



ENG516

Quiz from Assessments (Mid-Term)

ABSTRACT

This comprehensive collection of notes is accurately crafted to empower students to excel academically, ensuring they achieve a minimum of 80% marks in their examinations. The content is organized with clarity and precision, focusing on key concepts, critical analyses, and practical applications tailored to the syllabus. These notes serve as a reliable resource for both thorough preparation and last-minute revision. Designed to inspire confidence and mastery, this guide is an essential tool for students striving for academic excellence.

Maha Malik

Teaching of Business Communication

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1. Is the following statement correct or incorrect? The two components of a Business English course are language knowledge and communication skills. **(Correct)**
2. Is the following statement false? Traditionally, the aim of linguistics is to describe the rules of English. **(No)**
3. Is the following statement correct or incorrect? The importance of commerce and technology does not generate the demand for a unifying language. **(Incorrect)**
4. Is the following statement correct or incorrect? Leadership and team building are essentials of management skills and they require effective communication skills. **(Correct)**
5. Is the following statement true or false? Communication does not take an important place in the modern workplace. **(False)**
6. Choose the correct option. The term EST stands for _____. **(English for Science and Technology)**
7. Is the following statement true or false? Phase 4 of ESP development is about skills and strategies **(True)**
8. Choose the correct option. The term EGP stands for _____. **(English for General Purposes)**
9. Choose the correct option. The term EAP stands for _____. **(English for Academic Purposes)**
10. Is the following statement true? The tree of ELT has shown that all language teaching is primarily concerned with communication and learning. **(No)**
11. Is the following statement true or false? Business Communication teaching is a matter of teaching a 'specialized variety' of language. **(False)**
12. Is the following statement correct or incorrect? Business Communication has to be seen as an approach not a product. **(Correct)**
13. Is the following statement correct or incorrect? Business English is communication with other people within a specific context. **(Correct)**
14. Choose the correct option. This type of institute can be part of franchises or chains, and sometimes, they are small organizations run by one or two people. **(Private Language School)**
15. Is the following statement correct or incorrect? 1-to-1 learners are normal highly motivated. **(Correct)**
16. Which of the following involves helping the learner to better understand his or her own strengths and weaknesses? **(Coaching)**
17. Is the following statement true or false? A pre-experienced learner knows a lot about business. **(True)**
18. Which of the following is someone who is required to change a person's behavior or ability so that they can do a specific job? **(Trainer)**
19. Choose the correct option. Business English is an/a _____ term for a mixture of general everyday English. **(Umbrella)**
20. Choose the correct option. The simple throwaway line we might offer when we meet someone in the corridor is known as: **(Small Talk)**

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21. Is the following statement true or false? The teaching of English communication has been influenced by a variety of disciplines. **(True)**
22. Is the following statement true or false? The teaching of English communication has been influenced by a variety of disciplines. **(True)**
23. Is the following statement true? People use specific language to communicate in specific contexts. **(Yes)**
24. Is the following statement correct or incorrect? Motivation is low as students do not see how and where they would use the content. **(Correct)**
25. Is the following statement true or false? The purpose of a teacher is to give students the language knowledge and communication skills through which they can achieve proficiency in different areas. **(True)**
26. Which of the following approaches provide opportunities to the learners to acquire English naturally in a context? **(Learner –Centered)**
27. Which of the following branch of linguistics is about how we use our voices to make the sounds of utterances? **(Phonology)**
28. Which of the following competence is used to describe how people interact with each other within a context? **(Discourse)**
29. Is the following statement correct or incorrect? Culture is influenced by a multitude of factors including environment, society, gender, family, age, and ethics. **(Correct)**
30. Is the following statement correct or incorrect? Spoken grammar involves grouping words together, with a pause, or a change in pitch, or a lengthening of a syllable to signal the end of the chunk. **(Incorrect)**
31. Choose the correct option. Determiners, pronouns, modals, prepositions and coordinators are categorized as: **(Functional words)**
32. Is the following statement true or false? Linguistic competence deals with language in use. **(False)**
33. Choose the correct option. We use stress, rhythm, and intonation to convey _____. **(meaning)**
34. Is the following statement correct? Organizational or corporate culture describes the specific behaviors and values found in organizations. **(Yes)**
35. Which of the following methods was based on the teaching of the classic languages? **(Grammar Translation)**
36. Which of the following is a method of teaching language or vocabulary concepts by using physical movement? **(Total Body Response)**
37. Choose the correct option. The acronym CLT stands for _____. **(Communicative Language Teaching)**
38. Choose the correct option. The acronym TBL stands for _____. **(Task Based Learning)**
39. Is the following statement true or false? Another key aspect of Content Based Instruction (CBI) is that languages are learned while using them, with an emphasis on real-life situations. **(False)**

