

MCM301 Quiz
Solved by Rizwan Qadeer (Riz Mughal)
Youtube link:

<https://www.youtube.com/channel/UCINsFwDiB62SValCcPDZbRQ/playlists>

MCM301:Quiz 2 Quiz Start Time: 11:09 AM

Question # 1 of 10 (Start time: 11:09:19 AM, 11 August 2020)

While preparing for effective business writing Planning Stage involves all of the following, EXCEPT:

Select the correct option

<input type="radio"/>	Choosing appropriate clothes
<input type="radio"/>	Considering your reader
<input type="radio"/>	Determining the appropriate content
<input checked="" type="radio"/>	Determining your purpose

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Question # 2 of 10 (Start time: 11:09:41 AM, 11 August 2020)

Which of the given sentences is bias free?

Select the correct option

- Please share this report with your supervisor. He will find it interesting.
- Mr. Usman, aged 55, has just joined our Technical Department.
- Mr. Umer is an unusually tall Asian.
- Workers with physical disabilities face many barriers on the job.

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Question # 3 of 10 (Start time: 11:10:04 AM, 11 August 2020)

Which of the following method is generally preferred when presenting positive or good-news information?

Select the correct option

- Direct method
- Indirect method
- Supporting method
- Sustaining method

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Question # 4 of 10 (Start time: 11:10:39 AM, 11 August 2020)

When applied to business messages 'correctness' means all of the following, EXCEPT:

Select the correct option

- Use the right level of language
- Check accuracy of words, information and data
- Use correct grammar and punctuation
- Check font style

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Question # 5 of 10 (Start time: 11:11:07 AM, 11 August 2020)

Effective writers visualize the _____ before starting to write.

Select the correct option

<input type="radio"/>	Story
<input checked="" type="radio"/>	Reader
<input type="radio"/>	Colours
<input type="radio"/>	Publisher

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Question # 6 of 10 (Start time: 11:11:39 AM, 11 August 2020)

All of the following are the elements of effective written communication, EXCEPT:

Select the correct option

<input type="radio"/>	Courtesy
<input type="radio"/>	Correctness
<input type="radio"/>	Conciseness
<input checked="" type="radio"/>	Cleanliness

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Question # 7 of 10 (Start time: 11:11:55 AM, 11 August 2020)

Which of the following can help the presenter to avoid a computer catastrophe?

Select the correct option

- Have a contingency plan
- Have back-up technical support available
- Use the Internet in real-time
- Have a contingency plan and back-up technical support available

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Question # 8 of 10 (Start time: 11:12:27 AM, 11 August 2020)

In which stage of Group formation Members work to solve conflicts and recognize acceptable kinds of conduct?

Select the correct option

- Forming
- Storming
- Norming
- Performing

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Question # 9 of 10 (Start time: 11:12:42 AM, 11 August 2020)

Which of the following are central features of a group?

Select the correct option

- | | |
|----------------------------------|--------------------------|
| <input type="radio"/> | Interaction |
| <input type="radio"/> | Mutual influence |
| <input type="radio"/> | Interdependence |
| <input checked="" type="radio"/> | All of the given options |

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Question # 10 of 10 (Start time: 11:12:59 AM, 11 August 2020)

Total Marks

When do you think groups, rather than individuals working alone, should be used to solve a problem?

Select the correct option

- | | |
|----------------------------------|---|
| <input type="radio"/> | When the task requires a limited amount of information and skills |
| <input type="radio"/> | When a quick resolution is essential |
| <input checked="" type="radio"/> | When commitment to the decision is important |
| <input type="radio"/> | When the task is fairly simple and straightforward |

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