1. **Suppose we didn’t know the recipient’s name of a letter, how we can address the recipient?**  
   (A). Dear Mr/Mrs.  
   (B). Hello.  
   (C). My dear.  
   (D). Dear Sir or Dear Madam.  
   (E). None of these
2. **A formal letter should be …… to have the desired effect on the recipient.**  
   (A). In the proper format.  
   (B). To the point and relevant.  
   (C). Grammatically correct.  
   (D). All of these.  
   (E). None of these
3. **The key point of a formal letter is written in which part of a formal letter?**  
   (A). Postscript.  
   (B). Body.  
   (C). Opening.  
   (D). Closing.  
   (E). None of these
4. **A summary of the applicant at the start of the CV acts as a?**  
   (A). letter of recommendation  
   (B). statement of objectives  
   (C). synopsis  
   (D). preface
5. **Which is not compulsory to mentioned in a job description CV?**

(A). Date

(B). Name

(C). Nationality

(D). Education

(E). None of these

1. **The resume and application letter performs which of the following tasks?**

(A). two different tasks

(B). two same tasks

(C). overlapping tasks

(D). the same task

1. **References must not be mentioned in a resume.**  
   (A). True  
   (B). False
2. **A resume is a word of which language?**  
   (A). American  
   (B). German  
   (C). Indian  
   (D). French  
   (E). None of these
3. **Curriculum vitae is a word of which language?**  
   (A). Latin  
   (B). German  
   (C). French  
   (D). English  
   (E). None of these
4. **how the candidate handles them**  
   In an interview when you do not know an answer, you should:  
   (A). bluff  
   (B). remain quiet  
   (C). confess that you do not know the answer  
   (D). keep guessing
5. **The ideal way to apply for the vacancy of a job is to submit a resume that is:**  
   (A). full of personal information  
   (B). suitable for any job  
   (C). self-recommending  
   (D). specially written for that specific job
6. **\_\_\_\_\_\_ is the correct and good date format for a cover letter.**  
   (A) . 10/9/20  
   (B). 9/10/20  
   (C). October 9, 2020
7. **In a cover letter \_\_\_ topic is not normally mentioned.**  
   (A) . the salary  
   (B). the position  
   (C). the company
8. **How should a cover letter be?**  
   (A) . long and detailed  
   (B). friendly and funny  
   (C). clear and concise
9. **\_\_\_\_\_ sending their resume the job applicants must send a cover letter.**  
   (A) . before  
   (B). after  
   (C). when
10. **\_\_\_\_\_ is the job application letter.**

(A). A statement of your job objective  
(B). A summary of your qualifications and experiences  
(C). A description of your core strength and suitability for the job  
(D). A foreword

(E). None of these

1. **First paragraph of the job application contains \_\_\_\_\_\_\_\_\_\_**

(A). Educational information  
(B). Professional information  
(C). Personal information  
(D). All of these

1. **To help the cost of a student’s studies \_\_\_\_\_\_\_\_\_\_ is purposed.**

(A). Scholarship  
(B). Resume  
(C). Both a and b  
(D). None of these

1. **Which thing is important when writing a scholarship form?**

(A). Explain the aim of gaining the scholarship  
(B). Mentioned the career and educational goals  
(C). Both a and b  
(D). None of these

1. **Application for job is a type of**

(a) Business Letters  
(b) Orders Letters  
(c) Official Letters  
(d) Enquiry Letters

1. **Job Application Letter is Class \_\_\_\_\_\_\_\_\_.**

(a) Formal  
(b) Informal  
(c) Both Formal & Informal  
(d) None of these

1. **A job application letter is also known as**

(a) Call letter  
(b) Resume  
(c) Cover letter  
(d) Bio-data

1. **Scholarship form must be:**

(a) Formal  
(b) Informal  
(c) Both a and b  
(d) None of these

1. **Bio-data is also known as**

(a) Curriculum-Vitae  
(b) Carricular-Vitae  
(c) Curriculum-Vitamin  
(d) Circular-Vitae

1. **Job application starts with \_\_\_\_.**

(a) Sender’s address  
(b) Receiver’s address  
(c) Organizer’s address  
(d) All of these

