Question # 3 of 10 (Start time: 02:52:08 PM, 25 August 2021)

While writing a job application letter,the applicant should request an interview at --- convenience.

Select the correct option

- the employer's
- his family's
- employees'
- his



not sure

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Question # 6 of 10 (Start time: 02:55:55 PM, 25 August 2021)

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

Select the correct option

- Study
- resume
- Job
- cv

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Question # 6 of 10 (Start time: 03:08:48 PM, 25 August 2021)

A good resume is a flexible and can be customized for various situations and employers. Customized might mean:

Select the correct option

- defined
- standardized
- modified
- refined

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Question # 4 of 10 (Start time: 03:06:52 PM, 25 August 2021)

While drafting a cover letter, _____.

Select the correct option

- avoid general objectives
- be Specific
- all of the above
- be clear about the desired opportunity

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August 2021)

The "perfect" resume responds to the _____and preferences.

Select the correct option

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

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Question # 9 of 10 (Start time: 02:59:35 PM, 25 August 2021)

Think about your resume from the _____ perspective.

Select the correct option

- employer's
- author's
- employee's
- teacher's

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ENG301:Quiz 3

Question # 1 of 10 (Start time: 03:05:10 PM, 25 August 2021)

Be _____ in your negotiation.

Select the correct option

- idealistic
- straight forward
- realistic
- diplomatic

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Question # 2 of 10 (Start time: 03:05:19 PM, 25 August 2021)

At the screening stage of interview, the employers can now screen candidates by:

Select the correct option

- ○ All of the above
- ○ Phone
- ○ Computer
- ○ Video interview

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Question # 1 of 10 (Start time: 03:04:33 PM, 25 August 2021)

If your application letter and resume fail to bring a response within a month or so, _____with a second letter to keep your file active.

Select the correct option

- Abscond
- Condemn
- Follow up
- Denounce

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ENG301:Quiz 3

Question # 10 of 10 (Start time: 03:00:36 PM, 25 August 2021)

------ do provide quantitative information about a candidate's skills, attitudes, and habits.

Select the correct option

- Psychological tests
- Medical tests
- Employment tests
- Pre-employment tests



not confirm

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ENG301:Quiz 3

Question # 10 of 10 (Start time: 03:13:52 PM, 25 August 2021)

In the 'Planning Stage' of Oral presentation, to analyze the genders, age ranges, socioeconomic, ethnic groups and geographic regions representation is considered during___

Select the correct option

- Audience Analysis
- Holding Audience's Attention
- Statement of purpose writing
- Choose your approach

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ENG301 Quiz 3

Question # 5 of 10 (Start time: 04:11:18 PM, 25 August 2021)

Which of the following is/are major disadvantage/s of a 'combination resume'?

Select the correct option

- It tends to be longer.
- None of the above
- It can be repetitious
- Both of the above



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ENG301 Quiz 3

Question # 3 of 10 (Start time: 04:09:13 PM, 25 August 2021)

Mark the following statement as True or False:
A functional resume is useful for people who are just entering the job market.

Select the correct option

- False
- True



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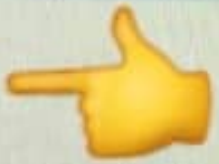
ENG301 Quiz 3

Question # 4 of 10 (Start time: 04:10:35 PM, 25 August 2021)

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 perfor

Select the correct option

- False
- True



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ENG301:Quiz 3

Question # 7 of 10 (Start time: 04:14:04 PM, 25 August 2021)

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

Select the correct option

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

not sure

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Question # 2 of 10 (Start time: 04:23:43 PM, 25 August 2021) Total Marks: 1

Choose the correct option.
Keep your _____ linked to your CV.

Select the correct option

- resume
- informal letter
- report
- cover letter

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ENG301 Quiz 3

Question # 9 of 10 (Start time: 04:16:50 PM, 25 August 2021)

A person's_____ is usually written in his own style rather than the choppy, shorthand style of his resume.

Select the correct option

- Memo
- Application letter
- Report
- C.V



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Question # 7 of 10 (Start time: 04:31:02 PM, 25 August 2021) Total Marks: 1

A person's_____ is usually written in his own style rather than the choppy, shorthand style of his resume.

Select the correct option

- C.V
- Memo
- Report
- Application letter

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Question # 1 of 10 (Start time: 04:22:09 PM, 25 August 2021) Total Marks: 1

While writing resume, if someone wants to generate interest of reader immediately then he should state his objective. He can make it effective by being as _____as possible about what he wants.

Select the correct option

- Universal
- Specific
- General
- Common

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Question # 3 of 10 (Start time: 04:25:01 PM, 25 August 2021) Total Marks: 1

Analyzing the mix of men and women, age ranges, socioeconomic and ethnic groups and occupations are important for _____.

Select the correct option

- student's analysis
- research analysis
- audience analysis
- sample analysis

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Question # 6 of 10 (Start time: 04:29:06 PM, 25 August 2021) Total Marks: 1

"To explain to the executive committee the financial ramifications of Omni Group's takeover offer"

The above mentioned statement of purpose falls

Select the correct option

- To Entertain
- To Motivate
- To Inform
- To Persuade

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Question # 5 of 10 (Start time: 04:27:32 PM, 25 August 2021) Total Marks: 1

Which of the following is not a characteristic of a good resume?

