




Account




Dashboard




Courses




Calendar



Inbox



Help



- [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 7: Week 7 Quiz

Due Nov 14 at 11:59pm


Points 20

Questions 20

Available Nov 1 at 12am - Nov 14 at 11:59pm

Time Limit 30 Minutes

## Instructions

 Learning Outcome Addressed

- Communicate effectively and share ideas in any business situation.

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, November 14, 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 Nov 14 at 11:59pm.

## Attempt History

	Attempt	Time	Score
LATEST	<a href="#">Attempt 1</a>	9 minutes	19 out of 20

Score for this quiz: **19** out of 20  
Submitted Nov 9 at 5pm  
This attempt took 9 minutes.

Correct!

Question 11 / 1 pts

What does a histogram represent in graphical representation?

☐ Relative values

☐ Continuous data points

☒ Frequency of data points

☐ Proportion of each data point

That's correct!

Correct!

Question 21 / 1 pts

What is the main focus of listening skills?

☐ Interrupting frequently

☒ Paying attention to the speaker

☐ Forming quick judgments

- ☐ Dominating the conversation

That's correct!

### Question 3

1 / 1 pts

Which of the following is a key characteristic of a Circular duplicated 3?

- ☐ Personal opinions
- ☐ Use of graphs
- ☒ Internal communication
- ☐ External distribution

Correct!

That's correct!

### Question 4

1 / 1 pts

Which document is used for external communication?

- ☐ Inter-Office Memorandum (Memo)
- ☒ Business correspondence
- ☐ Circulars
- ☐ Graphical representation

Correct!

That's correct!

### Question 5

1 / 1 pts

What is the purpose of circulars in a business context?

- ☒ Internal communication
- ☐ External distribution
- ☐ Personal opinions
- ☐ Use of graphs

Correct!

That's correct!

### Question 6

1 / 1 pts

Which skill involves expressing thoughts and ideas with confidence and assertiveness?

- ☐ Blogging skills

Correct!

☐ Graphical representation skills

☐ Listening skills

☒ Speaking skills

That's correct!

Question 71 / 1 pts

What format is recommended for business letters to maintain a professional appearance?

Correct!

☐ Memo format

☒ Block format

☐ Centered format

☐ Circular format

That's correct!

Question 81 / 1 pts

What does an Interoffice Memorandum typically include in its header?

Correct!

☐ Recipient's home address

☐ Sender's personal details

☐ External contact information

☒ Date and subject of the message

That's correct!

Question 91 / 1 pts

What is the recommended layout for a formal business letter duplicate 1?

Correct!

☐ Centered format

☐ Circular format

☐ Memo format

☒ Block format

That's correct!

Question 101 / 1 pts

What is a blog primarily used for?

Correct!

- ☒ Self-publishing content on the internet
- ☐ Graphical representation
- ☐ Sending internal memos
- ☐ Creating circulars

That's correct!

### Question 11

1 / 1 pts

What is the key characteristic of an Inter-Office Memorandum (Memo)?

- ☐ External communication
- ☐ Public announcements
- ☐ Creating blogs
- ☒ Communicating within an organization

Correct!

That's correct!

### Question 12

1 / 1 pts

What advantage does graphical representation offer in presenting data?

- ☐ Generating complex data
- ☐ Creating barriers in communication
- ☒ Facilitating improved learning and understanding
- ☐ Confusing the audience

Correct!

That's correct!

### Question 13

0 / 1 pts

What is the advantage of using a pie chart in graphical representation?

- ☐ Showing the frequency of data points
- ☒ Comparing data between categories
- ☐ Representing data through bars
- ☐ Displaying relative values

You Answered

Correct Answer

That's incorrect! Revisit the videos for this week.

**Question 14**

1 / 1 pts

What is the purpose of graphical representation?

- ☐ Internal communication
- ☒ Visual display of numerical data
- ☐ Creating blogs
- ☐ Circular distribution

**Correct!**

That's correct!

**Question 15**

1 / 1 pts

What is the purpose of an Inter-Office Memorandum (Memo)?

- ☐ Creating blogs
- ☐ Public announcements
- ☒ Communicating within an organization
- ☐ External communication

**Correct!**

That's correct!

**Question 16**

1 / 1 pts

Which type of document is used for internal communication within an organization?

- ☒ Inter-Office Memorandum (Memo)
- ☐ Blogs
- ☐ Circulars
- ☐ Business correspondence

**Correct!**

That's correct!

**Question 17**

1 / 1 pts

What is the main focus of graphical representation?

- ☐ Circular distribution
- ☐ Internal communication
- ☒ Visual display of numerical data
- ☐ Creating blogs

**Correct!**

That's correct!

### Question 18

1 / 1 pts

What is the purpose of circulars in a business context duplicate 2?

- ☐ External distribution
- ☐ Use of graphs
- ☒ Internal communication
- ☐ Personal opinions

Correct!

That's correct!

### Question 19

1 / 1 pts

In graphical representation, what does a line graph primarily show?

- ☒ Continuous data points
- ☐ Relative values
- ☐ Frequency of data points
- ☐ Proportion of each data point

Correct!

### Question 20

1 / 1 pts

What is the primary purpose of a blog?

- ☐ External distribution
- ☐ Visual display of numerical data
- ☐ Internal communication
- ☒ Self-publishing content on the internet

Correct!

That's correct!

Quiz Score: 19 out of 20

◀ Previous

Next ▶