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MCM301 - Communication skills

Quiz 2 100% Correct Solve (Alhamdulillah)

BY Virtual Assistance Sonu Ilyas Mughal

Sindh, Pakistan

03063548328

sonuilyasmughal@gmail.com

https://www.youtube.com/channel/UCjboEX65C_yN7as5di1OuIQ/playlists_Sadiq Ahmed

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Question # 1 of 10 (Start time: 01:49:25 AM, 02 February 2021)

Which of the following is one of the major benefits of 35mm slides?

Select the correct option

- (●) The slides can be easily duplicated
- ( ) The duplicated 35mm slides carry different messages to different people
- ( ) Editing is very easy
- ( ) 35mm slides can be used for large audience

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Question # 2 of 10 (Start time: 01:49:45 AM, 02 February 2021)

Diagrams are excellent for conveying all of the following; Except

Select the correct option

- ○ Information about size
- ○ Information about shape
- ○ Information about structure
- ◉ Information about audience

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Question # 3 of 10 (Start time: 01:50:07 AM, 02 February 2021)

Visual aids perform which of the following functions?

Select the correct option

- ○ Emphasizing important points
- ○ Illustrating how things work
- ○ Illustrating how things related to one another
- ◉ All of the given options

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Question # 4 of 10 (Start time: 01:50:27 AM, 02 February 2021)

All of the following guidelines play an important part to make your writing concrete, EXCEPT:

Select the correct option

- ○ Include as much specific information as possible.
- ○ Use active rather than passive verbs.
- ○ Use vivid, image-building words.
- ◉ Use passive verbs.

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Question # 5 of 10 (Start time: 01:50:48 AM, 02 February 2021)

Which of the following method is generally preferred when presenting positive or good-news information?

Select the correct option

- Direct method
- Indirect method
- Supporting method
- Sustaining method

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Question # 6 of 10 (Start time: 01:51:14 AM, 02 February 2021)

To find the right media for your presentation you need to first determine which one of the following?

Select the correct option

- ○ The size of your audience.
- ○ Equipment and supply limitations
- ○ The presentation budget.
- ◉ All of the given options

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Question # 7 of 10 (Start time: 01:51:34 AM, 02 February 2021)

Which one of the following group often meets face to face with a common purpose in mind?

Select the correct option

- Informal group
- Formal group
- Universal group
- Standard group

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Question # 8 of 10 (Start time: 01:51:55 AM, 02 February 2021)

While preparing for effective business writing Drafting Stage involves all of the following, EXCEPT:

Select the correct option

- Developing appropriate beginning paragraph
- Composing the body
- Developing appropriate ending paragraph
- Editing

Click to Save

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Question # 9 of 10 (Start time: 01:52:21 AM, 02 February 2021)

The purpose of your message will determine:

Select the correct option

- How much you need to know about your reader.
- How much you need to know about your idea.
- How much you need to know about the background of your letter.
- All of the given options

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Question # 10 of 10 (Start time: 01:52:41 AM, 02 February 2021)

While preparing for effective business writing Planning Stage involves all of the following, EXCEPT:

Select the correct option

- Choosing appropriate clothes
- Considering your reader
- Determining the appropriate content
- Determining your purpose

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Question # 1 of 10 (Start time: 01:16:36 AM, 02 February 2021)

Which of the following is not suggested to improve the effectiveness of the opening paragraph of business writing?

Select the correct option

- ○ Use a U-viewpoint in the opening.
- ○ Use a fast-start beginning rather than a slow beginning.
- ◉ Use a U-viewpoint and I-viewpoint together in the opening.
- ○ Keep the beginning paragraph fairly short.

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Question # 2 of 10 (Start time: 01:17:00 AM, 02 February 2021)

Which of the following is NOT among the drawbacks of using computerized design programs?

Select the correct option

- Poorly conceived messages
- Simplistic presentations
- Design over content
- Overly complex presentations

Click t

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Question # 3 of 10 (Start time: 01:17:21 AM, 02 February 2021)

While writing a persuasive message, which kind of beginning will be more appropriate?

