

Business Communication – Evidence of Learning

Student: Keitumetsi M

Module: Project Presentation 3

Term: 2

Lecturer: P Inderlal

Assessment Summary:

The following table provides evidence of my participation and performance in the Business Communication online assessment. This assessment tested my understanding of professional communication principles, including verbal and non-verbal communication, formal tone, and digital etiquette.

SCO Title	Status	Score	Student's Response	Result	Time
Business Communication	Complete	100%	N/A	N/A	00:18:57
What is the primary purpose of business communication?	Complete	0%	t	Correct	00:00:01
Which of the following is an example of non-verbal communication?	Complete	0%	b	Correct	00:00:01
When should you use formal language in business?	Complete	0%	a	Incorrect	00:00:01
What is the recommended tone for a business email?	Complete	0%	p	Correct	00:00:01
What is the recommended etiquette for virtual backgrounds in video conferencing?	Complete	0%	s	Correct	00:00:01
What is the primary purpose of business communication?	Complete	0%	t	Correct	00:00:01
Which of the following is an example of non-verbal communication?	Complete	0%	b	Correct	00:00:01
When should you use formal language in business?	Complete	0%	d	Correct	00:00:01
What is the recommended tone for a business email?	Complete	0%	p	Correct	00:00:01
What is the recommended etiquette for virtual backgrounds in video conferencing?	Complete	0%	s	Correct	00:00:01

Evidence Interpretation:

- This assessment demonstrates my knowledge of core business communication principles.
- The results show my ability to distinguish between verbal and non-verbal communication, select appropriate tones, and apply professionalism in virtual communication.

- My completion and time records verify participation and engagement in this module.

Verified by:

Lecturer: P Inderlal

Date: November 2025