Final Term

Eng 301

QUESTION NO.1

True/False

Hypothesis should be expressed in straight forward term. **TRUE**

A bad hypothesis is comparative, measurable and false able. **FALSE**

Any supplemental defination is necessary to explain the hypothesis should be offered. **TRUE**

QUESTION NO.2

Enlist three ways to send an order acknowledgment.

Acknowledging an order is a profitable practice. An order acknowledgment does several important functions. A letter acknowledging an order provides an excellent opportunity to resell your product and your organization. Some organizations think such replies unnecessary. However, orders may not be a matter of routine for the buyer. The acknowledgment completes a valid contract between buyer and seller.

An acknowledgment should always be sent promptly. An acknowledgement is usually sent as a formal reply in the form of

1. A postal card
2. An acknowledgment form
3. A duplicate invoice
4. An individual letter

QUESTION NO.3

What should be the body language of a presenter during oral presentation?

Body Language

Stand rather than sit when you are delivering your presentation and try to be aware of any repetitive hand gestures or awkward mannerisms that might irritate your audience.

QUESTION NO.4

1. The central purpose of information reports is to inform and summarize information.

TRUE

2. Conference report show progress, accomplishment or activity over time or at a given stage of major assignment. **TRUE**
3. Analytical reports are routine reports prepared at regular time interval-daily, weekly, monthly quarterly or annually. **False**
4. Periodic reports are routine reports prepared at regular time interval-daily, weekly, monthly quarterly or annually. **TRUE**

QUESTION NO.5

Explain CS of credits?

Evaluating the Credit Information

Traditionally, the following three Cs of credit form the basis for extending credit privileges:

1. **Character:** It refers to a sense for honesty and ethical dealings with others. It means meeting obligations and is demonstrated by willingness to pay.
2. **Capacity:** It is the ability to pay. It is evidenced by income or potential income.
3. **Capital:** It refers to tangible assets in relation to debts. Capital also determines the ability to pay if the debtor does not pay willingly.

QUESTION NO.6

Choose the right option.

1. **Market** gives information about market report. (social/ Media/**Market**)

2. **Market Reports** help people guess the future movements of price. (**Market reports**/ sales report)
3. Your cheque for Rs.25000/- arrived yesterday. Thank you shows appreciation. (fairness/**appreciation**)
4. We both know how hard it is to make a profit in this industry. It shows the **agreement. (**appreciation/**agreement)**

QUESTION NO.7

What should be the style and format of a good resume?

A Good Resume

A good resume is a flexible and can be customized for various situations and employers.

To write good resume, you need to show that you

1.think in term of result (2) know how to get things done (3) are well rounded,(4) show signs of progress(5) have personal standards of excellence(6) are flexible and willing to try new things(7) possess strong communication skills. **Or**

A good resume should have a professional and clean style, with clear headings and sections. It should be easy to read and follow a consistent format throughout. Use a legible font, such as Arial or Times New Roman, and maintain a font size of 10-12 points. Organize your resume with sections like contact information, summary or objective statement, work experience, education, skills, and any additional relevant sections. Use bullet points to highlight your achievements and responsibilities in each job or educational experience. Keep it concise and limit your resume to one or two pages.

QUESTION NO.8

Identify five components of report from the given components?

Date, Appendix, inside adress, Index, Body, Compliment close.

Answer

Except compliment close, all are the components of report.

(1) Date
(2) Appendix
(3) Inside address
(4) Index
(5) Body

QUESTION NO.9

1. The reference section may include information about the message composer, the typist, and sometimes word processing data. **TRUE**
2. Although negotiation has a specific purpose – to reach agreement – it does not always achieve this aim. **TRUE**
3. In lose-lose strategy the initiator is dissatisfied and the other is satisfied. **FALSE**
4. In self-exposing People wish to be Centre of attention, demand this attention by speaking loudly, and speak over other use attention seeking body movement or by ignoring feedback and other‘s view. **TRUE**

Question NO.10

3 attributes of high EQ (Emotion quotient)

People with a high EQ generally possess these desirable attributes: self-awareness, good impulse control, persistence, confidence, self-motivation, and empathy, as well as the ability to persuade, articulate a mission, interpret the mood of a group, and communicate with people in terms they understand.

QUESTION NO.11

What are the basic purposes/characteristics of giving presentation?

There are four basic purposes of giving presentation are:

- To inform
- To persuade
- To motivate
- To entertain

QUESTION NO.12

Middle section of application letter does what / Main subject of middle section of application?