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40. Is the following statement correct or incorrect? Task-based learning stimulates a natural desire in learners to improve their language competence. **(Correct)**
41. Choose the correct option. The acronym CBI stands for _____. **(Content Based Instruction)**
42. Is it true that language teachers are not content specialists? **(Yes)**
43. Is it true that Classical Organization Theory was given by Henri Fayol? **(Yes)**
44. Is the following statement correct or incorrect? The Business Communication teacher will have to be familiar with different types of organizations in the business world. **(Correct)**
45. Which of the following theories is based on the recognition of the human factor in management and on managerial behavior? **(Classical Organization)**
46. Is the following statement true or false? English teacher should know the structure of business organizations. **(True)**
47. Which of the following concept is described as rules and conventions of a language shared by a group of native speakers? **(Grammar)**
48. Is it true that the job of Business English teacher is to increase language knowledge and communication skills? **(Yes)**
49. Which of the following represents the main building blocks of functional meaning in a language? **(Vocabulary)**
50. Choose the correct option. In professional communication, _____ is different from fluency. **(effectiveness)**
51. Which of the following involves combining and integrating the talents, skills and energies of individual employees? **(Team building)**
52. Is the following statement true or false? Effective communication is central to the process involved in explaining the tasks to the people. **(True)**
53. Is the following statement correct or incorrect? In pronunciation, the use of a word is either right or wrong in a certain context. **(Incorrect)**
54. Choose the correct option. Needs analysis is carried out to establish the _____ and the _____ of a course. **(what, how)**
55. Is it true that General English aims to fulfill the needs of business and management students? **(No)**
56. Is it true that The Herbolich's project reminds us that learners are people? **(Yes)**
57. Is the following statement correct or incorrect? Needs analysis does produce a sharply defined list of things to do in the classroom. **(Incorrect)**
58. Choose the correct option. The basic aim of a _____ is to collect and examine critically information about the current situation and the target situation. **(needs analysis)**
59. Is it true that the target proficiency needs to be matched against the existing proficiency of the learners? **(Yes)**
60. Is the following statement correct or incorrect? Analyzing learning needs includes looking at the learners' profile. **(Correct)**

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61. Is the following statement true or false? Learning needs do not need to be analyzed by using different tools. **(False)**
62. Is it correct that ethical questions include confidentiality, consent, and effect on careers? **(Yes)**
63. Which of the following is the type of need determined by the demands of the target situation? **(Necessities)**
64. Choose the correct option The needs analysis has to be _____ and ongoing. **(flexible)**
65. Choose the correct option. Different types of communication situations give rise to different types of communication _____. **(needs)**
66. Choose the correct option. Needs analysis is about making ongoing _____. **(evaluations)**
67. Which of the following test is used where the intention is to diagnose any weaknesses? **(Diagnostic tests)**
68. Is the following statement true or false? Learning styles are influenced by the culture of the learners. **(True)**
69. Is the following statement true or false? Needs analysis aims to find out the different areas and styles of a discourse. **(True)**
70. Is it true that an important part of a needs analysis depends on teachers' basic assumptions about teaching and learning? **(Yes)**
71. Choose the correct option The needs analysis has to be _____ and ongoing. **(flexible)**
72. Choose the correct option. The acronym CEF stands for _____. **(Common European Framework)**
73. Choose the correct option. The acronym NLP stands for _____. **(Neuro-Linguistic Programming)**
74. Is it true that Howard Gardner's multiple intelligence theory provides eight different types of intelligence to compare learners? **(Yes)**
75. Which of the following concepts involve observing a professional to gain a better understanding of the role? **(Work shadowing)**
76. Is it correct that the needs analysis is preparatory and ongoing? **(Yes)**
77. Is it true that information gathering and course design are inextricably linked together? **(Yes)**
78. Choose the correct option. The acronym HRM stands for _____. **(Human Resource Management)**
79. Is the following statement correct or incorrect? Learning is internally-generated and not an externally-imposed system. **(correct)**
80. Which of the following approaches see learning as an internal process? **(Learner centered)**
81. Which of the following objective is concerned with timely completion? **(Time bound objectives)**
82. Choose the correct option. Setting objectives for an individual course is an ideal situation for a _____ course. **(tailor-made)**
83. Which of the following objective is concerned with timely completion? **(Time bound objectives)**
84. Is it true that objectives are more specific than aims? **(True)**

