

**TASK I: Scan the interview hand out and attempt the given MCQs:**

- i. As a candidate, your primary objective during an interview is:
  - a. To offer the best package to the employer
  - b. To find the right match for your goals and capabilities
  - c. To find the best talent to fill job openings
- ii. In the typical sequence of interviews, there are \_\_\_\_\_ stages?
  - a. Two
  - b. Three
  - c. Four
- iii. This type of interview allows the team to compare answers from all candidates:
  - a. Panel
  - b. Stress
  - c. Structured
- iv. Consider the following interview question: 'Tell me about a time when everything was going wrong in your current position and how you handled it.' What type of interview is being conducted?
  - a. A stress
  - b. A situational
  - c. A behavioral
- v. Consider this question: 'You receive a lengthy email message from the department head asking you to explain something you did not do. This person often jumps to conclusions without looking into facts first. How would you handle this situation? What type of interview is being conducted?
  - a. A stress
  - b. A situational
  - c. A behavioral
- vi. By inquiring about personal background, attitudes and communication style, employers evaluate:
  - a. Level of responsibility
  - b. Compatibility with an organizational culture
  - c. Interest towards an organization

**TASK II: Re-write the following sentences making them more concrete.**

1. The manager was late for the meeting.
2. We have spent a substantial amount of time on this project, but we still need more time to complete it.
3. Many students missed the exam due to the rains.
4. Due to insufficient staff, we could not install the software application on every computer.
5. The teacher gave the student negative feedback.

**Task III: Re-write the following sentences making them more considerate and courteous.**

1. I am pleased to inform you that we have approved your loan application.
2. Your report is not good.
3. We are offering a 10% discount on every purchase today.
4. Every person should submit his CNIC to the secretary by May 27, 2022.
5. You have failed to get the contract.

**TASK IV: The following sentences are too wordy. Make them concise. You will be required to use a variety of strategies.**

1. I have conducted an investigation to study the marketing strategies of all our competitors.
2. The report is an attempt to identify the causes behind the collapse of the bridge.
3. This manual of instructions was prepared to aid our dealers in being helpful to their customers.
4. It is the responsibility of our Production Department to see that it meets the requirements of our Sales Division.
5. In spite of the fact that it's a longer commute, I made the decision to take them up on the job they offered me.