Select the correct option

- Begin with the catching proverb
- Begin with the buffer
- Begin with information that will catch the reader's attention
- Begin with detailed explanation

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Question # 4 of 10 (Start time: 01:17:44 AM, 02 February 2021)

All of the following are the benefits of handouts EXCEPT:

Select the correct option

- ○ Handouts eliminate the need for note taking.
- ○ Handouts provide an accurate record of the information being presented.
- ○ Handouts can be used with all types of presentation media.
- ◉ Handouts passed out in advance tend to cause attendees to prejudge the presenter and/or the presentation.

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Quiz Start Tim

Question # 5 of 10 (Start time: 01:18:07 AM, 02 February 2021)

In a well planned presentation where there is no need to record information that comes up on the spot, there may be no need for:

Select the correct option

- Photographic slides
- Chalk or dry-erase boards
- Transparencies
- CD-ROM or DVD

Click to Save Answer

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Quiz Start Tim

Question # 6 of 10 (Start time: 01:18:28 AM, 02 February 2021)

_____ is often regarded as an undesirable thing, which prevents the best ideas from being adopted.

Select the correct option

- Compromise
- Compulsion
- Impulsion
- Perception

Click to Save Answe

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Quiz Start Time

Question # 7 of 10 (Start time: 01:18:49 AM, 02 February 2021)

All of the following are considered as some basic truths about human nature that help us humanize our business messages, EXCEPT:

Select the correct option

- ○ People are self-centered
- ○ People are defensive
- ◉ People are perfect
- ○ People expect courtesy

Click to Save Answer

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Quiz Sta

Question # 8 of 10 (Start time: 01:19:10 AM, 02 February 2021)

Which of the following method of outlining speech is generally preferred for negative news messages?

Select the correct option

- Direct method
- Indirect method
- Supporting method
- Sustaining method

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Question # 9 of 10 (Start time: 01:19:32 AM, 02 February 2021)

All of the following steps are found in the planning stage of business writing; Except

Select the correct option

- Determine your purpose
- Consider your reader
- Choose your idea
- Proofreading

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Q

Question # 10 of 10 (Start time: 01:19:52 AM, 02 February 2021)

Bpc is an abbreviation of which of the following?

Select the correct option

- Blind photo copy
- Blind paper copy
- Blind person copy
- Blind pasted copy

Click to S

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Question # 1 of 10 (Start time: 06:07:34 PM, 02 February 2021)

Which of the following is not suggested to improve the effectiveness of the opening paragraph of business writing?

Select the correct option

- ○ Use a U-viewpoint in the opening.
- ○ Use a fast-start beginning rather than a slow beginning.
- ◉ Use a U-viewpoint and I-viewpoint together in the opening.
- ○ Keep the beginning paragraph fairly short.

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Question # 10 of 10 (Start time: 06:11:01 PM, 02 February 2021)

Which one of the following information is true about bar charts, simple column charts and multi-column charts?

Select the correct option

- All can be used effectively for the same purpose
- Can be used to illustrate varied values
- Are usually illegal for visual aids
- Are usually not good visual aids

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Quiz Start Time: 06:

Question # 2 of 10 (Start time: 06:07:56 PM, 02 February 2021)

While determining the order of the topics, one should review the outline, keeping all of the following questions in mind, EXCEPT:

Select the correct option

- Are the ideas of equal importance presented in a parallel manner?
- Is the sequence of the topics appropriate for the development method I am using?
- Is the sequence of the topics likely to add clarity to my message?
- Are related topics properly shuffled?

Click to Save Answer & M

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Question # 4 of 10 (Start time: 06:08:42 PM, 02 February 2021)

Which one of the following should not be interpreted to mean brevity, which will result in an incomplete message?