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85. Which of the following objective has a much greater chance of being accomplished than a general goal? **(Specific objective)**
86. Which of the following course designs aims to help learners to develop skills and strategies? **(Skills centered)**
87. Which of the following objective does not specify what the learner will be able to do at the end of the course? **(Teaching)**
88. Is the following statement true or False? Evaluation must keep a balance between objectivity and subjectivity. **(True)**
89. Is the following statement correct or incorrect? It is not difficult to describe objectives for language or business communication skills. **(Incorrect)**
90. Choose the correct option. A course objective minus current ability means course _____. **(outline)**
91. Which of the following refers to the role of trainer and trainees and how they work together to achieve their objectives? **(Ways of working)**
92. Which of the following refers to the materials to be used in the class? **(Input)**
93. Which of the following provides a criterion for material selection? **(curriculum)**
94. Which of the following is a list which specifies all the things that are to be taught in the course? **(syllabus)**
95. Is the following statement correct or incorrect? The course designer's job includes finding the most common language forms that will help the learner to communicate. **(Correct)**
96. Which of the following is a list of what is to be covered and in what order? **(Syllabus)**
97. Choose the correct option. Syllabus components should reflect topics, themes, situations and define types of _____. **(assessments)**
98. Which of the following is a list of what is to be covered and in what order? **(Syllabus)**
99. Choose the correct option. A grid or _____ sets out the aims and objectives of a course. **(framework)**
100. Is it true that grids are also known as threads? **(Yes)**
101. Which of the following are independent blocks which can be put together in various ways to create a course? **(Modules)**
102. Is the following statement correct or incorrect? The course does not give learners a chance to focus on specific language items. **(Incorrect)**
103. Is the following statement true or false? The syllabus is organized into blocks often called units. **(True)**
104. Is the following statement true or false? Needs analysis can be carried out to find language forms which students would meet. **(False)**
105. Is the following statement true or false? The syllabus can be changed during the course. **(True)**
106. Is the following statement correct or incorrect? The syllabus can be negotiated at any time **(correct)**

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1107. Which of the following can be used by the teacher to get suggestions of students to refine objectives? (Questionnaire)
1108. Is it true that another way to negotiate the syllabus is to work on the existing objectives and refine them? (Yes)
1109. Which of the following is the main stakeholder in the process of syllabus design? (Learner)
1110. Choose the correct option. The use of syllabus varies according to _____ context, country and institution. (teaching)
1111. Is it true that in a situation where the target language is not the second language, it may seriously impair learning? (Yes)
1112. Is the following statement correct or incorrect? Course design is only about deciding what to include in the syllabus. (Incorrect)
1113. Is it true that environment matters a lot for the success of a course? (Yes)
1114. Choose the correct option. Mixture of face-to-face (F2F) and distance learning is sometimes known as _____ learning. (blended)
1115. Which of the following should be discussed with learners? (Code of conduct)
1116. Which of the following materials is challenging and needs effort to check suitability? (Raw)
1117. Is the following statement correct or incorrect? Materials are not only a means to extend knowledge and skills. (Incorrect)
1118. Is it correct that one of the disadvantages of course books is that it can get outdated easily? (Yes)
1119. Which of the following materials brings the real world into the class and provides motivation to learners? (Authentic)
1120. Choose the correct option. The most common ready-made material is _____. (course book)
1121. Is it true that tailor-made materials are specific? (Yes)
1122. Is the following statement correct or incorrect? Corpora (collections of real language data) can be an important source of material. (Correct)
1123. Is the following statement true or false? The aim of using the learner themselves as a resource is to get content from the learner. (True)
1124. Is the following statement correct or incorrect? Role-play cannot use real situations from learners' workplace. (Incorrect)
1125. Is it true that corpus studies can give information on the most frequently used business terms? (Yes)
1126. Which of the following usually consists of a diagram or a simple outline? (Framework)
1127. Is it true that frameworks are easy to produce? (Yes)
1128. Which of the following is the major source of framework material which can be used extensively? (Course books)
1129. Is it correct that the framework provides a sense of structure and progress? (Yes)
1130. Is it true that frameworks can supply needs of diverse learners? (No)

