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

Not sure

Select the correct option

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

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Question # 5 of 10 (Start time: 09:09:17 PM, 25 August 2021)

The best ways to deal with hostile question during oral presentation is:

Select the correct option

- a polite and a diplomatic answer
- to say sorry
- none of the above
- to let the audience know that it is an unfair question

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Question # 10 of 10 (Start time: 09:14:51 PM, 25 August 2021)

To succeed with a _____, you must present sufficient logic, evidence, and emotion to sway the audience to your viewpoint.

Select the correct option

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

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Question # 9 of 10 (Start time: 09:16:48 PM, 25 August 2021)

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
- audience analysis
- sample analysis
- research analysis

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Question # 7 of 10 (Start time: 09:14:16 PM, 25 August 2021

You can build your confidence by _____.

Select the correct option

- Knowing your material
- beating about the bush
- both a & b
- practicing your delivery

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Question # 6 of 10 (Start time: 09:10:53 PM, 25 August 2021)

To write a good resume, you need to show that you:

Select the correct option

- Show signs of progress
- All of the above
- Think in terms of result
- Are well rounded

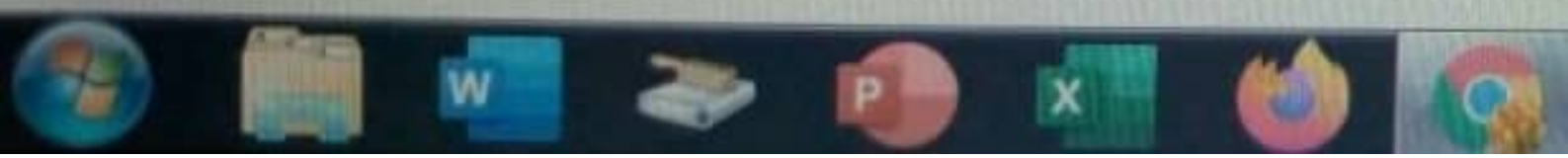
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Question # 7 of 10 (Start time: 09:11:41 PM, 25 August 2021)

As employers try to cut travel costs, this type of interviews are becoming more popular.

Select the correct option

- Stress Interviews
- Group Interviews
- Situational Interviews
- Video Interviews



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Question # 5 of 10 (Start time: 09:11:47 PM, 25 August 2021)

Without having to read through job descriptions, employers can see what you can do for them.

Select the correct option

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

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Select the correct option

- general areas
- individual areas
- specific areas
- combined areas

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Question # 8 of 10 (Start time: 09:15:59 PM, 25 August 2021)

In an open-ended interview, the recruiter — the candidate to speak freely.

Select the correct option

○	stops
○	encourages
○	supports
○	discourages

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Question # 8 of 10 (Start time: 09:13:02 PM, 25 August 2021

Think about your resume from the _____ perspective.

Select the correct option

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

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Question # 6 of 10 (Start time: 09:12:44 PM, 25 August 2021)

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

Select the correct option

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

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ENG301:Quiz 3

Question # 10 of 10 (Start time: 09:17:55 PM, 25 August 2021)

The more you know about your material, the more_____.

Select the correct option

- your confidence will increase
- thoughtful you will appear
- material you will add
- none of the above

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Question # 3 of 10 (Start time: 04:55:09 PM, 25 August 2021)

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

Select the correct option

- ○ Chronological
- ○ Functional
- ○ None of the above
- ○ Hybrid

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Question # 5 of 10 (Start time: 04:56:19 PM, 25 August 2021)

The three types of pre-employment tests are:job skill tests,psychological tests and — tests.

Select the correct option

○	all of the above
○	herbal
○	medicine
●	drug

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Preparation for a job interview is:

Select the correct option

- ○ optional
- ○ avoidable
- ● mandatory
- ○ circumstantial

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Question # 8 of 10 (Start time: 04:58:34 PM, 25 August 2021)

Complete the sentence.
_____the Audience's Level of Understanding.