Select the correct option

- Conciseness
- Correctness
- Consideration
- Courtesy

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Question # 3 of 10 (Start time: 06:08:21 PM, 02 February 2021)

Which of the following is NOT among the drawbacks of using computerized design programs?

Select the correct option

- Poorly conceived messages
- Simplistic presentations
- Design over content
- Overly complex presentations

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Question # 6 of 10 (Start time: 06:09:30 PM, 02 February 2021)

In an effective writing Emphasis stands out in two positions i.e. at/in:

Select the correct option

- (●) The beginning and the end
- ( ) The lead and the body
- ( ) The middle and the body
- ( ) The body and the end

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Question # 5 of 10 (Start time: 06:09:07 PM, 02 February 2021)

What can be built through positive wording in written communication?

Select the correct option

- Good will
- Profit
- Professionalism
- Malice

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Question # 8 of 10 (Start time: 06:10:15 PM, 02 February 2021)

Effective writers visualize the _____ before starting to write.

Select the correct option

- Story
- Reader
- Colours
- Publisher

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Quiz

Question # 7 of 10 (Start time: 06:09:53 PM, 02 February 2021)

Which of the following method of outlining topic involves presenting a general statement first, followed by specific supporting statements?

Select the correct option

- Direct method
- Indirect method
- Supporting method
- Sustaining method

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Question # 9 of 10 (Start time: 06:10:38 PM, 02 February 2021)

When do you think groups, rather than individuals working alone, should be used to solve a problem?

Select the correct option

- ○ When the task requires a limited amount of information and skills
- ○ When a quick resolution is essential
- ◉ When commitment to the decision is important
- ○ When the task is fairly simple and straightforward

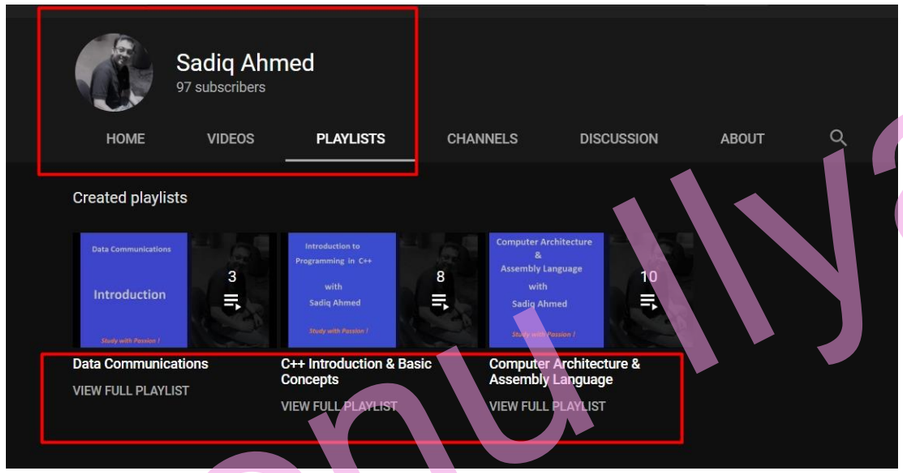
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0306 3548328
sonuilyasmughal@gmail.com

Subjects Enrolment
1) Lecture live on Zoom
2) Written Lectures (pdf)
3) Recorded Videos
4) Topic wise Notes
5) Short QA Solved
6) MCQs Solved
7) Solved Past and Current paper
8) Solved Graded Activities
(Assignment Quiz GDB)

Activity
Detailed
Information

Project Enrolment Complete training with
Live classes on Zoom
1) SRS (Software Requirements Specification)
2) DD (Design Document)
3) Test phase
a) Test phase viva (Live Classes for viva preparation)
4) Final Deliverable
a) Final coding
b) Final presentation
c) Final report
d) Pre final viva (Coding Viva)
e) Final viva (Overall Presentation)

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0306 3548328
sonuilyasmughal@gmail.com

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(Assignment Quiz GDB)

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d) Pre final viva (Coding Viva)
e) Final viva (Overall Presentation)

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