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131. Is the following statement correct or incorrect? A course book has clear stated objectives. **(Correct)**
132. Is the following statement correct or incorrect? Course books cannot be evaluated by applying criterion. **(Incorrect)**
133. Choose the correct option. It is an explicitly structured context designed to help teachers and learners. **(Framework)**
134. Is the following statement correct or incorrect? Books are all-time materials which are user-friendly, light, and easy to store and pack. **(correct)**
135. Is the following statement true or false? Overhead projectors are not vulnerable to malfunction, breakdowns and electricity failures. **(False)**
136. Is it true that the Internet is an unlimited source of topical and authentic materials? **(Yes)**
137. Is the following statement true or false? Getting students to read the latest researches of their relevant areas is a useful activity. **(True)**
138. Is the following statement correct or incorrect? Using a course book entails that the teacher knows the good and bad points about it. **(correct)**
139. Choose the correct option. Supplementary materials should be based on learners' _____. **(needs)**
140. Choose the correct option. Using a course book is the teacher's _____ and learners' need. **(choice)**
141. Which of the following text plays an important role in demonstrating 'real' language use? **(Authentic)**
142. Is it true that audio materials, cassettes and tapes are relatively easy to get and are cheap? **(Yes)**
143. Is the following statement correct or incorrect? Authentic materials could be real commercial documents. **(correct)**
144. Choose the correct option. Materials are the "software" of teaching whereas _____ can be called "hardware" of teaching. **(equipment)**
145. Choose the correct option. The modern class has moved beyond _____ style of the traditional class. **(chalk and talk)**
146. Is the following statement correct or incorrect? Modification/customization is not required with both published and authentic materials. **(Incorrect)**
147. Is the following statement true or false? Authentic materials like newspapers can be used to develop letter writing and vocabulary. **(True)**
148. Which of the following are activities where the learners take on a role they do not play themselves? **(Role plays)**
149. Which of the following activities aims to create a particular kind of situation in the safety of the classroom? **(Simulation)**
150. Which of the following is a description of a problem or decision faced by a company business? **(Case study)**