1. **A job application letter prouides information about your**

(a) Skills  
(b) Experience  
(C) Achievements  
(d) All of these

1. **Which is not the part of a Bio-data?**

(a) Personal details  
(b) Qualifications  
(c) References  
(d) Spouse details

1. **Letter written for searching or seeking a job is called  
   \_\_\_\_.**

(a) Resume  
(b) Job Application  
(c) C.V  
(d) Prospectus

1. **First paragraph of job application contains**

(a) Educational information  
(b) Personal information  
(c) Professional information  
(d) All of these

1. **Tone of the job application should be**

(a) informal and courteous  
(b) relaxed and descriptive  
(c) polite and pleasant  
(d) exciting and less descriptive

1. **The body of the cover letter contain:**

(a) Personal information or why you are appling for a  
job  
(b) Educational information or experiances  
(c) hanks to the employer  
(d) All of above

1. **If you writing a formal letter what information might  
   you need?**

(a) Date  
(b) Name  
(c) Contact details  
(d) All of the above

1. **Which part of the letter contains the main content:**

(a) Body of the letter  
(b) Heading  
(c) Complimentary close  
(d) None of these

1. **\_\_\_\_\_contains the name, letter, address contact detail  
   in job application letter:**
2. (a) Heading  
   (b) Body of the letter  
   (c) Salutation  
   **(d) None of these**
3. **\_\_\_\_\_is purposed to help the student with the cost of  
   his/her studies.**

(a) Resume  
(b) Scholarship  
(c) Both a and b  
(d) None of these

1. **While writting the scholarship form which things is  
   important**

(a) Describe what is your aim to gain from scholarship  
(b) Mentioned the career and educational goals  
(c) Both a and b  
(d) None of these

1. **Do not use job title that are:**

(a) Misleading  
(b) Vague  
(c) Interesting and descriptive  
(d) Both a and b

1. **Letter Written for searching or seeking a job is called  
   \_\_\_\_\_\_\_\_\_\_\_\_\_ Application.**

(a) job  
(b) Letter  
(c) formal  
(d) informal

1. **A job application letter,also known as \_\_\_\_\_\_\_.**

(a) Letter writing  
(b) cover letter  
(c) formal letter  
(d) None of above

1. **The Length of letter application should be no more than  
   \_\_\_\_\_\_\_\_ page long.**

(a) one  
(b) two  
(c) three  
(d) as your requirements

1. **The font size in application writing is \_\_\_\_\_\_\_.**

(a) 10-12 point  
(b) 12-14 point  
(c) 14-16 point  
(d) 16-20 point

1. **How to complete a job application form?**

(a) Prepare Yourself and find out what the empolyer  
wants  
(b) Writing your application  
(c) final checks  
(d) all of the above

1. **What are the job application necessary checklist?**

(a) Are your personal details accura  
(b) Have you spelled the employer’s name correc  
(c) Have you filled in all the fields, and Have you kept  
a copy.  
(d) All of the above

1. **Types of the job application is \_\_\_\_\_\_.**

(a) online job Application  
(b) email job Application  
(c) paper job Application  
(d) All of these

1. **formate of job application letter is \_\_\_\_\_\_\_.**
2. Heading  
   (b) Salutation,Body of the letter  
   (c) Complimentary close,signature  
   (d) all of the above
3. **Question 1: Manage Sentence Length is part of \_\_\_\_ in writing?**(A). Editing  
   (B). Proofreading  
   (C). Revising, Editing, and Proofreading  
   (D). None of these
4. **Which of the following is NOT a reason why proofreading is a writer's final step in document preparation?**

A. Proofreading is the responsibility of the manager, not the writer.

B. Proofreading detects easily correctable sentence-level errors.

C. Proofreading improves the effectiveness of an engaging and informative document.

D. Basic errors distract the reader.

1. Question 3: Each figure within a report should have a title and a number.

A. under the figure

B. above the figure

C. inside the figure

D. in the page footer

1. Question 4: Good scientific writing can be described as \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_.

A. clear, concise, and convoluted

B. concise, dense, and compelling

C. clear, concise, and flowery

D. clear, concise, and boasting

1. Question 5: Which of these must be avoided in technical writing?

A. Facts

B. Grammar

C. Punctuation

D. Personal feelings

1. Question 6: For better readability, it is preferable that bullet points are:

A. Complete paragraphs

B. Short phrases or partial sentences

C. Long sentences

D. Page of text

1. Question 7: What is an abstract?

A. A short footnote in the text of your work

B. A chance to acknowledge those who have helped you in your research project, placed at the beginning of the written-up project

