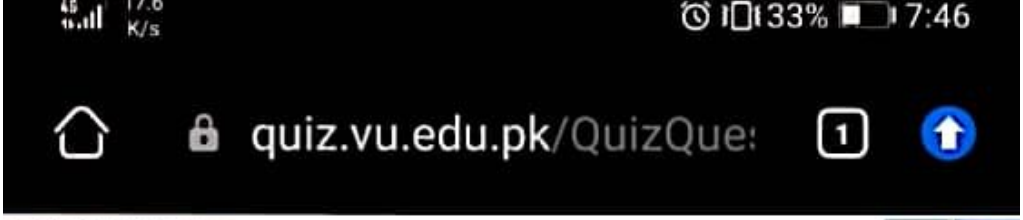
Total Marks:

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

Select the correct option

- 4
- 5
- 3
- 6

Scanned with CamScanner



BC200406132 UJALA HADAYAT

Time Left 90

ENG301 Quiz 3

Quiz Start Time: 07:37 PM, 07 March 202

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

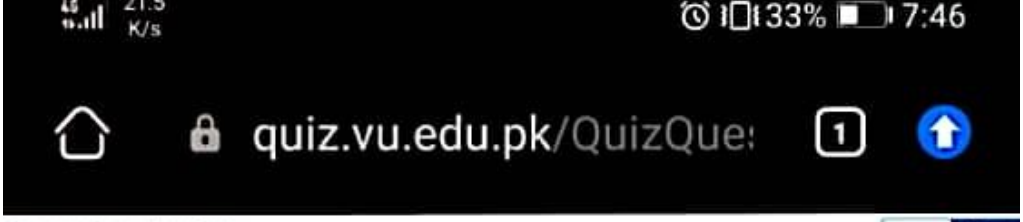
Total Marks:

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

- ○ False
- ○ True

Scanned with CamScanner



BC200405132: UJALA HADAYAT

Time Left 89 sec(s)

ENG301 Quiz 3

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

Question # 7 of 10 (Start time: 07:46:06 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.

Select the correct option

- ○ True
- ○ False

Scanned with CamScanner

598 B/s 33% 7:45
quiz.vu.edu.pk/QuizQue:

BC200406132 UJALA HADAYAT

Time Left 66 sec(s)

ENG301 Quiz 3

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

Question # 6 of 10 (Start time: 07:45:01 PM, 07 March 2022)

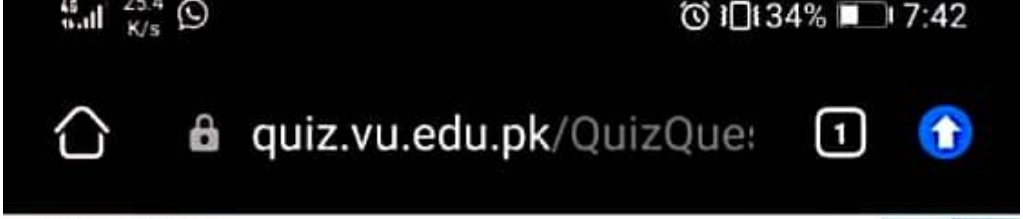
Total Marks:

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.

Scanned with CamScanner



BC200406132 UJALA HADAYAT

Time Left 88

ENG301 Quiz 3

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

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

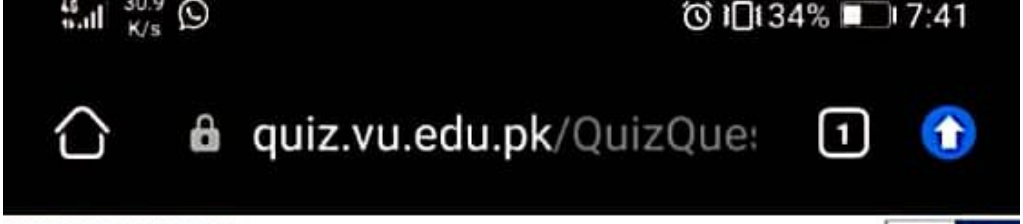
Total Marks:

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

Select the correct option

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

Scanned with CamScanner



BC200406132 UJALA HADAYAT

Time Left 89

ENG301 Quiz 3

Quiz Start Time: 07:37 PM, 07 March 202

Question # 3 of 10 (Start time: 07:41:28 PM, 07 March 2022)

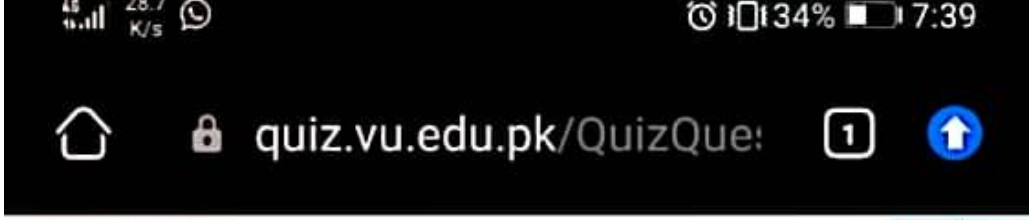
Total Marks:

'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

Scanned with CamScanner



BC200406132 UJALA HADAYAT

Time Left 89 sec(s)

ENG301 Quiz 3

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

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

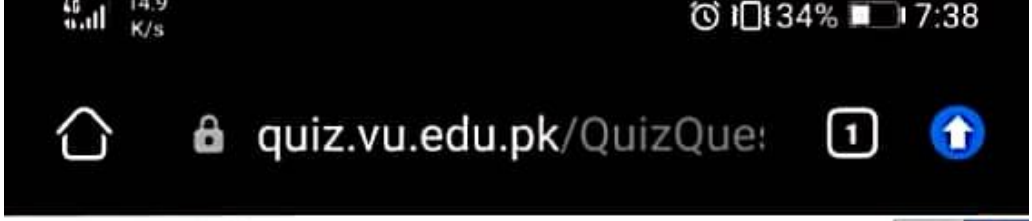
Total Marks:

Preparation for a job interview is:

Select the correct option

- circumstantial
- avoidable
- optional
- mandatory

Scanned with CamScanner



BC200406132 UJALA HADAYAT

Time Left 90 sec(s)

ENG301:Quiz 3

Quiz Start Time: 07:37 PM, 07 March 202

Question # 1 of 10 (Start time: 07:37:59 PM, 07 March 2022)

Total Marks:

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

Scanned with CamScanner

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

Select the correct option

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

Scanned with CamScanner