The middle section of an application letter does the following.

- Summarize your relevant qualifications
- Emphasize your accomplishments
- Suggests desirable personal qualities
- Justifies salary requirements
- Refers to your resume

QUESTION NO.13

Enlist the stages of presenting thesis or dissertation in order?

While writing and presenting your Thesis or Dissertation, you go through many stages. These stages are very important. Anyone in this process must make sure that no stage is left out. These stages are the following.

- Thinking About it
- Preparing the Proposal
- Conducting the Research
- Writing the Research Paper
- Define research
- Discuss Basic Elements of a Research Paper
- Sharing the Research Outcomes with Others

- Revising the Research Paper

QUESTION NO.14

Five types of research that are quantitative in nature

The following types of research are primarily quantitative in nature.

1. **Experimental Research**
2. **Quasi-Experimental Research**
3. **Causal-Comparative Research**
4. **Co relational Research**
5. **Descriptive Research**
6. **Evaluation Research**

QUESTION NO.15

How many parts of memorandum enlist them?

There are usually three main parts to a memorandum:

- The heading
- The subject and date
- The message

QUESTION NO.16

Acknowledgment Letter

Acknowledging an Order

Acknowledging an order is a profitable practice. An order acknowledgment does several important functions. A letter acknowledging an order provides an excellent opportunity to resell your product and your organization. Some organizations think such replies unnecessary. However, orders may not be a matter of routine for the buyer. The acknowledgment completes a valid contract between buyer and seller.

An acknowledgment should always be sent promptly. An acknowledgement is usually sent as a formal reply in the form of

1. A postal card
2. An acknowledgment form
3. A duplicate invoice

4. An individual letter

While answering use the following plan:

1. Thank/appreciate the customer.
2. Restate the order to illuminate any likely misunderstanding.
3. Tell the customer that his order is being processed and should reach him within the given time frame.
4. Express your pleasure in serving him

QUESTION NO.17

Successful Sales Letter

writing successful sales letters is difficult. Some letters may take weeks to be perfect. But financial returns can be great. Good selling presents the proposition in such a way that the readers become convinced. Achieving your goal requires careful editing and rewriting.

QUESTION NO.18

Medical research:

This is research in the second sense: to find out things nobody knew before. The final criterion is the discovery of new truths, but also the translation of the new truths into practical treatments, and the developments of economies of scale so that the treatment is available for the largest number of people. Here ethical considerations receive a great deal of attention, both in terms of the human patients and the animals which are used for trials.

QUESTION NO.19

What are Claim letters or complaint letters?

When a product or service does not meet customers' expectations, the customers are disappointed and usually file a complaint.

Their complaints should not be called *complaint letters,* because *complaint connotes irritation, unpleasantness, negativism,* and even *anger*. Using a word with such negative connotations could lead to a bad attitude towards customers. Letters about such complaints should be called *claim letters.*

QUESTION NO.20

Ways to improve listening?

Here are some ways to improve listening:

- Be prepared. By knowing the speaker and the topic
- Show positive attitude.
- Don't make premature assumptions before listening to a certain speaker.
- Always be ready to learn new ideas or facts that you are not aware of.

- Listen to learn, not to refute.
- While listening, try to understand the points.
- Concentrate Pay attention to what is said.
- Jot down notes. If possible, take down main ideas. These notes will help you a lot later on.

QUESTION NO.21

AIDA Stands for?

It is combination of four words means it has four parts which are following;

- A = Attention
- I = Interest
- D = Desire
- A = Action

QUESTION NO.22

Define APA?

- APA stands for American Psychological Association
- APA is a parenthetical citation system source name and publication system and sometimes page reference
- APA style requires authors to use the past tense or present perfect tense when using signal phrases to describe earlier research.
- When using APA format, follow the author-date method of in-text citation.

QUESTION NO.23

Enlist types of pre-employment tests?

Three types of pre-employment tests frequently administered by companies are

- **Job skill tests**
  The most common type, are designed to access competency or specific abilities needed to perform a job.
- **Psychological tests**
  These tests can be used to assess overall intellectual ability, attitudes toward work, interests, managerial potential, or personality characteristics – including dependability, commitment, honesty, and motivation.
- **Drug tests**
  Drug tests are not conducted in our country Pakistan.

QUESTION NO.24

What is Customer's First Order

Customer's First Order

Never miss the opportunity to make your first impression on a customer. You want to welcome the customer and encourage him or her to buy from you again.