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151. Is the following statement correct or incorrect? Case studies require learners to use a variety of different skills in order to complete the tasks set **(Correct)**
152. Choose the correct option. Role plays are good for pre-experienced _____. **(learners)**
153. Choose the correct option. The aim of using authenticity of texts and tasks is to bring the _____ into the class. **(real world)**
154. Which of the following refers to an activity where the learner is playing him or her? **(Simulation)**
155. Which of the following is a type of social activity, which exists in every culture? **(Lesson)**
156. Choose the correct option. Stage one of lesson planning gives the input text, focusing on the _____. **(content)**
157. Is it true that there are varying components of a lesson? **(Yes)**
158. Is it correct that in the basic model of learning competence is of central importance? **(No)**
159. Is it true that there are varying components of a lesson? **(Yes)**
160. Which of the following stages of lesson planning focuses on language content? **(Stage two)**
161. Which of the following stages of lesson planning focuses on language practice? **(Stage three)**
162. Which of the following stages of lesson planning involves putting the various stages of the lesson together? **(Stage six)**
163. Choose the correct option. Stage five of lesson planning carries out communication practice through _____. **(tasks)**
164. Is it true that the stage four of lesson planning provides opportunity for free practice for using forms and communication? **(No)**
165. Is it important for the teacher to reflect at the end of a lesson? **(Yes)**
166. Choose the correct option. A reflective teacher is _____ and would modify the lesson plan during the class. **(flexible)**
167. Which of the following stages of lesson planning focuses on presentation of communication features like presentation structure? **(Stage four)**
168. Choose the correct option. Each learner has a unique learning _____. **(style)**
169. Choose the correct option. Learning styles are also influenced by the _____ of the learners. **(culture)**
170. In which of the following educational culture do learners have more autonomy? **(Western)**
171. Which of the following learner type learns by watching others do the task? **(Reflector)**
172. Which of the following learner type learns by practicing in a controlled environment? **(Pragmatist)**
173. Is it true that in eastern cultures the teacher is seen as a facilitator? **(No)**
174. Is the following statement correct or incorrect? The term learning style refers to the general approach preferred by the student when learning a subject. **(Correct)**
175. Is the following statement correct or incorrect? Style is natural, but strategies can be purposively taught. **(correct)**

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176. Choose the correct option. Learning strategies are useful in addressing the needs of diverse _____. (learners)
177. Which of the following learner use independent and self-management strategies more? (Introvert)
178. Is it true that the extroverts use effective and social strategies more than introverts? (correct)
179. Is it true that the perceivers use a formal model building more frequently? (No)
180. Choose the correct option. Learners should be encouraged to stretch their learning _____. (styles)
181. Which of the following learner use general strategies, independent strategies, and self-management? (Judgers)
182. Which of the following is information given to the learner about his/her performance with the objective of improving performance? (Feedback)
183. Is the following statement correct or incorrect? Feedback highlights the strengths and weaknesses of the course. (correct)
184. Is the following statement correct or incorrect? Practice is the key to achieve fluency in intensive as well as extensive courses. (correct)
185. Choose the correct option. The building blocks of communication are performance criteria and _____ criteria. (evaluation)
186. Choose the correct option. Practice and feedback are essential elements in developing communicative _____. (competence)
187. Is the following statement correct or incorrect? Delayed feedback is more effective than immediate feedback. (Incorrect)
188. Is the following statement correct or incorrect? Program evaluation is an ongoing process. (correct)
189. Choose the correct option. Giving feedback in accuracy is often impressionistic and _____. (subjective)
190. Is the following statement true or false? Individualized training is ideally suited to ESP as it offers program customization. (True)
191. Is it correct that the timing for giving feedback is of crucial importance? (yes)
192. Is the following statement correct or incorrect? Fluency and accuracy practice is limited in individual courses. (correct)
193. Which of the following data can be acquired through written feedback? (Quantitative)
194. Choose the correct option. In individualized teaching the teacher focuses entirely on the learner's _____. (needs)
195. Choose the correct option. In individualized training there is more learner _____ within the class. (autonomy)
196. Choose the correct option. Teaching implies lessons and _____ implies professional development. (training)
197. Which of the following is to impart knowledge or skills? (Teaching)