C. A brief resume of the study to entice the reader to read more

D. An introduction to the research

1. Question 1: It is generally NOT a good practice to deliver a presentation by?

A. Paraphrasing what is on the presentation materials

B. Mentioning the highlights of what is on the screen

C. Reading the entire presentation line by line

D. Elaborating each bullet point on the presentation materials

1. Question 2: The presenter acts as the?

A. Advocate of the information

B. Deliverer of the information

C. Medium of the information

D. Supporter of the information

1. Question 3: Which of the following is a requirement that a presenter should know to prepare effectively for a presentation?

A. Number of bullet points allowed per slide

B. Presentation duration

C. Number of audiences

D. Available attire

1. Question 4: While giving your presentation, how might you improve the way you are speaking?

A. By varying your pitch and volume to emphasize certain parts of the speech

B. By talking quickly so people feel pumped

C. Using jargon

D. Directing your voice primarily at those sat near the front

1. Question 5: To make a presentation effective and impressive, you should use?

A. Passive sentences

B. A simple and active form of sentences

C. Jargon

D. Complex sentences

1. Question 6: In presentation design, maximum time is given to the?

A. Introduction

B. Conclusion

C. Main body

D. Question–answer session

1. Question 7: Initially, a presentation is a form of?

A. Two-way communication

B. Intrapersonal communication

C. Group communication

D. One-way communication

1. Question 8: When giving a presentation in front of an audience you should do all of the following except for?

A. Speak loud and clear

B. Provide handouts if needed

C. Dress professionally

D. Look at your screen and not the audience

1. Question 9: To whom should a presentation be aimed?

A. The highest authority in the room, regardless of where they are

B. The entire audience

C. The people in the closest rows

D. Your best friend in the room

1. Question 10: Where should you look while presenting?

A. At the board -- that's where the audience is looking

B. At your notes so you get the info correct

C. In the eyes of random people in your audience

D. At the chins of individuals in your audience

1. Question 11: Why should you keep text to a minimum on slides?

A. So the focus is on you as the speaker

B. To help make your presentation longer

C So the pictures are easier to see

D. To make sure the audience can read everything you have to tell them

1. Question 12: Your presentation should consist of a title slide, \_\_\_\_\_\_, body, and \_\_\_\_\_\_\_?

A. Objects and summary

B. Opinions and paragraphs

C. Objectives and summary

D. Options and pages

1. Question 1: Proper eye contact with the audience when delivering a presentation involves
2. Looking above the audience’s heads
3. Making a sweeping glance of the audience from left to right in the front row of the room
4. Staring at each audience member
5. Making a sweeping glance of the audience from the left to the right and front to the back of the room
6. Question 2: Proper eye contact with the audience when delivering a presentation involves?