QUESTION NO.25

What is amatering while writing resume letter?

Amateurish: The applicant appears to have little understanding of the business world or of a particular industry, as revealed by including the wrong information or presenting it awkwardly.

QUESTION NO.26

Explain Buffer

1. Buffer:

Buffer is a statement that is meant to bring the reader to a positive frame of mind. It can be of the following types:

1. Agreement
2. Appreciation
3. Assurance
4. Compliment
5. Cooperation
6. Fairness
7. Good News
8. Understanding

Agreement

Find a point on which you and the reader share similar views.
For example; *We both know how hard it is to make a profit in this industry.*

Appreciation

Express sincere thanks for receiving something. For example; *Your cheque for Rs.25000/- arrived yesterday. Thank you.*

Cooperation

Convey your willingness to help in any way you realistically can. For example; *Employee Service is here to smoothe the way for all of you who work to achieve company goals.*

Fairness

Assure the reader that you've closely examined and carefully considered the problem, or mentioned an appropriate action that has already been taken. For example;

For the past week, we have carefully monitored those using the photocopying machine to see whether we can detect any pattern of use that might explain its frequent breakdowns.

Good News

Start with the part of your message that is favourable. For example; *A replacement knob for your range is on its way, shipped February 10 via TCS.*

Understanding

Demonstrate that you understand the reader's goals and needs. For example;

So that you can more easily find the printer with the features you need, we are enclosing a brochure that describes all the Panasonic printers currently available.

QUESTION NO.27

How to get attention from audience 3 steps

To get attention from an audience, you can follow these three steps:

1. Start with a captivating opening that grabs their interest.
2. Use engaging visuals or storytelling techniques to keep them hooked.
3. Interact with the audience through questions, discussions, or activities to maintain their attention.

QUESTION NO.28

What is functional resume?

A functional resume emphasizes a list of skills and accomplishments, identifying employers and academic experience in subordinate sections. Functional resume stresses individual areas of competence.

QUESTION NO.29

Define Resume?

A resume is a structured, written summary of a person's education, employment background, and job qualifications.

QUESTION NO.30

What are the advantages of chronological resume?

Many employers prefer this kind of resume because it has three key advantages

- Employers are familiar with it & can easily find information
- It highlights growth and career progression
- It highlights employment continuity and stability

QUESTION NO.31

What is negotiation?

Negotiation is a process in which two or more parties try to resolve differences, solve problems and reach agreement.

QUESTION NO.32

Explain negotiation's strategies? Very important

There are four strategies of negotiation which are following;

1. **Win-Win Strategy**

   In this strategy, both parties are satisfied with the settlement negotiated, it aims to meet the needs of both parties, not to win position or gain victories on one party's expense.

2. **Win-Lose Strategy**

   Result in the party who initiates the conflict being satisfied and the other dissatisfied. This strategy focuses on the initiator's problem to the exclusion of the other's. The initiator wins.

3. **Lose-Win Strategy**

   This is a situation in which the initiator is dissatisfied and the other is satisfied. The loosing party usually makes too many concessions.

4. **Lose-Lose Strategies**

   Lose-lose strategies result from a situation in which the objectives of both parties are too rigid, or both parties are unable to collaborate, or unaware of the opportunity to do so. Both parties walk away from the negotiation dissatisfied.

QUESTION NO.33

What are types of workplace power?

There are Five Types of workplace power

1) **Legitimate Power**

   It bases on a person's position or role in an organization, their authority and control over resources give them power that is acknowledged.

2) **Expertise Power**

People with more skill and strength than others have to them; their colleagues defer to them.

3) **Reward Power**

It is exerted by someone who has control over resource desire by others. Such as person can influence and manipulate behavior.

4) **Coercive Power**

It is exerted by those who use their authority or any force, emotional or physical, against the interest of the other party.

5) Consultative Power

It is exerted by someone who seeks information, considers other's advice and makes plans with others.

QUESTION NO.35

BATNA and WATNA stands for?

BATNA stands for the 'Best alternative to a negotiated agreement.'

WATNA stand for 'Worst alternative to a negotiated agreement

OBJECTIVE

1. If they refuse, or are unable to do this, conflict will arise because processes that are essential to the running of the workplace do not take place. (True statement)

2. Use your communication skills to present your ideas without producing conflict.

3. In Withdrawal negotiation method both parties are dissatisfied

4. Rehearsal helps in overcoming anxiety and depression in oral presentation. (True statement)

5. Good negotiator's verbal and nonverbal communication is open, confident and oriented to the needs and concerns of both parties. (True statement)

6. **SUCCESSFUL NEGOTIATION** Use empathy appropriately because they can see the situation from others' points of view.

