

Quiz Start Time: 11:48 AM

Question # 1 of 10 (Start time: 11:48:15 AM)

Total Marks: 1

"Would you please send me information about points of interest and scheduled events for families visiting Murree?" Which kind of letter would be suitable for the given information?

Select correct option:

☐ Direct request letter

☒ Indirect inquiry letter

☐ Claim letter

☐ Order letter

Quiz Start Time: 11:48 AM

Question # 2 of 10 (Start time: 11:49:32 AM)

Total Marks: 1

When considering objects or models as visual aids, the presenter should consider which of the following point?

Select correct option:

- ☐ Objects and models are too big to use in a presentation
- ☐ Audience-members can easily learn as much from objects as from a speaker's presentation
- ☐ The object or model needs to be passed around the audience during the speaker's presentation so the audience-members can see it
- ☐ There are situations in which the object being discussed is too big to be passed around

Question # 3 of 10 (Start time: 11:50:55 AM)

Total Marks: 1

The quality of tone is a combination of which of the following?
Select correct option:

- ☒ Pitch, strength and character
- ☐ Pitch, strength and volume
- ☐ Volume, rate and fillers



Fillers, character and volume

Progress bar with left and right arrows

Question # 4 of 10 (Start time: 11:51:26 AM)

Total Marks: 1

Which of the following option of anticipating part of speech can reveal questions and concerns that may be raised during presentation?

Select correct option:



Previous experience

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Common concerns

Progress bar with left and right arrows



Planning

Progress bar with left and right arrows



Input from associates

Progress bar with left and right arrows

Question # 5 of 10 (Start time: 11:52:09 AM)

Total Marks: 1

When using visuals in a presentation, which of the following should be avoided?

Select correct option:



Taking time to explain the visual.

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- ☐ Fitting the visual to the material being discussed.
- ☒ Talking to the visual.
- ☐ None of the given options

Question # 6 of 10 (Start time: 11:53:30 AM)

Total Marks: 1

Ali has to write a research paper. He has finalized the topic and collected the initial data. Now he is going to write the first paragraph. Which stage of effecting writing it depicts?

Select correct option:

- ☐ Planning
- ☐ Organizing
- ☐ Drafting
- ☐ Editing

Question # 7 of 10 (Start time: 11:55:00 AM)

Total Marks: 1

In written communication active verbs help make sentences more:

Select correct option:

- ☐ Specific
- ☐ Concise
- ☐ Empathetic
- ☒ All of the given options

Question # 8 of 10 (Start time: 11:55:30 AM)

Total Marks: 1

Which one of the following statement defines situational context of interpersonal communication?

Select correct option:

- ☐ It concerns your reactions to the other person.
- ☒ It deals with the psycho-social "where" you are communicating.
- ☐ It is who you are and what you bring to interaction.



It deals with the physical "where" you are communicating

Question # 9 of 10 (Start time: 11:56:11 AM)

Total Marks: 1

Which type of speaking relies on speaking notes?
Select correct option:



Manuscript



Memorized



Impromptu



Extemporaneous

Question # 10 of 10 (Start time: 11:56:58 AM)

Total Marks: 1

All of the following are the qualities of effective claim letters EXCEPT:

▶ Select correct option:



An effective claim letter contains your attitude material



An effective claim letter presents all the facts pertinent to the situation.



An effective claim letter contains threat.



An effective claim letter makes a definite request.

smaaz28@hotmail.com