

PAID ASSIGNMENTS QUIZES GDB CONTACT 03147094561

MCM301 QUIZ#3



SUBSCRIBE MY YOUTUBE CHANNEL



Study With Hamza 25

<https://www.youtube.com/@studywithhamza25>

WHATSAPP GROUP 1

[JOIN NOW](#)

WHATSAPP GROUP2

[JOIN NOW](#)

Join WHATSAPP CHANNEL

[JOIN NOW](#)

1. All of the following statements about groups are true, EXCEPT:

- a. Group members influence and are influenced by one another**
- b. Group members strive to achieve some common purpose**
- c. Group members must interact face-to-face. (HB)**
- d. Group members are interdependent**

2. When using visuals in a presentation, which of the following should be avoided?

- a. Taking time to explain the visual.**
- b. Fitting the visual to the material being discussed.**
- c. Talking to the visual. (HB)**
- d. None of the given options**

3. The direct method is adopted at organising stage of effective business writing for which of the following purposes?

- a. Presenting an evidence**
- b. Communicating a negative message or bad-news**
- c. Presenting a general statement**
- d. Conveying facts (HB)**

4. Effective writers visualize the _____ before starting to write.

- a. Publisher
- b. Story
- c. **Reader(HB)**
- d. Colours

5. All of the following tactics can be employed for dealing with disruptive incidents EXCEPT:

- a. Dismiss
- b. Delay
- c. **Drag(HB)**
- d. Detour



@hamzabahti25

6. Which one of the following seating is the least comfortable for an audience, especially for presentations that last longer than an hour?

- a. **Conventional theater style(HB)**
- b. Modified T-formation
- c. Conventional classroom style
- d. U-formation

7. _____ is the language of business correspondence written for a general readership.

- a. **Common English**(HB)
 - b. Formal English
 - c. Informal English
 - d. African English
8. In an effective writing Emphasis stands out in two positions i.e. at(HB)in:
- a. The lead and the body
 - b. **The beginning and the end**(HB)
 - c. The middle and the body
 - d. The body and the end
9. Which one of the following is suitable for both promotional and informational presentations in either the Proactive or Interactive modes?
- a. T-formation
 - b. V-formation
 - c. U-formation
 - d. **Modified T-formation** (HB)
10. The purpose of your message will determine:
- a. **All of the given options** (HB)

PAID ASSIGNMENTS QUIZES GDB CONTACT 03147094561

- b. How much you need to know about the background of your letter.
- c. How much you need to know about your idea
- d. How much you need to know about your reader.

**SUBSCRIBE MY YOUTUBE CHANNEL
JOIN OUR WHATSAPP GROUPS & CHANNEL
FOR LATEST SOLUTION'S**

<https://www.youtube.com/@studywithhamza>

25

WHATSAPP GROUP 1

[JOIN NOW](#)

WHATSAPP GROUP2

[JOIN NOW](#)

Join WHATSAPP CHANNEL

[JOIN NOW](#)