7. Put them in the other person's position to show them that they fully understand their needs and concerns are characteristics of Successful negotiation.

8. Positive regard for yourself and the others involved will communicate your warmth and acceptance of them. (True statement)

9. In Win-win strategy, both parties are satisfied with the settlement negotiated, it aims to meet the needs of both parties.

10. In win-lose strategy the party who initiates the conflict being satisfied and the other dissatisfied. This strategy focuses on the initiator's problem to the exclusion of the other's.

11. Lose-lose strategies result from a situation in which both parties are unable to collaborate, or unaware of the opportunity to do so. Both parties walk away from the negotiation dissatisfied.

12. People ideal negotiators, want information and feedback from others for self-actualization.

13. Use your communication skills to present your ideas without producing conflict

14. If they refuse, or are unable to do this, conflict will arise because processes that are essential to the running of the workplace do not take place. (True statement)

15. Relavent information should be given in the negotiation. (True statement)

16. One of the conditions of external validity of a research area is that it should provide the evidence for the achievable stated goal

17. Readers are not allowed to cross-reference in global formats (APA, MLA). (false statement)

18. In thesis writing, it is a poor practice to cite form research literature to support your study. (False statement)

19. the BATNA and WATNA, you are exploring the alternatives available if negotiation is not possible.

20. In the negotiating process, the parties involved may choose one of five different negotiation methods

21. Negotiation based on empathy for the other party establishes a climate where both parties can communicate easily.

22. In active listening an active listener has empathy with the speaker: that shows that you understand the issue from other persons' point of view. Feedback is the connecting continuing or completing link.

23. Cognition is not a negotiation method

24. You should clearly state the problem that your thesis is going to address.

25. Negotiation based on empathy for the other party establishes a climate where both parties can communicate easily.

26. Try to be creative while thinking about Thesis writing

27. The hypothesis is the central question being researched.

28. Reward power is exerted by someone who has control over resource desire by others. Such as person can influence and manipulate behavior.

29. In **win-win** strategy, both parties are satisfied with the settlement negotiated, it aims to meet the needs of both parties,

30. The word research is used in different field in different senses.

31. Preparation is not a cause of listening pitfalls.

32. Assumed power is not include in five types of workplace power.

33. The "thinking about it stage" is when you are finally faced with the reality of completing your degree.

34. RAW DATA should appear as an appendix at the end of your thesis.

35. Minimal and brief responses let speaker know you are listening and encourage them to talk.

36. One should aim high and be realistic in setting one's goal in the process of research.

37. Good negotiation meets at as many interests as possible with an agreement that is durable

38. In Science and technology Everyone naturally associates research with science and technology, white coats and laboratories.

39. Rational is based on the background information, explain the purpose of the study. True

40. In Self-protecting People use divisionary tactics, discussing other people or sides tracking to other issues hide their true feelings.

41. A good proposal should consist of the first three chapters of the dissertation.

42. which section of research report is not contained in a research proposal?

a. results and discussion about them
b. research question
c. justification of study
d. purpose of the study

43. At the thinking stage of proposal writing, to write down your ideas is better as ...?

a. it makes you remember the ideas
b. it enhances the writing skills
c. it allows to revisit the ideas

44. process of listening includes following except

a. passive process
b. active process
c. message
d. aural stimuli

45. The best ways to deal with hostile question during oral presentation is a polite and a diplomatic answer

46. Compromise means to settle differences through concessions made by one or both parties

47. Legitimate power bases on a person's position or role in an organization, their authority and control over resources give them power hat is acknowledged

48. A methodology section can contain a flow chart which summarizes the way in which the various processes involved in the project fit together

49. Coercive power is exerted by those who use their authority or any force, emotional or physical, against the interest of the other party

50. Compromise means to settle differences through concessions made by one or both parties. A compromise usually produces win-win or win-lose results

51. Medical research deals with discovery of new truths,

52. Iron out any differences in facts before you start to negotiate. Confirm both parties' broad objectives and feelings. TRUE

53. Functional Resume stresses individual areas of competence.

54. The AIDA approach isn't appropriate for job seekers in every culture.

55. Opening-ended interview is less formal and unstructured.

56. In a chronological resume, the work-experience section dominates, immediately after the name and address and the objective.