A. Looking above the audience’s heads

B. Staring at each audience member

C. Making a sweeping glance of the audience from the left to the right and front to the back of the room

D. Making a sweeping glance of the audience from left to right in the front row of the room

1. Question 3: Which of these is an example of open, positive body language?

A. Indirect eye contact

B. Folded arms

C. Enthusiastic hand gestures

D. Keeping facial expressions neutral

1. Question 4: What should we do with the shoulders when making a presentation?

A. Hunch our shoulder

B. Slump the shoulders

C. Relax and straighten the shoulders

D. Fold arms and shoulders

1. Question 5: What is the true statement about verbal and non-verbal communication?

A. Non-verbal cues can convey our feelings, attitudes, and actions to other people more effectively than speaking

B. Verbal communication is not using speech or spoken words to exchange information, emotions, and thoughts

C. Non-verbal communication is conveying and exchanging messages with the use of spoken words

D. All above statements are correct

1. Question 6: What should we do with the feet when making a presentation?

A. Stand with your feet slightly apart

B. Stand with your feet tightly together

C. Stand with your feet twisted around each other

D. Stand with your foot tapping on the floor

1. Question 7: Which kinds of communication does the activity “punching other people” represent?

A. Verbal communication

B. Intentional nonverbal communication

C. Unintentional nonverbal communication

D. All of the statements are not correct

1. Question 8: Which activities should we do in non-verbal communication?

A. Do not focus on your audiences

B. Keep your gaze on the individual whom you are speaking to, for 30% to 40% of one-on-one conversations

C. Take down any obstacles in the way of you and your audience

D. Keep eye contact with everyone in the room evenly during big groups

1. Question 9: Which of the following nonverbal cues can convey nervousness or discomfort during a presentation?

A. Maintaining good eye contact with the audience

B. Avoiding eye contact with the audience

C. Using appropriate hand gestures

D. Smiling often and maintaining a positive facial expression

1. Question 10: Non-verbal communication does not involve:
2. gestures
3. space
4. words
5. silence
6. Question 11: Positive gestures are body signals that make you look:
7. arrogant
8. relaxed
9. nervous
10. hurtful
11. Question 12: Between a speaker and a listener, the closest zone of personal space possible is:
    1. intimate
    2. social
    3. public
    4. friendly
12. Question 13: By choosing to speak from the floor instead of the dais, a speaker can show the audience a sense of:
    1. respect
    2. closeness
    3. equality
    4. informality
13. Question 14: Giving non-verbal messages is:
    1. tutored
    2. a dramatic skill
    3. spontaneous
    4. deliberate
14. Question 15: In face-to-face communication, the non-verbal cues provided by the receiver can be considered as
15. Feedback
16. Decoding
17. Physical noise
18. Symbolic representation
19. Question 16: Which of the following nonverbal cues can convey confidence in a presentation?

A. Avoiding eye contact

B. Fidgeting

C. Standing with good posture

D. Speaking softly

1. Question 17: Which of the following nonverbal cues can help manage audience reactions during a presentation?

A. Maintaining good eye contact with the audience

B. Using hand gestures to emphasize key points

C. Dressing professionally

D. Pausing and adjusting the presentation pace in response to audience cues

1. Question 18: Given below are two statements

Statement I: Non-verbal signals are used to emphasize and support verbal communication,

Statement II: Non-verbal signals are not a substitute for verbal communication.

In light of the above statements, choose the correct answer from the options given below

1. Both Statement I and Statement II are true
2. Both Statement I and Statement II are false
3. Statement I is true, but Statement II is false
4. Statement I is false, but Statement Il is true
5. Question 19: The picture without dialogues is an example of which type of communication?
6. Face to Face
7. Verbal
8. Interpersonal
9. Nonverbal
10. Question 20: Which of the following influence non-verbal communication?

A. Contextuality

B. All of the above

C. Culture

D. Geographical location

1. Question 21: Which of the following is not an example of non-verbal communication?
2. Letter Writing
3. Facial Expression
4. Pace of Speaking
5. Silence
6. Question 23:Using your whole body to communicate is called what?
7. Body language
8. Sign language
9. Exuberant communication
10. Full communication
11. Question 24: If your cross your arms when talking to someone you are doing what?
12. Putting your body in a closed position
13. Putting your body in an open position
14. Putting your body in a defensive position
15. Showing that you are really listening
16. Question 25: Waving is what type of communication?
17. Gestures
18. Body language
19. Sign language
20. Body position
21. Question 26: When you are talking directly to a person and you can see them, this is called what?
22. Verbal contact
23. Face-to-face communication
24. Body language
25. Interaction
26. Question 27: Scenario: You ask a co-worker if they can help you with a client, they cross their arms and roll their eyes but do not say anything. Have they communicated?
27. No, at this stage it is one-way communication
28. No, but they are being rude
29. Yes, they have used non-verbal communication
30. Sort of, you won’t really know until they answer though
31. Question 29: What is the difference between verbal and nonverbal communication?
32. Verbal communication is written, while nonverbal communication is spoken.
33. Verbal communication uses words, while nonverbal communication uses body language, facial expressions, and tone of voice.
34. Verbal communication is only used in professional settings, while nonverbal communication is used in personal settings.
35. Verbal communication is always more effective than nonverbal communication.
36. Question 30: What is nonverbal communication?
37. Communication that uses only written words
38. Communication that uses only spoken words
39. Communication that uses body language, facial expressions, and tone of voice
40. Communication that is sent electronically
41. Question: Which of the following can prevent to plagiarism?  
    A. Presenting someone else's findings without a citation

