

Question 2 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

Scanned with CamScanner

Choose the correct option.

The _____ approach is the most common way to organize a resume, and many employers prefer it.

Select the correct answer

☐ basic

☐ functional

☒ chronological

☐ idea



Question 4 of 10 / Submitted: 02:12 PM, 11 August 2021

Find More

In a solicited letter, you need _____ attention-getter because you have been invited to apply.

Select the correct answer

☐ no special



☐ some special

☐ deviating

☐ embellished

Submit Answer

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

Select the correct option



Social



None of all



Physical

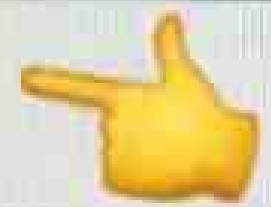


Psychological

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

Select the correct option

- ☐ Mega
- ☐ International
- ☐ Multi-national
- ☐ Small



Choose the correct option.

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

Select the correct option.

☐ options



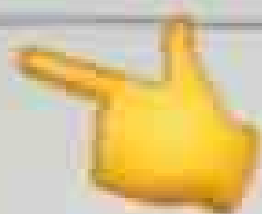
☒ interviews



☐ letters



☐ chances



In an _____ letter, you need to start by capturing the reader's attention and interest.

☐ solicited

☐ formal

☐ informal

☒ unsolicited

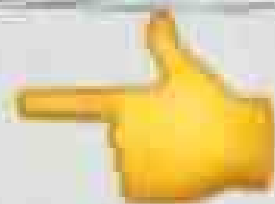


Question 9 of 10 (Marked as Correct 02:22:49 PM, 25 August 2021)

Include pertinent personal history in your resume. Pertinent might mean:

Select the correct option.

- ☐ past
- ☐ successful
- ☐ recent
- ☐ relevant



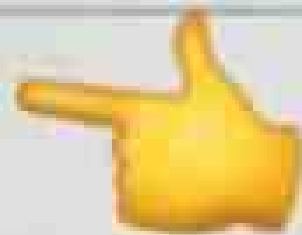
_____ appearance is important because it reveals something about a candidate's professionalism.

Select the correct option.

☐ Sharp

☐ Unusual

☐ Physical



☐ Rusty

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



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

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

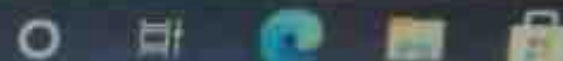
Question # 5 of 10 (Start time: 02:54:36 PM, 25 August 2021)

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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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



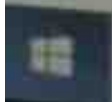
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Preparing _____ is an important task for most of the business communication students.

Select the correct option

- | | |
|-----------------------|--------|
| ☐ | Study |
| ☐ | resume |
| ☐ | Job |
| ☐ | or |



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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

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



23 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 

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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Question # 1 of 10 (Start time: 03:05:10 PM, 25 August 2021)

Be _____ in your negotiation.

Select the correct option



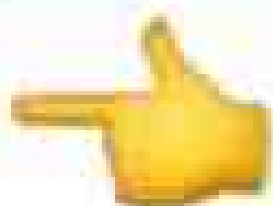
idealistic



straight forward



realistic



diplomatic

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



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



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



Type here to search



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

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



Type here to search

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



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 perform

Select the correct option

☐	False
☐	True



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



not sure

☐ All of the above

☐ Prepare slides

☐ Get visual/s ready



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Choose the correct option.
Keep your _____ linked to your CV.

Select the correct option



resume



informal letter



report



cover letter



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 resumé.

Select the correct option

- | | |
|-----------------------|---|
| ☐ | Memo |
| ☐ | Application letter  |
| ☐ | Report |
| ☐ | CV |



Type here to search



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



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 |

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

“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

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

The “perfect” resume responds to the _____ and preferences.

Select the correct option



none of the above



organizational needs



applicant's needs



reader's needs



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



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
☐	personality tests

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

Select the correct option



managing



personal selling/retailing



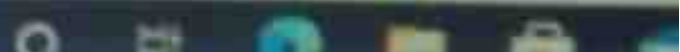
public interaction



skills and capabilities



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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



not sure

☐

None of the above

☐

Have a strong advertising strategy

☐

Have a clear set of objectives

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

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

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



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



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 |

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

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



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



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



Question # 3 of 10 (Start time: 08:07:00 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

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 |

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



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

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

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



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



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 |



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

You can build your confidence by _____.

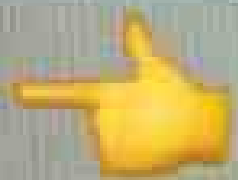
Select the correct option

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

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

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



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 |



Select the correct option



general areas



individual areas



specific areas



combined areas

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

Select the correct option

☐ stops

☒ encourages

☐ supports

☐ discourages



Think about your resume from the _____ perspective.

Select the correct option

☐	employer's
☐	author's
☐	teacher's
☐	employee's



_____ 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 |



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

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

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

Preparation for a job interview is:

Select the correct option



optional



avoidable



mandatory



circumstantial

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

ere are four ----- strategies.

ect the correct option

☐	communication
☐	debate
☐	contradiction
☐	negotiation 

The 'memorization' style of presentation may sound _____.

Select the correct option

☐	spontaneous
☐	artistic
☒	robotic
☐	literary

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

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

Psychological barriers to negotiation do not include:

Select 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 |



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



Visual aids are distractions in oral presentation.

Select the correct option

☐	False
☐	True



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


not sure

☐ formal presentation

☐ instructional presentation



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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 <i>not sure</i>
☐	Work experience
☐	Formatting
☐	Educational details



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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



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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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

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



body



Type here to search



18. The highest level of a job classification is based on the _____ of the job.

Select the correct option



Qualifications



Responsibility



Knowledge



Experience



Question # 6 of 10 (Start time: 00:10:50 PM, 25 August 202

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

Select the correct option



read to oneself



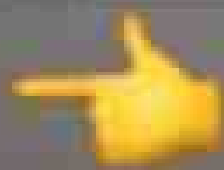
read silently



any of the above



read aloud



The following statements are true or false. If true, write 'true' and if false, write 'false'.

Select the correct option.



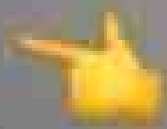
1. The Earth is a planet.



2. The Earth is a star.



3. The Earth is a moon.



4. The Earth is a galaxy.

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



Type here to search



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

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

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

In a chronological resume, the _____ section dominates.

Select the correct option

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

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 and position.

Select the correct option

☐	Status
☒	Problem
☐	Background
☐	Appearance