ENG301 FINAL TERM SOLVED PAPER

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Question No: 1 (Marks: 1) - Please choose one

----------records messages on a computer disk for retrieval by the receiver.

- E-mail
- Teleconferencing
- **Voice mail**
- Fax

Question No: 2 (Marks: 1) - Please choose one

In buffer paragraph, the point of view of the customer should be:

- **Supported**
- Opposed
- Neglected
- Rejected

Question No: 3 (Marks: 1) - Please choose one

Unsolicited letters are written on ADIA plan which is --------- step approach.

- five
- two
- **four**
- one

Question No: 4 (Marks: 1) - Please choose one

Memorandum is used to:

- Inform someone not related to your company.
- **Communicate to someone within your own company.**
- Communicate to other company.

► Communicate to the general public

Question No: 5 (Marks: 1) - Please choose one

A standing committee is one that operates permanently:

► Month after month

► Week after week
► **Year after year**
► After six months

Question No: 6 (Marks: 1) - Please choose one

A receiver's attitude towards a message can determine whether it is:

► Accepted
► Rejected
► **Accepted or rejected**
► Mixed response

Question No: 7 (Marks: 1) - Please choose one

A ----------is a cross between interoffice memo and a formal report.

► **memo report**

► analytical memo report
► informational memorandum report
► feasibility report

Question No: 8 (Marks: 1) - Please choose one

There are ----------types of Memo Reports.

► Three
► **Two**
► Four
► Five

Question No: 9 (Marks: 1) - Please choose one

There are ---------- negotiation strategies.

► Two
► Three

► **Four**
► Five

Question No: 10 (Marks: 1) - Please choose one

While writing and presenting your Thesis or Dissertation, you go through many stages. First stage is:

► Preparing the Proposal
► Writing the Research Paper
► Making an outline
► **Thinking about It**

Question No: 11 (Marks: 1) - Please choose one

How many types of pre-employment tests are administered by companies?

► **Three**
► Four
► Two
► Five

Question No: 12 (Marks: 1) - Please choose one

A thesis ----------is a sentence that clearly and concisely indicates the subject of your paper and the main points you will discuss.

► Question
► **Statement**
► Conclusion
► Quote

Question No: 13 (Marks: 1) - Please choose one

APA stands for:

► **American psychological association**
► Australian physician authority
► A psychological analysis
► A philosophical approach

Question No: 14 (Marks: 1) - Please choose one

Which one of the followings is the most important for a successful message?

► Feedback
► Sender
► Message
► **Medium**

Question No: 15 (Marks: 1) - Please choose one

They are believable. They have faith in the substance of their message. You trust their information and their intentions.
Match the above statement with one of the followings:

► Perception
► **Credibility**
► Control
► Congeniality

Question No: 16 (Marks: 1) - Please choose one

Clear writing is easy to understand, which two words are required for this purpose?

► **Short, easy**
► Simple,short
► Short, complex
► Long, complex

Question No: 17 (Marks: 1) - Please choose one

In letter refusing adjustment, the point of view of a reader should be----------.

► opposed
► ignored
► **supported**
► refused

Question No: 18 (Marks: 1) - Please choose one

For writing a successful resume, which attitude is better to adopt?

- ► We

Personal pronoun

- ► **You**
- ► He\She
- ► All third persons

Question No: 19 (Marks: 1) - Please choose one

There are ---------- types of job letters

- ► **two**
- ► three
- ► four
- ► five

Question No: 20 (Marks: 1) - Please choose one

Which tests are designed to check competency or specific abilities of a candidate to perform a job?

- ► Psychological tests
- ► Drug tests
- ► **Job skills tests**
- ► General tests

Question No: 21 (Marks: 2)

What is bibliography?

It is the list of the other books from where references are adopted, and material or other work is done. It may be at the end of the page or at the end of the book.

Question No: 22 (Marks: 2)

What is pre-employment test?

There are three types of job employment tests Psychological test, drug test and job skill test. These tests are used commonly for assessing the ability of the candidate for job competency his skills, ability and attitude towards work.

Question No: 23 (Marks: 2)

Write a note on "abstract" in a thesis paper.

An abstract is the explanation that why this paper is important. It is a summary of main ideas. It also contains implications of the research. The last sentence explains the main theme of the work. A good abstract is concise, readable, and quantitative. The length should be one to two paragraphs or approximately 400 words.

Question No: 24 (Marks: 3)

How do we write long quotations in a thesis paper?

Start the quotation in a new line and almost five spaces should be left from the margin. It should be in free style. Write the quotation in the new line. Keep maintain double spacing throughout the document.

Question No: 25 (Marks: 3)

Write a short note on the supplementary parts of a formal report.

There are three supplementary Parts.

Appendixes: The data in this report is relevant to the report but it is not included in the report because it may be too lengthy or not directly related to the report. It may include maps, long quotations and difficult formulas.

Bibliography: It is the list of the other books from where references are adopted, and material or other work is done. It may be at the end of the page or at the end of the book

Index: it is a list of names, places and subjects in alphabetical order mentioned in the report.

Question No: 26 (Marks: 3)

Write a note on the question and answer stage during the interview process.

It is the most important part of the interview. In this part interviewer asks questions about your qualification, personal information and main points written in the resume and try to understand about you.

Question No: 27 (Marks: 5)

How far do you agree that cultural differences provide hindrance to a company in this atmosphere of globalization?

Question No: 28 (Marks: 5)

Write a note on five types of work place power.

1. Legitimate power is based on the position, role, authority and control over resources of a person in an organization.
2. Reward power: it is exerted by someone who has control over resources of the organization and influence of the person to the behaviours
3. Expertise power includes the ability, skills and strength over other employees of the organization.
4. Consultation power is exerted by the person who accepts advice from others, seeks information.
5. Coercive power: is used by persons who use force or authority, emotional or physical.

Question No: 29 (Marks: 5)

Which elements influence the length and format of a report?

Preprinted forms should be short normally five or fewer pages and contains routine information. This format may be used on request by the person authorizing the report.
In Letter writing less than five pages should be considered enough especially when communicating outsiders. It may include the normal parts of the letter and also may include the foot notes, tables and headings.
A memo may not more than ten pages. It has headings on the top To, From, Date, and Subject.

Question No: 30 (Marks: 5)

How can visual aids be helpful in an oral presentation?

Visual aids make presentation more effective. It can also help the audience to follow the presentation and make it easy to understand. There are two common types of visual aid that is overhead transparencies and computer slide shows.

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