

Mid Term Assessment

Started: Oct 24 at 6:58pm

Quiz Instructions

✓  (<https://lms.vitonline.in/courses/526/modules/items/106302>)

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It is now time for a mid-term assessment of your understanding of the concepts covered so far in this module.

Instructions

- The time limit for this quiz is 90 mins. Kindly complete and submit this quiz within this time.
- Additional 10 minutes will be available for uploading the Final PDF.
- **You have only one attempt to answer the quiz and the time starts as soon as you click the "Take the Quiz" button.**
- The answers should be in **handwritten format**. Write your answers **clearly on paper using a pen**.
- For responses to be accepted you have to upload a single document (PDF, less than 500 MB)
- This assessment must be attempted by **Friday, October 31, 2025, by 11:59 PM IST**.

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



Answer all questions



Question 1 10 pts

Describe the importance of different forms of communication (Interpersonal, Intrapersonal, Cross-cultural, Group,) in the workplace. Explain how each form contributes to clarity, collaboration, and decision-making.

Support your answer with suitable professional examples.

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Question 2 10 pts

Edit the passage (find and correct 10 errors):

There is many reasons why business writing fail to achieve its goals. First, writers uses too much passive voice and hides responsibility. Second, the tone are either overly casual or excessively

formal, which reduce clarity. Reports often lack a clear structure; therefore readers cannot able to find key insights. Also, figures are cited without sources and the appendix were not attached. If teams practiced proofreading and fact-checking, much time would had been saved.

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Question 3 10 pts

a) Rewrite the following sentences to correct grammatical errors and improve clarity:

- She don't like to watch movies on weekends.
- He is more taller than his brother.
- The teacher gave us a homeworks to complete.
- Everyone have finished their lunch already.
- I can't hardly wait for the holidays to begin.

b) Grammar (MCQ)

- She sat _____ the chair and began to read.
a) on b) in c) at d) over
- The cat jumped _____ the wall.
a) across b) through c) over d) between
- He has been working here _____ 2010.
a) since b) for c) from d) at
- The book is lying _____ the table.
a) in b) at c) on d) to
- They walked _____ the park to reach home.
a) through b) across c) over d) into

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Question 4 10 pts

a) **Email**

Write an official business email to a client informing them about an upcoming change in your company's pricing policy. Your email should include:

- A proper subject line
- A formal greeting
- A clear explanation of the pricing change
- The effective date of the new policy
- A polite assurance of continued quality and service

b) **Email**

Write an official business email to a client confirming the receipt of their payment for a recent purchase. Ensure that your email includes:

- A proper subject line
- A formal greeting
- A clear confirmation of payment received
- Details of the transaction (amount, date, or invoice number)
- A polite note of appreciation and assurance of next steps

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Question 5 0 pts

Please upload a single PDF file of your responses to the questions here.

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Quiz saved at 6:59pm

Submit Quiz