Select the correct option

- ○ Gauge
- ○ Engage
- ○ Enrage
- ○ Rage

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ere are four ----------strategies.

ect the correct option

- communication
- debate
- contradiction
- negotiation

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Question # 6 of 10 (Start time: 04:56:54 PM, 25 August 2021)

The 'memorization' style of presentation may sound _____.

Select the correct option

- spontaneous
- artistic
- robotic
- literary

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Choose the correct option.
The _____ of an application letter captures attention, gives the reason you're writing, and states which job you're applying for.

Select the correct option

- ○ opening
- ○ middle
- ○ ending
- ○ inside

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uestion # 9 of 10 (Start time: 04:59:14 PM, 25 August 2021)

Psychological barriers to negotiation do not include:

elect the correct option

- Guilt about wanting to be assertive
- Wanting to be liked
- Fear of being taken for a ride
- Happiness of conflict or confrontation

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ENG301 Quiz 3

Question # 1 of 10 (Start time: 07:27:29 PM, 25 August 2021)

Which one of the following is not the part of "Personal Styles in Negotiation"?

Select the correct option

- Self-exposing
- Self-denying
- Self-bargaining
- Self- bragging



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Question # 4 of 10 (Start time: 07:33:12 PM, 25 August 2021)

Visual aids are distractions in oral presentation.

Select the correct option

- False
- True

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Question # 5 of 10 (Start time: 07:34:28 PM, 25 August 2021)

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

Select the correct option

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



not sure

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Question # 3 of 10 (Start time: 07:31:27 PM, 25 August 2021)

Choose the best option from the following.
In a chronological resume the importance is given to the _____.

Select the correct option

- Names and dates
- Work experience
- Formatting
- Educational details

not sure

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Question # 7 of 10 (Start time: 07:36:09 PM, 25 August 2021)

A situation in which the initiator is dissatisfied and the other is satisfied is called_____.

Select the correct option

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

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Question # 9 of 10 (Start time: 07:37:54 PM, 25 August 2021)

To write a good resume, you need to show that you

Select the correct option

- Think in terms of result
- Are well rounded
- All of the above
- Show signs of progress

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Question # 8 of 10 (Start time: 07:37:06 PM, 25 August 2021)

There are four ———strategies.

Select the correct option

- debate
- communication
- contradiction
- negotiation

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ENG301:Quiz 3

Question # 1 of 10 (Start time: 08:05:51 PM, 25 August 20

Self-denying people hide their feelings.

Select the correct option

- True
- False

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Choose the correct option.

The _____ of an application letter captures attention, gives the reason you're writing, and states which job you're applying for.

Select the correct option

- ending
- middle
- opening
- [illegible]



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It is important for a job candidate to have the _____ to apply diverse skills in several areas.

Select the correct option

- stubbornness
- rigidity
- flexibility
- rudeness

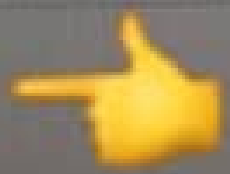
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Question # 6 of 10 (Start time: 08:10:50 PM, 25 August 202

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

Select the correct option

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



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The follow-up letter gives you a chance to — your original application letter with any recent job-related information

Select the correct option

- degrade
- upgrade
- update
- none of the above

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Question # 10 of 10 (Start time: 07:38:55 PM, 25 August 2021)

which is not included in making an email cover.

Select the correct option

- mechanics
- grammar
- spelling
- accent



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ENG301:Quiz 3

Question # 4 of 10 (Start time: 08:08:55 PM, 25 August 2021)

'I was in charge of customer complaints', is a/an _____.

Select the correct option

- strong statement
- active statement
- weak statement
- impressive statement

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Question # 9 of 10 (Start time: 08:14:36 PM, 25 August 2021)

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

Select the correct option

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

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ENG301:Quiz 5

Question # 8 of 10 (Start time: 08:13:30 PM, 25 August 2021)

To send _____ after your application letter is a good action.

Select the correct option

- person for inquiry
- a verbal request
- a follow up letter
- none of the above

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Question # 7 of 10 (Start time: 08:12:15 PM, 25 August 2021)

In a chronological resume, the _____ section dominates.

