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VU Examination System (CLIENT) VUTES 6.5 :::: Fall...

Question No : 15 of 52

Choose the correct option.

How many methods are used to deliver an oral presentation?

Answer (Please select your correct option)

☐ Three

☒ Four

☐ Two

☐ Five

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VU Examination System (CLIENT) VUTES 6.5 :::: Fall...

Question No : 16 of 52

Choose the correct option.

Principled bargaining acknowledges the Australian ethic of a :

Answer (Please select your correct option)

☐ Foul play

☒ Fair go

☐ Good relation

☐ Bad relation

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Question No : 17 of 52

Choose the correct option.

In which negotiation method both parties are dissatisfied?

Answer (Please select your correct option)

☒ Withdrawal

☐ Accommodation

☐ Competition

☐ Cooperation

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Question No : 18 of 52

Choose the correct option.

Collection letter should be written with the assumption that most people will -----.

Answer (Please select your correct option)

☒ pay☐ not pay☐ delay☐ ignore

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Question No : 19 of 52

Choose the best option.

There are----- research methods that are typically used in educational research.

Answer (Please select your correct option)

☐ three

☐ six

☒ five

☐ two

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Question No : 20 of 52

Choose the correct option:

Label each visual with a/an _____.

Answer (Please select your correct option)

☐ alphabetical numeral☒ arabic numeral☐ roman numeral☐ all of the above

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Question No : 21 of 52

Choose the correct option.

The person who has the power to act upon and carry out decisions is known as:

Answer (Please select your correct option)

☐Chairman

☒Executive

☐Advisory

☐Leader

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Question No : 22 of 52

Choose the best option.

Solicited Sales letters are written:

Answer (Please select your correct option)

☒ In response to an inquiry



☐ To increase marketing of a product

☐ To persuade buyer to buy a product

☐ To sell a product or service

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VU Examination System (CLIENT) VUTES 6.5 :: Fall...

Question No : 23 of 52 Mark

Choose the correct option from the following:

The last paragraph of a job application letter is supposed to motivate the reader for an action. In almost all cases the most requested action is a(n) _____

Answer (Please select your correct option)

☐ EQ test

☒ interview

☐ job skill test

☐ drug test

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Question No : 24 of 52

Ma

Which of the following interview is unstructured and conducted in less formal setting?

Answer (Please select your correct option)

☒ Open-ended Interview



☐ Stress Interview

☐ Situational Interview

☐ Structured Interview

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Question No : 25 of 52

Choose the correct option.

The memorandum or 'memo' is a very flexible form used _____ an organization for communication at all levels and for many different reasons.

Answer (Please select your correct option)

☐ remote

☐ outside

☐ exterior

☒ within

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Question No : 26 of 52

Reports can be classified as:

Answer (Please select your correct option)

- ☐ Informal reports, Short reports
- ☐ Formal reports, Long reports
- ☒ Formal or Informal reports; Short or Long Reports
- ☐ Informal repots, Long reports

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Question No : 27 of 52 Marks: 1

Choose the correct option.

To write a good resume, you need to show that you _____.

Answer (Please select your correct option)

- ☐ know how to get things done
- ☐ are flexible and willing to try new things
- ☐ possess strong communication skills
- ☒ all of the above

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Question No : 28 of 52 Mar

Choose the correct option from given choices:

A promise of future payment in cash or something of the kind given in exchange for goods or services is called

Answer (Please select your correct option)

☒ credit

☐ debit

☐ dividend

☐ none of the above

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Question No : 29 of 52

Choose the correct option from the following:

The ----- tone makes the employer wonder whether the application's self-evaluation is real.

Answer (Please select your correct option)

☐ all of the above

☐ confident

☐ under confident

☒ overconfident

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Question No : 30 of 52

M

Choose the correct option from the following:

Employers seek candidates with a high -----,

Answer (Please select your correct option)

- ☐ physical intelligence
- ☐ mathematical intelligence
- ☒ emotional intelligence
- ☐ musical intelligence



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Question No : 31 of 52

Choose the correct option.

Despite being grammatically and mechanically perfect, purpose of a message can not be achieved because of mistakes in -----.

Answer (Please select your correct option)

☐ names, figures, facts, and words

☐ punctuation and capitalization

☐ the level of language

☒ all of the above

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Question No : 32 of 52

Choose the correct option.

A person writing a market report should have a ----- knowledge of the matter that has to be reported.

Answer (Please select your correct option)

☐ brief

☒ comprehensive

☐ minimum

☐ limited

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Question No : 33 of 52

Which of the following is NOT type of oral presentation?

