8:45

Quiz
quiz.vu.edu.pk

Question # 10 of 10 (Start time: 08:45:47 PM, 07 March 2022) To

Don’t hesitate to send a follow-up letter three months later to show that you are still interested.

Select the correct option

- ○ False
- ○ True

Click to Save Answer & Move to Next Ques

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8:44

Quiz
quiz.vu.edu.pk

Employers are looking for people who are:

elect the correct option

- Unable to learn on the job
- Afraid to change
- Unwilling to adapt to diverse situations
- Sensitive to cultural differences

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8:42

Quiz
quiz.vu.edu.pk

estion # 8 of 10 (Start time: 08:42:57 PM, 07 March 2022)

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

ect the correct option

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

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8:41

Quiz
quiz.vu.edu.pk

EN0301 Quiz 3

Quiz Start Time: 08:32 PM,

Question # 7 of 10 (Start time: 08:41:38 PM, 07 March 2022)

Choose the correct option:
An effective presentation requires _____.

Select the correct option

- planning
- all of the above
- practice
- good eye contact

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8:40

Quiz
quiz.vu.edu.pk

ENG301:Quiz 3

Quiz Start Time: 08:32 PM, 07 Mar

Question # 6 of 10 (Start time: 08:40:37 PM, 07 March 2022)

Total

In a chronological resume you develop work-experience section by listing your jobs sequentially in _____ order.

Select the correct option

- indirect
- reverse
- forward
- direct

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8:38

Quiz
quiz.vu.edu.pk

ENG301 Quiz 3

Quiz Start Time: 08:22 PM, 07 Mar

Question # 5 of 10 (Start time: 08:38:45 PM, 07 March 2022)

Total M

"To put someone in the other person's position to show them that they fully understand their needs and concerns" is a characteristic of _____.

Select the correct option

- Honest Response
- Negotiation Strategies
- Courteous Behavior
- Successful Negotiators

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8:37

Quiz
quiz.vu.edu.pk

Question # 4 of 10 (Start time: 08:37:18 PM, 07 March 2022)

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

Select the correct option

- announced
- contractual
- unannounced
- temporary

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8:35

Quiz
quiz.vu.edu.pk

ENG301:Quiz 3 Quiz Start Time: 08:32 PM, 07 M

Question # 3 of 10 (Start time: 08:35:23 PM, 07 March 2022) Tot

In really small companies, the _____ makes all hiring decisions.

Select the correct option

- Secretary
- PR officer
- Assistant
- Founder

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8:34

Quiz
quiz.vu.edu.pk

Question # 2 of 10 (Start time: 08:34:01 PM, 07 March 2022)

Tota

Mark the following statement as True or False: 'Negotiation' is a process in which two or more parties try to resolve differences, solve problems and reach agreement.

Select the correct option

- o False
- o True

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8:32

Quiz
quiz.vu.edu.pk

What should you NOT do to prepare for an interview?

ect the correct option

- Research the company.
- Memorize key answers to interview questions.
- Learn the company's concerns and problems.
- Practice top interview questions and answers.

Not Sure

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quiz.vu.edu.pk/QuizQuestio 4

BC200417871: MUHAMMAD AHMAD

Time Left 88 sec(s)

ENG301:Quiz 3

Quiz Start Time: 08:18 PM, 07 March 2022

Question # 10 of 10 (Start time: 08:30:34 PM, 07 March 2022)

Total Marks:

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 ✓

Click to Save Answer & Move to Next Question

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BC200417871: MUHAMMAD AHMAD

Time Left 89 sec(s)

ENG301:Quiz 3

Quiz Start Time: 08:18 PM, 07 March 2022

Question # 9 of 10 (Start time: 08:29:08 PM, 07 March 2022)

Total Marks:

Always look at _____ of business and their activities as first step in narrowing the field

Select the correct option

- O the organizational areas
- O the financial areas
- O the functional areas ✓
- O the marketing areas

Click to Save Answer & Move to Next Question

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BC200417871: MUHAMMAD AHMAD

Time Left 89 sec(s)

ENG301:Quiz 3

Quiz Start Time: 08:18 PM, 07 March 2022

Question # 8 of 10 (Start time: 08:27:25 PM, 07 March 2022)

Total Marks:

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

Select the correct option

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

Not Sure

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BC200417871: MUHAMMAD AHMAD

Time Left 75 sec(s)

ENG301:Quiz 3

Quiz Start Time: 08:18 PM, 07 March 2022

Question # 7 of 10 (Start time: 08:25:51 PM, 07 March 2022)

Total Marks:

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

Select the correct option

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

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quiz.vu.edu.pk/QuizQuestio 4

BC200417871: MUHAMMAD AHMAD

Time Left 88 sec(s)

ENG301:Quiz 3

Quiz Start Time: 08:18 PM, 07 March 2022

Question # 6 of 10 (Start time: 08:24:53 PM, 07 March 2022)

Total Marks:

Use the _____ approach if you are new to the job market, and want to redirect your career.