B. Copying a substantial amount of text from past publications without using quotation marks

C. Repeating one's own previously published findings without a citation

D. Presenting someone else's findings with appropriate citations

1. What is the primary purpose of obtaining informed consent in research?

A. To ensure participants are aware of the research topic  
B. To protect researchers from legal consequences  
C. To secure financial support for the study  
D. To respect participants' autonomy and rights

1. Which of the following is a key principle of research ethics emphasizing honesty and accuracy in reporting results?

A. Confidentiality  
B. Objectivity  
C. Informed consent  
D. Debriefing

1. The process of debriefing in research involves:

A. Explaining the purpose and procedures of the study after data collection  
B. Obtaining initial consent from participants  
C. Ensuring participant anonymity  
D. Keeping information about the study undisclosed

1. What is plagiarism in the context of research ethics?

A. Incorrectly citing sources in the bibliography  
B. Falsifying data  
C. Using participants without their consent  
D. Copying someone else's work without proper attribution

1. The principle of confidentiality in research involves:

A. Disclosing participants' identities to the public  
B. Keeping participants' information private and secure  
C. Using participants' data for personal gain  
D. Sharing research findings before publication

1. What is the role of a research code of ethics?

A. To limit the scope of research projects  
B. To provide guidelines for ethical conduct in research  
C. To increase competition among researchers  
D. To ensure rapid publication of research findings

1. What is a Paragraph?

(a) Made up of only one sentence

(b) A series of sentences that talk about a particular subject

(c) A series of sentences that talk about different subject

(d) None of these

1. What are transitions?

(a) The sentences that express the main point, or idea, of a paragraph

(b) Reasons, examples, and other details that support the main point of the paragraph

(c) Signal words that help organize a paragraph, using time order or listing order

(d) A series of sentences about one main idea, or point

3. What is an essay?

(a) A series of paragraphs about one main idea, theme or point.

(b) The last stage in the writing process

(c) The sentence which expresses the main point

(d) None of these

4. How do we use supporting details or supporting sentences?

(a) Before the first sentence at the introduction

(b) After the last sentence because it helps to summarise the paragraph

(c) Never use it

(d) After the topic sentence and before the closing sentence

5. The first sentence of the paragraph is called as \_\_\_\_\_\_\_\_\_\_.

(a) An Introduction Sentence

(b) The Exclusive Sentence

(c) The Topic Sentence

(d) The First Sentence

6. The smallest unit of prose composition is called as \_\_\_\_\_\_\_\_\_\_ .

(a) Essay

(b) Paragraph

(c) Poem

(d) None of these

7. A Paragraph dealing with one central idea deserves to be called aş

(a) Short Paragraph

(b) Long Paragraph

(c) Unity of order

(d) Unity of thought

8. Awell-written paragraph should \_\_\_\_\_\_\_.

(a) Focus on a single, coherent idea.

(b) Consist of logically connected sentences

(c) Both A & B

(d) None of these

10. The smooth, logical flow of sentences within a paragraph is called

(a) Paragraph deduction

(b) Paragraph coherence

(c) Paragraph personality

(d) All of the above

11. How the connection between sentences in a paragraph can be strengthened?

(a) By using different word patterns

(b) By using the keywords, phrases, or synonyms

(c) By using the coherence words

(d) All of the above

12. What are the types of paragraph writing?

(a) narrative,persuasive

(b) descriptive

(c) expository

(d) All of above

13. After revising your writing, check your grammar, capitalization and spelling errors is called \_\_\_\_\_\_\_\_\_ .

(a) Drafting

(b) Editing

(c) Revising