Answer (Please select your correct option)

- ☐ Minutes presentation
- ☒ Training/instructional presentations
- ☐ Persuasive presentations
- ☐ Informative presentations

Choose the correct option.

'Dear Sara' comes under the category of ----- style of salutation.

Answer (Please select your correct option)

☐ less formal

☒ friendly

☐ most formal

☐ formal

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Question No : 35 of 52

Choose the correct option.

A message of ----- is much like a message of appreciation.

Answer (Please select your correct option)

☐ invitation

☒ congratulation

☐ good news

☐ appointment

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Question No : 36 of 52

Choose the correct option.

Which section of a research report is not contained in a research proposal?

Answer (Please select your correct option)

☐ Objective of the study

☐ Research question

☐ Justification of the study

☒ Results and discussion about them

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M

Question No : 37 of 52

Choose the correct option.

During the attending stage of listening,-----.

Answer (Please select your correct option)

- ☐ you should be sure to always focus on your notes first
- ☐ you will concentrate better if you ignore nonverbal cues
- ☒ it is important to be mentally ready
- ☐ you should be preparing yourself to speak

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Question No : 39 of 52

Choose the correct option.

Which of the following is the correct salutation in a business letter?

Answer (Please select your correct option)

☒ Your truly

☐ Your,s truly

☐ Yours truly

☐ Your's truly

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Question No : 40 of 52

If the verbal message does not match the nonverbal communication, people tend to believe the _____

Answer (Please select your correct option)

☒ Nonverbal message



☐ Verbal message

☐ Both verbal & non-verbal

☐ None of them

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Question No : 1 of 52

Choose the correct option from given choices:

The final letter in collection series, when all efforts have failed, threatens to turn the matter over to a

Answer (Please select your correct option)

☐ Security agency

☐ Investigation agency

☐ Foreign agency

☒ Collection agency

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Choose the correct option:

There can be _____ types of adjustment letters.

Answer (Please select your correct option)

☐ five

☒ three

☐ two

☐ four

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Question No : 3 of 52

Choose the correct option:

Facial expressions, such as frowns or smiles, are ----- forms of communication.

Answer (Please select your correct option)

☐ verbal

☒ non-verbal

☐ written

☐ verbal and non-verbal

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Question No : 4 of 52

Choose the best option.

When a vice president in an organization sends message to the sales manager, which type of flow is it?

Answer (Please select your correct option)

☐ Upward

☒ Downward

☐ Horizontal

☐ Upward and downward

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Question No : 5 of 52

Choose the correct option from the following:

Using 'stoled', instead of stolen is a ----- expression.

Answer (Please select your correct option)

☒ substandard



☐ standard

☐ appropriate

☐ good

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Question No : 6 of 52

Fill in the blank with the best option.

We want to communicate -----.

Answer (Please select your correct option)

☒ **message**



☐ **medium**

☐ **context**

☐ **feedback**

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Question No : 7 of 52

Choose the correct option:

A claim is written to _____ the company of the problem.

Answer (Please select your correct option)

☒ inform

☐ complaint against

☐ make claim

☐ refuse

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Question No : 8 of 52

Choose the correct option:

A(n)_____ letter is a reply to a customer's complaint.

Answer (Please select your correct option)

☐ inquiry☒ adjustment ☐ collection☐ sales

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Question No : 9 of 52

Choose the correct option:

A _____ is written to inform the company about the problem and suggest a fair compensation.

Answer (Please select your correct option)

☒ **claim**

☐ **adjustment**

☐ **statement**

☐ **request**

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Question No : 10 of 52

Choose the correct option.

----- includes investigation of an issue or problem or calculation of financial ratios of a company.

Answer (Please select your correct option)

☐ Informational letter report

☐ Formal report

☒ Analytical letter report

☐ Scientific report



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Question No : 11 of 52

Choose the correct option.

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

Answer (Please select your correct option)

- ☐ read silently
- ☒ read aloud
- ☐ read to oneself
- ☐ all of the above

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Question No : 12 of 52

Choose the correct option.

What kind of style a presenter should adopt while delivering an oral presentation to large groups?

Answer (Please select your correct option)

☐ Casual

☐ Informal

☒ Formal

☐ Interpersonal

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Question No : 13 of 52

Choose the correct option.

While preparing an oral presentation, it is important to consider any _____ in appearance, mannerism or other customs.

Answer (Please select your correct option)

☐ time differences

☐ professional differences

☒ cultural differences

☐ none of the above

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Question No : 14 of 52

Choose the correct option.

