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Collected and Composed by Bilal Farooq (bilal.zaheem@gmail.com)

20 mcqs = 20 marks

3 questions of 2 marks = 6 marks

3 questions of 3 marks = 9 marks

1) 5 types of mistakes in resume---5 marks
2) What is broad pronoun reference. (3)
3) Write five uses of colon. (5)
4) What is the best way of delivering oral presentation. (3)
5) Give the appropriate process of oral communication. (5)
6) Define the term "diagram". (2)
7) Define comma splice. (2)
8) What are the common mistakes in drawing bar graphs.(3)
9) What are organizational charts and how they are formed? (5)

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