Select the correct option

- Organizational
- Functional
- Indirect
- Direct

Click to Save Answer & Move to Next Question

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quiz.vu.edu.pk/QuizQuestio

BC200417871: MUHAMMAD AHMAD

Time Left 88 sec(s)

ENG301:Quiz 3

Quiz Start Time: 08:18 PM, 07 March 2022

Question # 5 of 10 (Start time: 08:23:55 PM, 07 March 2022)

Total Marks:

In a chronological resume, the _____ section dominates.

Select the correct option

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

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BC200417871: MUHAMMAD AHMAD

Time Left 88 sec(s)

ENG301:Quiz 3

Quiz Start Time: 08:18 PM, 07 March 2022

Question # 4 of 10 (Start time: 08:22:36 PM, 07 March 2022)

Total Marks:

A _____ resume can be repetitive if similar functions or skills are utilized in different positions.

Select the correct option

- Functional
- Combination
- CV
- Chronological

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BC200417871: MUHAMMAD AHMAD

Time Left 87 sec(s)

ENG301:Quiz 3

Quiz Start Time: 08:18 PM, 07 March 2022

Question # 3 of 10 (Start time: 08:20:48 PM, 07 March 2022)

Total Marks:

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

Select the correct option

- O Study
- O Job
- O cv
- O resume

Click to Save Answer & Move to Next Question

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BC200417871: MUHAMMAD AHMAD

Time Left 87 sec(s)

ENG301:Quiz 3

Quiz Start Time: 08:18 PM, 07 March 2022

Question # 2 of 10 (Start time: 08:19:37 PM, 07 March 2022)

Total Marks:

Show how your background and talents will _____ a particular problem.

Select the correct option

- create
- solve
- ascertain
- highlight

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BC200417871: MUHAMMAD AHMAD

Time Left 89 sec(s)

ENG301:Quiz 3

Quiz Start Time: 08:18 PM, 07 March 2022

Question # 1 of 10 (Start time: 08:18:28 PM, 07 March 2022)

Total Marks:

Mark the following statement as True or False:
Impromptu means a speech made without any preparation or made on the spur of the moment.

Select the correct option

- ○ True
- ○ False

Click to Save Answer & Move to Next Question

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Question # 10 of 10 (Start time: 08:05:18 PM, 07 March 2022) Total Marks: 1

Which of the following is the best type of resume?

Select the correct option

- Depends on your past
- Simple format
- Functional "skills-focused" format
- Chronological "experience-focused" format

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Question # 9 of 10 (Start time: 08:03:53 PM, 07 March 2022) Total Marks: 1

The most important information on resume is——

Select the correct option

- skills.
- objectives.
- contact information.
- job experience and education.

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Question # 8 of 10 (Start time: 08:02:36 PM, 07 March 2022) Total Marks:

Which of the following is not the quality today's employers are looking for in the candidates?

Select the correct option

O	Inability to work well under pressure
O	Ability to adapt to diverse situations
O	Sensitivity to cultural differences
O	Readiness to learn on the job

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Which of the following is not included in preparation for job interviews?

Select the correct option

O	Be indifferent to look good
O	Think ahead about questions
O	Bolster your confidence
O	Polish you interview style

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Question # 5 of 10 (Start time: 07:58:03 PM, 07 March 2022) Total Marks: 1

Sometimes, presentations through cell phones _____.

Select the correct option

- none of the above
- are allowed
- become awkward
- are not allowed

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Question # 4 of 10 (Start time: 07:57:08 PM, 07 March 2022) Total Marks:

Don't hesitate to send a follow-up letter three months later to show that you are still interested.

Select the correct option

- ○ False
- ○ True

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Question # 2 of 10 (Start time: 07:53:57 PM, 07 March 2022) Total Marks:

Select the appropriate option.