In which negotiation method both parties are dissatisfied?

Answer (Please select your correct option)

Withdrawal

☒

Accommodation

☐

Competition

☐

Cooperation

☐

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Question No : 15 of 52

Choose the correct option.

Collection letter should be written with the assumption that most people will -----.

Answer (Please select your correct option)

☒ **pay**

☐ **not pay**

☐ **delay**

☐ **ignore**

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Select the best option.

----- is a group of people who are appointed to solve a specific problem.

Answer (Please select your correct option)

☐ A standing committee

☐ A committee

☒ A task force

☐ A help desk

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Question No : 17 of 52

Choose the correct option.

The role of the chairman as a committee member is:

Answer (Please select your correct option)

- ☐ To monitor the committee financial activities.
- ☒ To coordinate the work of the committee leader, guide and umpire. ✓
- ☐ To carry out the administrative work of the committee.
- ☐ To communicate effectively.

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Question No : 18 of 52

Fill in the blank with suitable option.

Unsolicited letters are written on ADIA plan which is ----- step approach.

Answer (Please select your correct option)

☐ five

☐ two

☒ four

☐ one

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Question No : 19 of 52

Choose the correct option from the following:

Which type of letter is required to start by capturing the reader's attention and interest?

Answer (Please select your correct option)

☒ **Unsolicited**

☐ **Formal**

☐ **Informal**

☐ **Solicited**

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Question No : 20 of 52

Choose the correct option from the following:

Which tests do provide quantitative information about a candidate's skills, attitudes, and habits?

Answer (Please select your correct option)

Written tests

☐

Pre-employment tests

☒

Oral tests

☐

General tests

☐

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Question No : 21 of 52

Choose the correct option.

Which tests are designed to check competency or specific abilities of a candidate to perform a job?

Answer (Please select your correct option)

☐ Psychological tests

☐ Drug tests

☒ Job skills tests

☐ General tests

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Question No : 22 of 52

Choose the correct option.

The most important communication task for business students is to prepare a _____.

Answer (Please select your correct option)

☒ resume

☐ memo

☐ document

☐ circular

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Question No : 23 of 52

Choose the correct option.

Send resumes quickly and cheaply through e-mail and send focused cover letters directly to _____ doing the hiring.

Answer (Please select your correct option)

☐ organization

☐ finance department

☒ human resource executives

☐ all of above

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Question No : 24 of 52

Introduction outlines the contribution that the research will make to -----.

Answer (Please select your correct option)

☒ knowledge



☐ art

☐ architecture

☐ archeology

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Question No : 25 of 52

The Minutes Book, a record of the official minutes of meeting, is the property of the -----.

Answer (Please select your correct option)

☐ organization

☒ secretary

☐ clerk

☐ manager

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Question No : 26 of 52

Choose the correct option:

If you feel your correspondent's comments are unfair, courtesy demands you to answer -----.

Answer (Please select your correct option)

☒ tactfully

☐ shortly

☐ simply

☐ abruptly

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Question No : 28 of 52

Choose the correct option.

A formal report's format and impersonal tone convey an impression of -----.

Answer (Please select your correct option)

☐ criticism

☐ skepticism

☒ professionalism

☐ cynicism

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Question No : 29 of 52

Do not capitalize the _____ hyphenated compound word.

Answer (Please select your correct option)

☐ second letter of the first word

☒ first letter of the second word

☐ first letter of the first word

☐ second letter of the second word

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Question No : 30 of 52

Choose the correct option.

Judging another person's culture by its own context is called -----.

Answer (Please select your correct option)

☒ ethnocentrism



☐ cultural relativism

☐ stereotyping

☐ ethnocentric relativity

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VU Examination System (CLIENT) VUTES 6.5 :::: Fall...

Question No : 31 of 52

Choose the correct option.

'MA/na' is the appropriate way to represent ----- in a business letter.

Answer (Please select your correct option)

☐ **postscript**

☒ **reference section**

☐ **copy notation**

☐ **complementary close**

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Question No : 32 of 52

Choose the correct option.

Which section of a research report is not contained in a research proposal?

Answer (Please select your correct option)

☐ Objective of the study

☐ Research question

☐ Justification of the study

☒ Results and discussion about them



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Choose the correct option.

In which section of a research proposal discussion of results and findings is found?

Answer (Please select your correct option)

☐ Budget

☐ Procedures

☒ Conclusions

☐ None of these



Start Time: 7:16 PM

119:00

Time Left