Select the correct option

- Demonstrating your personal standards of excellence
- Listing your hobbies in detail 
- Showing that you think in terms of result
- Expressing your ability to get things done

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Question # 9 of 10 (Start time: 04:34:38 PM, 25 August 2021) Total Marks: 1

The “perfect” resume responds to the _____and preferences.

Select the correct option

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

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Question # 7 of 10 (Start time: 04:41:52 PM, 25 August 20

Today employers are looking for people who are:

Select the correct option

- Ready to learn on the job
- Able and willing to adapt to diverse situation
- All of the above
- Unafraid to change

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Question # 2 of 10 (Start time: 04:37:18 PM, 25 August 2021)

Select the appropriate option.
Experts disagree about the need to state a_____ in a resume. Such a statement only limits you as a candidate (especially for a variety of openings).

Select the correct option

- ○ Career objective
- ○ Educational background
- ○ Professional background

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ENG301:Quiz 3

Question # 5 of 10 (Start time: 04:40:02 PM, 25 August 2021)

Which one is the most common type of pre-employment tests?

Select the correct option

- psychological tests
- job skill tests
- drug tests
- task-based tests

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Question # 1 of 10 (Start time: 04:36:30 PM, 25 August 2021)

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

Select the correct option

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



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Question # 8 of 10 (Start time: 04:32:27 PM, 25 August 2021) Total Marks: 1

Identify the most related statement to the term enclosed in the inverted commas.
“While initiating a sales offer you need to”

Select the correct option

- Propose extra benefits with the commodity
- None of the above
- Have a strong advertising strategy
- Have a clear set of objectives



not sure

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Question # 4 of 10 (Start time: 04:26:19 PM, 25 August 2021) Total Marks: 1

Be sure to consider any cultural differences when preparing for interviews, and base your approach on what you expect.

Select the correct option

- False

  correct statement is " on what you audience expects"

- True

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Question # 4 of 10 (Start time: 04:39:07 PM, 25 August 202

Choose the best option from the following.
A structured interview is usually used in _____.

Select the correct option

- Screening stage
- Job description
- Final selection
- Organizational survey

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Question # 3 of 10 (Start time: 04:38:06 PM, 25 August 2021)

Choose the best option from the following.
The appropriate style for a resume is _____.

Select the correct option

- Complex
- Simple and direct
- Having gaps
- Using strong words



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ENG301:Quiz 3

Question # 6 of 10 (Start time: 04:41:04 PM, 25 August 2021)

---------- are designed to check competency or specific abilities of a candidate to perform a job

Select the correct option

- Psychological tests
- General tests
- Job skills tests
- Drug tests

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Question # 8 of 10 (Start time: 04:42:33 PM, 25 August 2021)

Which of the following three pre-employment tests are conducted for job?

Select the correct option

- ○ Job skill test, psychological test, drug test
- ○ General test, psychological test, drug test
- ○ Job skill test, herbal test, drug test
- ○ Psychological test, medical test, drug test

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Question # 9 of 10 (Start time: 04:43:20 PM, 25 August 2021)

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

Select the correct option

- temporary
- contractual
- announced
- unannounced

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Question # 10 of 10 (Start time: 04:44:31 PM, 25 August 2021)

While compiling resume your goal is to generate _____ immediately

Select the correct option

- job
- sympathy
- interest
- empathy



Type here to search

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ENG301:Quiz 3

Question # 1 of 10 (Start time: 09:06:45 PM, 25 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

○	False
○	True



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Question # 2 of 10 (Start time: 09:05:58 PM, 25 August 2021)

Try _____during the first couple of minutes.

Select the correct option

- to move around
- to sit normally
- not to speak too fast
- to stand at one position

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Question # 3 of 10 (Start time: 09:07:00 PM, 25 August 2021)

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

Select the correct option

- ignore
- sell
- purchase
- take

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Question # 4 of 10 (Start time: 09:07:41 PM, 25 August 2021)

Which aspect of the interview enables you to win some benefits in the course of interview if you can't bargain for more salary?

Select the correct option

- ○ Communication
- ○ Negotiation
- ○ Confrontation
- ○ Argumentation

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Question # 3 of 10 (Start time: 09:09:02 PM, 25 August 2021)

Select the appropriate option.
Experts disagree about the need to state a_____ in a resume. Such a statement only limits you as a candidate (especially for a variety of openings)

Select the correct option

- ○ Career objective
- ○ Educational background
- ○ Professional skills
- ○ Professional background

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Question # 2 of 10 (Start time: 09:07:55 PM, 25 August 2021)

Negotiation is a process in which two or more parties try to resolve differences, solve problems and come to ——

Select the correct option

- an agreement
- a dispute
- a discussion
- a suggestion

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ENG301: Quiz 3

Question # 1 of 10 (Start time: 09:04:35 PM, 25 August 2021)

Which of the following is not a characteristic of a good resume?

Select the correct option

- Expressing your ability to get things done
- Showing that you think in terms of result
- Listing your hobbies in detail
- Demonstrating your personal standards of excellence

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