_____ listening skill restates the speakers feeling and contents it shows the other person you understand.

Select the correct option

- Faulty
- Prejudice
- Reflecting
- Distracting

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Question # 1 of 10 (Start time: 07:52:28 PM, 07 March 2022) Total Marks: 1

A perfect resume responds to the reader's needs and ------.

Select the correct option

- references
- conferences
- preferences
- interferences

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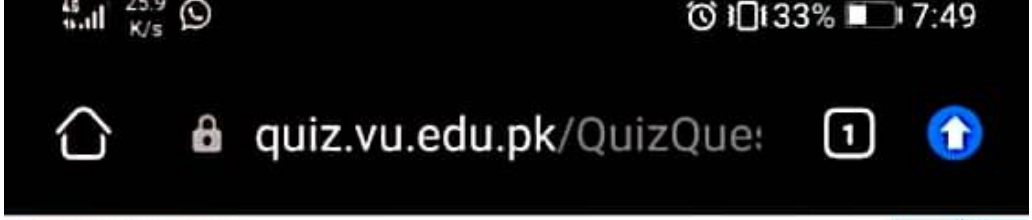

BC200406132 UJALA HADAYAT

Time Left 89 sec(s)

ENG301 Quiz 3

Quiz Start Time: 07:37 PM, 07 March 2022

Question # 10 of 10 (Start time: 07:49:06 PM, 07 March 2022)

Total Marks:

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

Select the correct option

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

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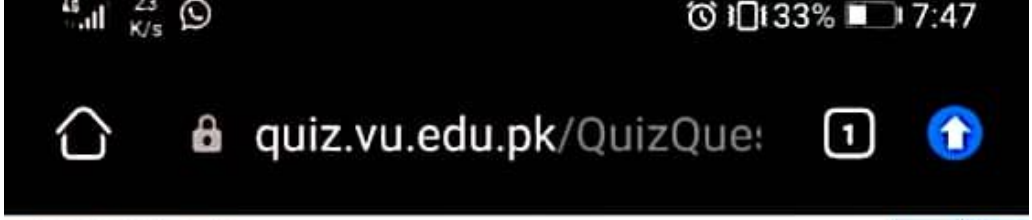

BC200406132 UJALA HADAYAT

Time Left 89 sec(s)

ENG301 Quiz 3

Quiz Start Time: 07:37 PM, 07 March 2022

Question # 9 of 10 (Start time: 07:47:50 PM, 07 March 2022)

Total Marks:

There are _____ stages that normally take place in the interview process.

Select the correct option

- 4
- 5
- 3
- 6

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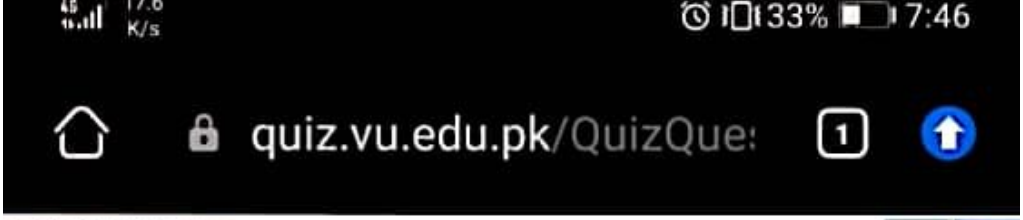

BC200406132 UJALA HADAYAT

Time Left 90 sec(s)

ENG301 Quiz 3

Quiz Start Time: 07:37 PM, 07 March 202

Question # 8 of 10 (Start time: 07:46:47 PM, 07 March 2022)

Total Marks:

Mark the following statement as True or False:
A combination resume includes the best features of the chronological and functional approaches.

Select the correct option

- ○ False
- ○ True

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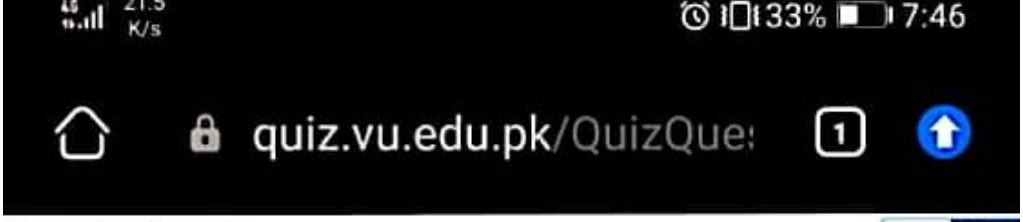

BC200405132: UJALA HADAYAT

Time Left 89 sec(s)

ENG301 Quiz 3

Quiz Start Time: 07:37 PM, 07 March 2022

Question # 7 of 10 (Start time: 07:46:06 PM, 07 March 2022)

Total Marks: 1

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 perform.

