Home

Modules

People

Announcements

Discussions

Quizzes

SEM 1: Financial Accounting

SEM 1: Principles of Management

SEM 1: Business Communication

SEM 1: Business Statistics

SEM 1: Managerial Economics

Live Sessions

Quiz 5: Week 5 Quiz

Due Oct 17 at 11:59pm   **Points** 20   **Questions** 20
Available Oct 4 at 12am - Oct 17 at 11:59pm   **Time Limit** 30 Minutes

Instructions

🎯 **Learning Outcome Addressed**

- Prepare any type of Business Report or Proposal.

It is now time to assess your understanding of the concepts covered so far in this module.

Quiz Instructions

- The time limit for this quiz is 30 mins. Kindly complete and submit this quiz within this time.
- You have only one attempt to answer the quiz.
- All quiz attempts must be attempted by **Friday, October 17, 2025, by 11:59PM IST**.
- The correct answers will be displayed after quiz submissions deadline.

Note: This is a graded quiz and counts towards programme completion.

This quiz was locked Oct 17 at 11:59pm.

Attempt History

	Attempt	Time	Score
LATEST	Attempt 1	11 minutes	20 out of 20

Score for this quiz: **20** out of 20
Submitted Oct 17 at 10:09pm
This attempt took 11 minutes.

Question 1	1 / 1 pts

What type of letter is written to express dissatisfaction?

- ○ Order letter
- ○ Inquiry letter
- **Correct!** ● Complaint letter
- ○ Adjustment letter

That's correct!

Question 2	1 / 1 pts

In the art of condensation, what does compactness involve?

- ○ Increasing complexity
- ○ Lengthening the text
- **Correct!** ● Making the text shorter and more concise

Submission Details:

Time:	11 minutes
Current Score:	20 out of 20
Kept Score:	20 out of 20

○ Adding unnecessary details

That's correct!

Question 3   1 / 1 pts

What should a professional email include in the subject line?

○ A vague description

Correct! ● A clear and concise summary

○ No subject line

○ Unrelated keywords

That's correct!

Question 4   1 / 1 pts

What is the purpose of demand of delivery letters?

○ To express dissatisfaction

○ To request information or clarification

Correct! ● To request delivery of goods or services

○ To apologize for a mistake

That's correct!

Question 5   1 / 1 pts

Which of the following is a key aspect of paraphrasing?

○ Claiming ownership of ideas

Correct! ● Maintaining the original meaning

○ Using the exact wording

○ Avoiding citation for the original author's work

That's correct!

Question 6   1 / 1 pts

What is an essential aspect of the editing of business articles?

○ Avoiding fact-checking

○ Ensuring incoherence

○ Limiting keyword optimization

Correct! ⊙ Verifying the accuracy of facts or statistics

That's correct!

Question 7

1 / 1 pts

What is the primary purpose of a resume?

○ Recommending a candidate

○ Requesting changes to a product or service

Correct! ⊙ Summarizing work experience, education, skills, and achievements

○ Expressing dissatisfaction

That's correct!

Question 8

1 / 1 pts

What should be avoided in the tone of a business letter?

Correct! ⊙ Slang or informal language

○ Clarity and coherence

○ Conciseness

○ Professional tone

That's correct!

Question 9

1 / 1 pts

What is an essential tip for writing business letters?

Correct! ⊙ Focusing on one topic and avoiding deviations

○ Including irrelevant details

○ Ignoring proofreading

○ Using multiple fonts for visual appeal

That's correct!

Question 10

1 / 1 pts

In paraphrasing, what should be remembered about the output of paraphrasing tools?

It does not require citation.

It has no relation to the original author.

Correct! ● **It must be reviewed for accuracy and clarity.**

It should be claimed as the writer's original work.

That's correct!

Question 11   1 / 1 pts

What is another term for the art of condensation?

Abstract writing

Comprehensive writing

Correct! ● **Precis writing**

Abstract expressionism

That's correct!

Question 12   1 / 1 pts

What does networking letters aim to establish or maintain?

Complaints

Resignation

Dissatisfaction

Correct! ● **Relationships**

That's correct!

Question 13   1 / 1 pts

In the art of condensation, what does completeness refer to?

Ignoring clarity

Omitting main ideas

Correct! ● **Retaining all essential information**

Including unnecessary details

That's correct!

Question 14   1 / 1 pts

What is a key aspect of editing business articles?

- ○ Increasing complexity

Correct! ● Ensuring clarity and coherence

- ○ Avoiding proofreading

- ○ Maintaining ambiguity

That's correct!

Question 15

1 / 1 pts

What is the primary purpose of a complaint letter?

- ○ Recommending a candidate

Correct! ● Expressing dissatisfaction

- ○ Establishing relationships

- ○ Requesting changes to a product or service

That's correct!

Question 16

1 / 1 pts

What is the purpose of a resignation letter?

- ○ Recommending a candidate

Correct! ● Formally announcing the termination of employment

- ○ Expressing dissatisfaction

- ○ Requesting changes to a product or service

That's correct!

Question 17

1 / 1 pts

What is a common purpose of sales letters?

- ○ Recommending a candidate

- ○ Requesting information

- ○ Expressing dissatisfaction

Correct! ● Persuading to make a purchase

That's correct!

Question 18

1 / 1 pts

In the context of the art of condensation, what does coherence involve?

- ○ Introducing unnecessary details
- **Correct!** ● Creating logical structure and connection
- ○ Using excessive elaborations
- ○ Omitting main ideas

That's correct!

Question 19

1 / 1 pts

When writing a business letter, what font style is recommended?

- ○ Script
- ○ Comic Sans
- **Correct!** ● Times New Roman
- ○ Cursive

That's correct!

Question 20

1 / 1 pts

What is the primary function of the body in a business letter?

- ○ Providing a brief summary
- ○ Including all essential information
- ○ Greeting the recipient
- **Correct!** ● Conveying the main points

That's correct!

Quiz Score: **20** out of 20

‹ Previous   Next ›