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Quiz 6: Week 6 Quiz

Due Oct 24 at 11:59pm


Points 20

Questions 20

Available Oct 11 at 12am - Oct 24 at 11:59pm

Time Limit 30 Minutes

Instructions

 Learning Outcome Addressed

- Acquire the requisite skills to crack any job interview/ get success in Group Discussions.

It is now time to assess your understanding of the concepts covered so far in this module.

Quiz Instructions

- The time limit for this quiz is 30 mins. Kindly complete and submit this quiz within this time.
- You have only one attempt to answer the quiz.
- All quiz attempts must be attempted by **Friday, October 24, 2025, by 11:59PM IST.**
- The correct answers will be displayed after quiz submissions deadline.

Note: This is a graded quiz and counts towards programme completion.

Submission Details:	
Time:	9 minutes
Current Score:	17 out of 20
Kept Score:	17 out of 20

This quiz was locked Oct 24 at 11:59pm.

Attempt History

	Attempt	Time	Score
LATEST	Attempt 1	9 minutes	17 out of 20

Score for this quiz: **17** out of 20
Submitted Oct 20 at 6:24pm
This attempt took 9 minutes.

Correct!

Question 11 / 1 pts

Which of the following is a characteristic of a selling resume?

☐ Ignoring professional formatting

☐ Listing irrelevant skills

☒ Quantifying achievements

☐ Omitting achievements

That's correct!

Correct!

Question 21 / 1 pts

What is a characteristic of a well-designed resume?

☐ Inclusion of irrelevant information

☐ Listing personal preferences

☒ Professional formatting and easv readability

- ☐ Lack of clarity and formatting

That's correct!

Question 3

1 / 1 pts

What does a resume summarize?

- ☐ Personal hobbies
- ☐ Unrelated qualifications
- ☒ Work experience, education, skills, and achievements
- ☐ Social media profiles

Correct!

That's correct!

Question 4

1 / 1 pts

When addressing the hiring manager in an application letter, what should you use if you don't know their name?

- ☐ Skip the greeting
- ☒ Use a generic salutation like "To whom it may concern"
- ☐ Include their first name only
- ☐ Address them as "Dear Employee"

Correct!

That's correct!

Question 5

1 / 1 pts

What is a key factor in deciding between sending an email or a letter?

- ☐ The font style
- ☐ The length of the message
- ☒ The nature of the message, intended audience, and desired impact
- ☐ The time of day

Correct!

That's correct!

Question 6

0 / 1 pts

What is the purpose of a cover letter submitted alongside a resume?

- ☒ Include a list of references

You Answered

Correct Answer

- ☐ Highlight qualifications and interests
- ☐ Share personal stories
- ☐ Mention unrelated experiences

That's incorrect! Revisit the videos for this week.

Question 7

1 / 1 pts

What should readers look for in skimming to grasp the main ideas?

Correct!

- ☒ First and last sentences of paragraphs, and words in bold or italics
- ☐ Reading only the table of contents
- ☐ Reading every sentence
- ☐ Ignoring bold or italicized words

That's correct!

Question 8

1 / 1 pts

Why is it important to quantify achievements in a selling resume?

Correct!

- ☐ To hide achievements
- ☐ To create vague statements
- ☐ To confuse employers
- ☒ To demonstrate the candidate's track record and impact

That's correct!

Question 9

1 / 1 pts

What does skimming involve?

Correct!

- ☐ Memorizing the content word by word
- ☒ Quickly reading to obtain a general overview
- ☐ Ignoring headings and titles
- ☐ Carefully reading the entire text

That's correct!

Question 10

0 / 1 pts

What is scanning used for in reading?

Which is a common type of resume format?

- ☐ Memorizing the entire text
- ☐ Deep understanding
- ☒ Obtaining a general overview
- ☐ Identifying specific keywords or phrases

You Answered

Correct Answer

That's incorrect! Revisit the videos for this week.

Question 11 1 / 1 pts

Which is a common type of resume format?

- ☐ Overwhelming
- ☒ Functional, Chronological, and Combination
- ☐ Random
- ☐ Chaotic

Correct!

That's correct!

Question 12 1 / 1 pts

What is another term for an application letter?

- ☐ Memo
- ☒ Cover letter
- ☐ Resume
- ☐ Circular

Correct!

That's correct!

Question 13 1 / 1 pts

What is the purpose of a strong summary or objective statement in a selling resume?

- ☐ To confuse potential employers
- ☒ To demonstrate the candidate's unique selling proposition and achievements
- ☐ To list personal hobbies
- ☐ To include irrelevant details

Correct!

That's correct!

Question 14

1 / 1 pts

What can a well-designed cover letter template help applicants achieve?

- ☐ Increased chances of rejection
- ☐ Excessive personal information
- ☐ Lengthy content
- ☒ A polished and attention-grabbing document

Correct!

That's correct!

Question 15

1 / 1 pts

What should a selling resume include to demonstrate a candidate's track record?

- ☒ Quantifiable achievements
- ☐ General statements
- ☐ Unrelated experiences
- ☐ Broad objectives

Correct!

That's correct!

Question 16

1 / 1 pts

Why are skimming and scanning valuable reading techniques?

- ☐ They help in memorizing the entire text
- ☒ They efficiently process large amounts of written material
- ☐ They are suitable for in-depth research
- ☐ They are time-consuming

Correct!

That's correct!

Question 17

1 / 1 pts

What is the purpose of a well-written application letter?

- ☐ Share personal stories
- ☒ Explain why the applicant is interested in the job
- ☐ List irrelevant qualifications
- ☐ Include unnecessary details

Correct!

That's correct!

Question 18

0 / 1 pts

What is the primary purpose of a cover letter?

Correct Answer

- ☐ Introduce the applicant and highlight qualifications
- ☐ Conclude the job application
- ☐ Include personal preferences

You Answered

- ☒ Summarize work experience

That's incorrect! Revisit the videos for this week.

Question 19

1 / 1 pts

How should you address the hiring manager in an application letter if you don't know their name?

Correct!

- ☐ Dear Applicant
- ☐ No greeting is needed
- ☒ To whom it may concern
- ☐ Hello Manager

That's correct!

Question 20

1 / 1 pts

What is the primary purpose of letters and emails in written communication?

Correct!

- ☐ Include irrelevant information
- ☐ Share personal stories
- ☐ Convey emotions
- ☒ Facilitate written communication

That's correct!

Quiz Score: 17 out of 20

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