

## Eng301 final term paper spring 2020 26/9 MEMON

☐(Jones, 1998, p. 199) which style is this (2 marks) **APA** style

☐'sales letters are the most difficult letter to write' briefly discuss (3 marks)

☐Listening skills (5 marks)

A variety of listening skills can be learned and developed with practice. The following skills are worth practicing

- Attending listening
- Encouraging listening
- Pause
- Reflecting listening
- Active listening

☐Fill in the blanks no options was given (3 marks)

Scope Define the boundaries of your project.

Previous work Possibly literature review on the project

Closing it urges reader to act.

☐T/F (5 marks) from here

Preparing Minutes of Meeting

In a typical business, many committees and task forces operate within the company. The purpose of committees is to discuss various problems and to make recommendations to management. A standing committee is one that operates permanently year after year, although its members may change. A task force is a group of people who are appointed to solve a specific problem; when they make their recommendation on the 'task' assigned to them, the task force is disbanded. Each department may have several committees that meet periodically – usually once a week, every two weeks, or monthly. For example, if you are working in a sales department, there may be committees on advertising, sales conferences, commissions, product development, public relations, and so on.

**Fill in the blanks with for, and, or, nor, yet, \_\_\_\_ 6 options was given (5 marks)**

1-Please keep my application in your active file, and let me know when a position opens for a capable accountant.

**2, 3,4,5 I don't remember but was from book**

**2 sentences about business letter (2 marks) fill in the blanks 2 option was given for each sentence**

**-business letter is (subjective,objective)**

**1 was something like this**

**T/F (5 MARKS)**

1: Will be read carefully and thoroughly by an interested employer (false)

2: A resume will kindle employer interest and generate an interview (true)

3: In fact your resume probably has less than 45 seconds to make an impression. (true)

4: 5:

**Mcqs**

-If your application letter and resume fail to bring a response within a month or so, follow up with a second letter to keep your file active.

-This follow-up letter also gives you a chance to update your original application with any recent job-related information.

-Use your visual aids confidently, making sure you allows your audience time to absorb information from flipcharts and transparencies.

-Visuals such as tables and figures include graphs, charts, drawings, and photographs.

-Raw data is in which part of your thesis

-negotiator is productive for organization (don't remember word by word)

-APPENDIX is in which part of repot

-3 more question were there about parts of report

-parts of thesis 1 mcq

- The action of communication in which one speaker is doing most of the sending and a number of listeners are doing most of the receiving is known as oral presentation

- A resume will kindle employer interest and generate an interview (fact)

- A typical recruiter devotes 45 seconds to each resume

- Resume is a form of advertising (true)