https://docs.google.com/forms/d/e/1FAIpQLSd1Qu\_uneQ4VQo8QapYMT3vNIJVL\_3HAFgQoBHUsUgqYT-0QQ/viewform

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1-Which of the following is considered a good presentation practice under "Effective Communication"?

A) Speaking too fast

B) Using filler words like "um"

C) Using clear verbal and non-verbal communication

D) Reading directly from slides

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2-Good presentation skills can help increase confidence and improve career opportunities.

A) True

B) False

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3- Which of the following is an example of nonverbal communication?

A) A written report

B) A PowerPoint slide

C) A smile indicating happiness

D) A phone interview

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4-What is the most important thing to consider when preparing your presentation?

A) The color of your slides

B) The number of slides you have

C) Understanding your audience and defining your key message

D) How long the presentation will take

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5-Which of the following are types of communication? (Select all that apply)

A) Written Communication

B) Verbal Communication

C) Mental Communication

D) Body Language (part of nonverbal)

E) Visual Communication

---------------------------------------------------------------------------------------------------------6-What is the first stage of team development?

A) Storming

B) Performing

C) Norming

D) Forming

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7-What does the "R" in RACI stand for?

A) Reliable

B) Responsible

C) Respected

D) Reviewer

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8-What is the correct order of the 3 phases of personal branding?

A) Executing → Extraction → Express brand identity

B) Extraction → Express brand identity → Executing

C) Express brand identity → Executing → Extraction

D) Extraction → Executing → Express brand identity

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9-Which negotiation style is based on “Let’s work together” and aims for a WIN:WIN outcome?

A) Avoiding

B) Competing

C) Collaborating

D) Accommodating

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Subject: CV

Dear Sir/Madam,

I want job in your company. Attached my CV. Please consider.

Thanks,

Mahmoud

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10-What is wrong with this email?

A) The tone is too informal and unprofessional

B) The subject is vague

C) The purpose of the email is unclear

D) All of the above

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