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198. Is the following statement correct or incorrect? Four distinct teaching styles have been identified by Marshall and Wheeler. **(correct)**
199. Is the following statement correct or incorrect? Beyond the world of the classroom is another world and the trainer's job is to train learners for this world. **(Correct)**
200. Is it true that the classroom is a very different place from the real world? **(Yes)**
201. Which of the following concepts is seen as the exercise of directions over the proceedings? **(Classroom control)**
202. Is the following statement true or false? The bridge to the real world is best built by creating a free classroom environment. **(True)**
203. Which of the following teaching styles wants trainee to be self-directed and autonomous? **(Listener)**
204. Is the following statement correct or incorrect? One way to achieve conciseness is to provide specific, quantified information. **(Incorrect)**
205. Choose the correct option. The ultimate aim of good communication is _____. **(clarity)**
206. Is the following statement correct or incorrect? Conciseness makes your writing appealing to the reader. **(correct)**
207. Is it true that conciseness aids clarity in technical writing? **(Yes)**
208. Which of the following concepts in technical communication refers to grammatical and contextual correctness? **(Accuracy)**
209. Is it true that you have an ethical responsibility to convey correct and true information? **(Yes)**
210. Choose the correct option. Successful technical communication must be well _____. **(organized)**
211. Which of the following organizations is used to describe something as it appears? **(Spatial)**
212. Is the following statement correct or incorrect? Recognizing your audience is not an important skill in business communication. **(Incorrect)**
213. Is the following statement correct or incorrect? Gender tagged pronouns and nouns should be avoided. **(correct)**
214. Choose the correct option. A very important goal of a business communicator is _____. **(honesty)**
215. Which of the following organizations is used to tell about steps in a process analysis? **(Chronological)**
216. Choose the correct option. Speaking is a productive oral skill as contrasted with _____. **(writing)**
217. Choose the correct option. Listening is a _____ skill which is as important as speaking. **(receptive)**
218. Which of the following is a process in which readers combine information from a text with their background knowledge to build meaning? **(Reading)**
219. Which of the following skill is a conscious selective process? **(Listening)**

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220. Which of the following skills is visual, permanent, and has delayed reception? **(Written)**
221. Which of the following skill is a conscious selective process? **(Hearing)**
222. Is the following statement correct or incorrect? A fluent reader reads 200 words per-minute. **(correct)**
223. Which of the following is a physical as well as mental act? **(Writing)**
224. Which of the following presents the main building block of functional meaning in language? **(Vocabulary)**
225. In which of the following approaches to grammar teaching rules of grammar are presented, followed by exercises to clarify grammatical point? **(Deductive)**
226. In which of the following approaches to grammar teaching language samples are presented and learners are guided to let them discover the rule? **(Inductive)**
227. Is it true that the average native speaker is able to get by with around 5000 words? **(Yes)**
228. Choose the correct option. The process of writing is _____. **(cyclic)**
229. Is it true that first impressions are important when meeting someone? **(yes)**
230. Is the following statement correct or incorrect? Business English learners often need to have certain skills in order to do their job properly. **(correct)**
231. Is the following statement correct or incorrect? Story telling can be practiced by encouraging learners to tell anecdotes about their own personal experiences. **(correct)**
232. Is it true that small talk requires learners to engage in polite discussion on, often banal subjects, using appropriate language? **(yes)**
233. Choose the correct option. Business English learners will have to carry out _____ in-between meetings. **(small talk)**
234. Choose the correct option. Telephone training falls into _____ main parts. **(two)**
235. Choose the correct option. The structure of the telephone call can be seen as _____ parallel building blocks. **(two)**
236. Is the following statement correct or incorrect? Various activities can be used for practicing speaking on the phone **(correct)**
237. Is it correct that answering the telephone strikes terror in the heart of any language learner? **(Yes)**
238. Is it true that at lower level of training phone calls, complex role plays can be created? **(No)**
239. Which of the following refers to the techniques used for effective calls? **(Manner)**
240. Is the following statement correct or incorrect? The audience may be willing to forgive language problems, if the message or the content, is clear or valuable. **(Correct)**
241. Which of the following speakers appreciate a structure of a presentation which is easy to follow? **(Non-native)**
242. Which of the following is communication situation in business where one person is speaking, while others listen? **(Presentation)**
243. Is it true that all presentations have an element of persuasion in them? **(Yes)**
244. In which of the following stages of presentation you welcome your audience, tell your aim and provide a road map? **(Introduction)**

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245. Which of the following stages of presentation provides an opportunity to prove your thesis statement? **(Body)**
246. Which of the following is seen as the arena practicing and getting feedback about performance? **(Classroom)**
247. Choose the correct option. The acronym OHP stands for _____. **(Overhead Projector)**
248. Which of the following is about how the voice rises and falls in pitch during speech? **(Intonation)**
249. Is the following statement correct or incorrect? Use of PPTs has become the standard in oral presentation **(Correct)**
250. Is the following statement correct or incorrect? Using the voice, intonation, chunking correctly is an important skill in presenting. **(Correct)**

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