Select the correct option

- ○ True
- ○ False

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BC200406132 UJALA HADAYAT

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ENG301 Quiz 3

Quiz Start Time: 07:37 PM, 07 March 2022

Question # 6 of 10 (Start time: 07:45:01 PM, 07 March 2022)

Total Marks:

What are some of the problems with structured interviews?

Select the correct option

- The attributes of the interviewer can influence on the replies of the respondents.
- Only open questions can be asked in this type of interview.
- All of the above
- The sequence of the questions can be changed in this type of interview.

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BC200406132 UJALA HADAYAT

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ENG301 Quiz 3

Quiz Start Time: 07:37 PM, 07 March 2022

Question # 4 of 10 (Start time: 07:42:31 PM, 07 March 2022)

Total Marks:

One of the purposes of oral presentation is to strengthen the trust between _____.

Select the correct option

- O speaker and the organization
- O none of the above
- O audience and speaker
- O audience and the organization ✓

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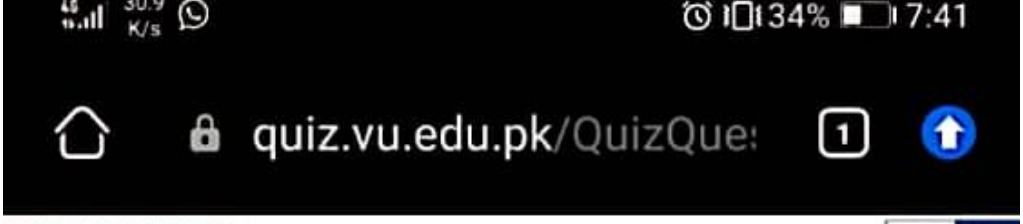

BC200406132 UJALA HADAYAT

Time Left 89

ENG301 Quiz 3

Quiz Start Time: 07:37 PM, 07 March 202

Question # 3 of 10 (Start time: 07:41:28 PM, 07 March 2022)

Total Marks:

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

Select the correct option

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

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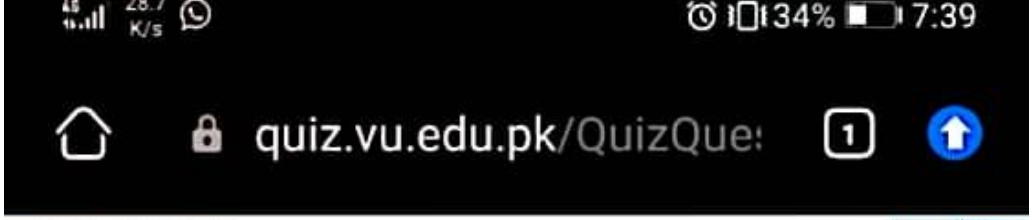

BC200406132 UJALA HADAYAT

Time Left 89 sec(s)

ENG301 Quiz 3

Quiz Start Time: 07:37 PM, 07 March 2022

Question # 2 of 10 (Start time: 07:39:37 PM, 07 March 2022)

Total Marks:

Preparation for a job interview is:

Select the correct option

- circumstantial
- avoidable
- optional
- mandatory

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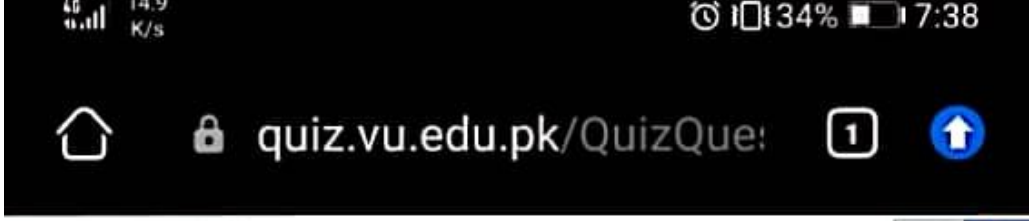

BC200406132 UJALA HADAYAT

Time Left 90 sec(s)

ENG301:Quiz 3

Quiz Start Time: 07:37 PM, 07 March 202

Question # 1 of 10 (Start time: 07:37:59 PM, 07 March 2022)

Total Marks:

Which one of the following is not included in five types of workplace power?

Select the correct option

- Expertise power
- Legitimate power
- Assumed power
- Consultative power

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

Select the correct option

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

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