57. A resume is a structured, written summary of a person's education, employment background, and job qualifications

58. The keys to writing a successful resume adopt the **'you'** attitude and focus on your audience.

59. There are **Two** Types of Job Letters.

60. Follow the AIDA approach when writing you application letter: attention, interest, desire, action.

61. In a **general request** the writer seeks information without intention to buy or sell.

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

a. think in term of result
b. know how to get things done
c. are well rounded
d. **All of these**

For final term Preparation
Contact NO. 03196960202

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- LMS Handling
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ZAINEE

ENG-301

FINAL TERM PAPER

24-Aug-2023

1. During an official meeting the role of **Committee Member's** **is a participation** in meetings and do work delegated to him or her.

2. **Negotiation based on empathy for the other party establishes a climate where both parties can communicate easily.**

3. An employment interview is a formal meeting in which both employer and applicant ask questions and exchange information to learn more about each other.
4. Active verbs and concrete words bring clarity.
5. Welcome letters are considered morale builders and usually they have definite sale flavor.

6. Orders are stated clear. They do not require to excite the reader's interest

7. Synopsis is also called abstract.

8. The chronological resume structure should be followed only if the candidate has a strong employment history.

9. An appropriate style for resume is using a simple and direct style.

10. In a solicited letter, you need no special attention-getter because you have been invited to apply.

11. THE 'special attention getter' is a concept which is not applied in solicited letter

12. Give each paragraph a Topic sentence.

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13. The purpose of writing justification report is to comply with regulatory requirements

14. Which is not a characteristic of good resume? Listing your hobbies in it.

15. Pre-employment tests attempt to provide objective, quantitative information about a candidate's skills, attitudes, and habits.

16. Professional credibility of the presenter demands him to respond to the questions closely.

17. If you are using the cover letter as a marketing tool, you will need to create a balanced objective.

18. A weekly market report contains
    a. Highest prices of last week
    b. Lowest prices of last week
    c. Closing prices
    d. All of these.

19. At the screening stage of interview, the employer can screen candidate by
    a) Computer
    b) T.V
    c) Cell phone
    d) All of these.

20. When using the buffer-paragraph technique to write a letter refusing an adjustment, place the bad news in the middle of the letter.

21. A functional resume emphasizes a list of skills and accomplishment.

22. When the company responds favorably to a customer's claim, the respond is called adjustment.

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23. All are the principles of letter except
    a. Conciseness
    b. Clarity
    c. Ambiguity.

24. Collection letters are usually sent in series.

25. Unsolicited letters persuade to people to buy your product or service.

26. Negotiation enables you to win some concessions on benefits at an interview if you can't bargain for more salary/money.

27. **Extemporaneous** demands enough practice so that you can have eye contact with your audience.

28. Impromptu means a speech made without any preparation

29. **Encouraging listening** invites speaker to say more without pressuring them to disclose their feelings or though it is their choice.

30. In active listening an active listen has empathy with the speaker: that shows that you understand the issue from other person's point of view.

31. Put them in the other person's position to show them that they fully understand their needs and concerns. It is known as successful negotiation.

32. Research is Reasonable bias free conclusion

33. You should clearly state the problem that your thesis is going to adress.

34. Surveys are commonly used for collecting primary data.

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SUBJECTIVE

QUESTION NO.1

How to get attention from audience 3 steps

To get attention from an audience, you can follow these three steps:
1. Start with a captivating opening that grabs their interest.
2. Use engaging visuals or storytelling techniques to keep them hooked.
3. Interact with the audience through questions, discussions, or activities to maintain their attention.

QUESTION NO.2

Fill in the blank with appropriate word.

1. **Market** gives information about market report. (social/ Media/**Market**)

2. **Market Reports** help people guess the future movements of price. (**Market reports**/ sales report)

3. **Market reports** are used in the market purposes.

QUESTION NO.3

True/False

Circular letter is used to send information to a large number of people. True

Circular letter can never be used in sale campaigns. False

Circular letter is used to send information to various people. True

Question No.4

Identify the statement is true or false relavent to Collection letter

State clearly the specific action the debtor must take. True

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Persuade the debtor of benefit he will receive by paying. True

Never imply in your message that payment can be avoided or postpond. True

QUESTION NO.5

T/F

Advance attitude is a basis for decision about an organization. TRUE

A memo report is a cross between short and a format report. TRUE

The purpose of the business report is to convey essential information in an organized, useful format. TRUE

Example of periodic reports are progress report and conference report. TRUE

While organizing memo reports present facts with absolutely fairness and accuracy. TRUE

QUESTION NO.6

What should be the style and format of a good resume?