Select the correct option

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

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Question # 10 of 10 (Start time: 08:15:23 PM, 25 August 2021) Total Mar

Select the appropriate option

During negotiation process one should focus on the_____, not individual personalities. Ask questions to check that you understand the other side's expectation a position

Select the correct option

○	Status
●	Problem
○	Background
○	Appearance

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ENG301:Quiz II

Quiz Start Time: 01:35 AM, 22 August 2020

Question # 6 of 10 (Start time: 01:39:09 AM, 22 August 2020)

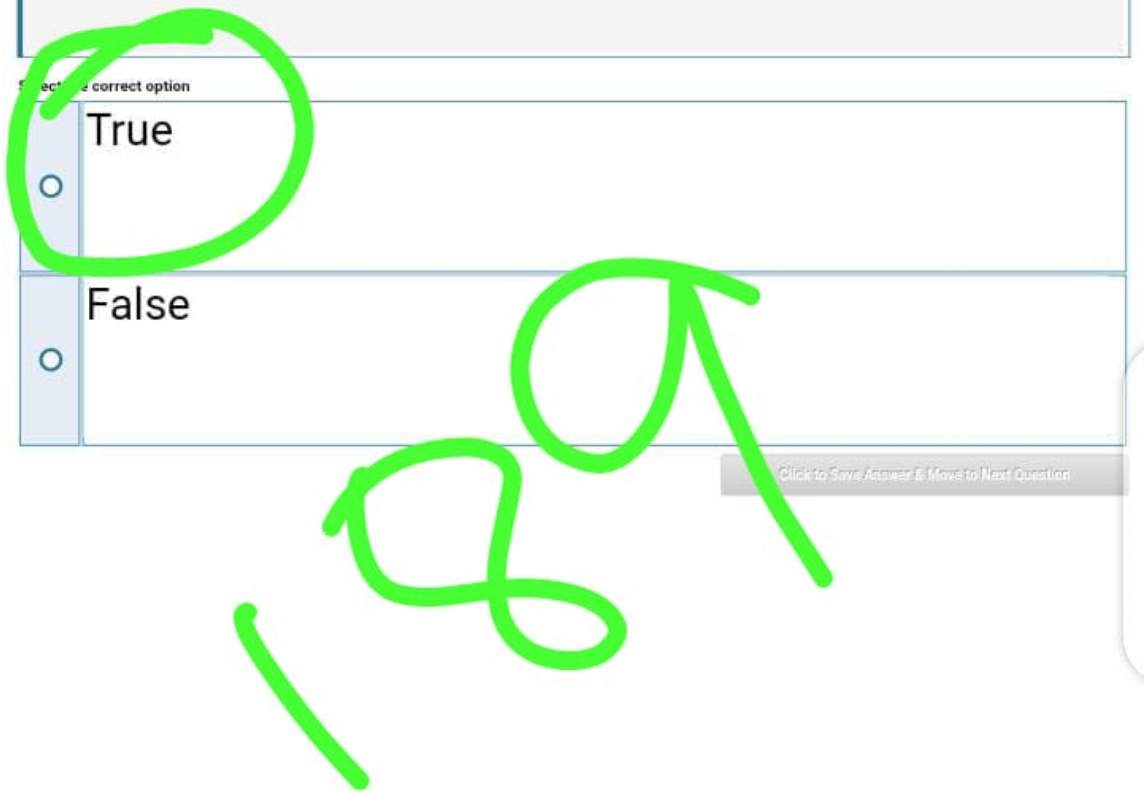
Total Marks: 1

Effective presentation focuses on audience's need but also tailor messages to the time allowed.

Select the correct option

- True
- False

Click to Save Answer & Move to Next Question



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Time Left 84 sec(s)

ENG301:Quiz II

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

Question # 2 of 10 (Start time: 12:16:32 AM, 22 August 2020)

Total Marks: 1

Choose the correct option.
Make the _____ sound as if you are personally speaking.

Select the correct option

- cover letter
- resume
- report
- informal letter

Click to Save Answer & Move to Next Question

≡ ⌂ ↩

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

Select the correct option

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