A Good Resume

A good resume is a flexible and can be customized for various situations and employers.

To write good resume, you need to show that you

1.think in term of result (2) know how to get things done (3) are well rounded,(4) show signs of progress(5) have personal standards of excellence(6) are flexible and willing to try new things(7) possess strong

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communication skills. **Or**

A good resume should have a professional and clean style, with clear headings and sections. It should be easy to read and follow a consistent format throughout. Use a legible font, such as Arial or Times New Roman, and maintain a font size of 10-12 points. Organize your resume with sections like contact information, summary or objective statement, work experience, education, skills, and any additional relevant sections. Use bullet points to highlight your achievements and responsibilities in each job or educational experience. Keep it concise and limit your resume to one or two pages.

QUESTION NO.7

What is abstract in thesis?

Synopsis or Executive Summary

A synopsis is a brief overview (one page or less) of report's most important point. It is also called abstract. Executive summary is a fully developed mini version of the report and is comprehensive.

1. Make your summary able to stand alone in meaning – a mini-report
2. Make it intelligible to the general reader. Readers of summaries will vary widely in expertise, perhaps much more than those who read the report itself. So translate all technical data into plain English. 3. Add no new information. Simply summarize the report 4. Stick to the order of your report
5. Emphasize only major points.

QUESTION NO.8

What are the characteristics of data used in qualitative research methodology?

Verbal descriptions
Field notes
Observations
Documents

QUESTION NO.9

Write the body of letter in which you have to write a complaint to seller for

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the waterproof wrist watch?

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

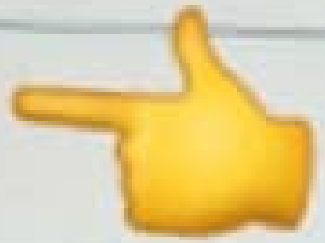
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_____ appearance is important because clothing and grooming reveal something about a candidate's personality and professionalism.

Social

None of all

Physical



Psychological

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

Select the correct option

- Mega
- International
- Multi-national
- Small



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Choose the correct option.

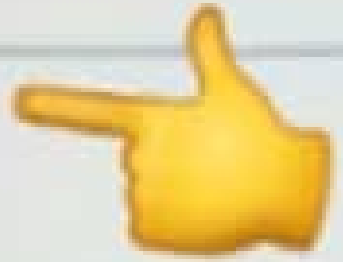
In a typical job search, you can expect to have many _____ before your accept a job offer.

- 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



Type here to search

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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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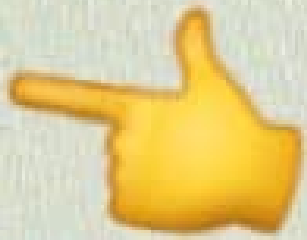
ENG301:Quiz 3

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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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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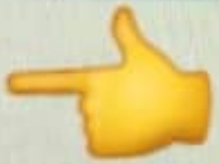
ENG301 Quiz 3

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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Virtual University of Pakistan | Quiz List

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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



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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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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

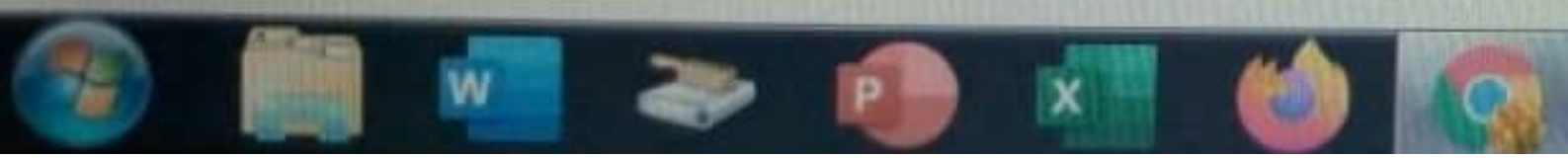
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Question # 7 of 10 (Start time: 09:11:41 PM, 25 August 2021)

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

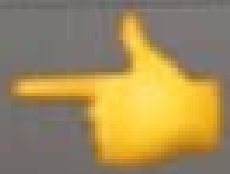
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Question # 6 of 10 (Start time: 08:10:50 PM, 25 August 202

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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