Quiz 9: Week 9 Quiz

Due Nov 28 at 11:59pm   **Points** 20   **Questions** 20
Available Nov 15 at 12am - Nov 28 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, November 28, 2025, by 11:59 PM 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 28 at 11:59pm.

Attempt History

	Attempt	Time	Score
LATEST	Attempt 1	8 minutes	17 out of 20

Score for this quiz: **17** out of 20
Submitted Nov 23 at 12:52pm
This attempt took 8 minutes.

Question 1	1 / 1 pts

Why is it important to use precise, objective, and impersonal language in formal reports?

- ○ To entertain the reader
- ○ To make the report longer
- ○ To hide information

Correct! → ● To maintain professionalism and convey information objectively

That's correct!

Question 2	1 / 1 pts

Which technique involves immersing oneself in a specific culture or social group to study their customs, behaviors, and beliefs?

- ○ Time series analysis

Correct! → ● Ethnography

Submission Details:

Time:	8 minutes
Current Score:	17 out of 20
Kept Score:	17 out of 20

Ethnography

○ Cluster analysis

○ Content analysis

That's correct!

Question 3
1 / 1 pts

What is the primary purpose of a business report?

○ To share personal opinions

Correct! ◉ To provide factual information for decision-making

○ To entertain

○ To showcase creativity

That's correct!

Question 4
1 / 1 pts

What does the frequency distribution table help achieve in organizing data?

Correct! ◉ Groups data into intervals or categories and shows the number of occurrences in each group

○ Provides a way to represent data using pictures

○ Lists all sources used in the report

○ Facilitates decision-making

That's correct!

Question 5
1 / 1 pts

What is the primary purpose of the introduction in a business report?

○ To provide detailed analysis

○ To conclude the report

○ To showcase supporting information

Correct! ◉ To set the stage and state the purpose and scope of the report

That's correct!

Question 6
0 / 1 pts

Which section of a business report provides a brief overview of the main findings, conclusions, and recommendations?

- ○ Introduction
- ○ Findings

Correct Answer
- ○ Executive Summary

You Answered
- ● Main Body

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

Question 7   1 / 1 pts

Why is it important to follow logical and consistent naming conventions when organizing data files?

Correct!
- ● To maintain data integrity
- ○ To confuse readers
- ○ To make files longer
- ○ To make files inconsistent

That's correct!

Question 8   0 / 1 pts

Which section of a business report provides specific actions, strategies, or decisions based on the findings and conclusions?

Correct Answer
- ○ Recommendations

You Answered
- ● Conclusions
- ○ Methods
- ○ Introduction

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

Question 9   1 / 1 pts

What is the advantage of using graphs, charts, or diagrams in organizing data?

- ○ They make data more confusing.
- ○ They increase the length of the report.
- ○ They are not suitable for business reports.

Correct!
- ● They make data easier to understand and analyze.

That's correct!

Question 10

1 / 1 pts

What is the primary purpose of using a table of contents in a business report?

Correct! ⦿ To outline the structure of the report and help readers navigate the document

○ To confuse the reader

○ To showcase supporting information

○ To conclude the report

That's correct!

Question 11

1 / 1 pts

Which type of report is often used for internal communication within an organization and is less structured and more conversational?

○ Executive report

○ Analytical report

Correct! ⦿ Informal report

○ Technical report

That's correct!

Question 12

1 / 1 pts

Which section of a formal business report provides a clear, definitive answer to the research question or problem addressed in the report?

○ Findings

Correct! ⦿ Conclusions

○ Recommendations

○ Introduction

That's correct!

Question 13

1 / 1 pts

What is the purpose of the references section in a business report?

○ To provide additional supporting information

To provide additional supporting information

○ To list all sources used in the report

○ To showcase creativity

○ To conclude the report

That's correct!

Question 14

1 / 1 pts

Which component of a business report describes the methods used to gather data and information?

○ Methods

○ Analysis

○ Recommendations

○ Findings

That's correct!

Question 15

1 / 1 pts

What is the main purpose of a frequency distribution table?

○ To list references

○ To provide a brief overview of the report

○ To group data into intervals or categories and show the number of occurrences in each group

○ To provide a roadmap

That's correct!

Question 16

0 / 1 pts

In data analysis, what does "quantitative techniques" refer to?

○ Techniques involving qualitative methods

○ Techniques involving statistical methods

○ Techniques involving natural language processing

○ Techniques involving graphical representation

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

Question 17

1 / 1 pts

What is the key difference between a business report and a business proposal?

Correct!

- ⦿ Business reports analyze situations and provide suggestions, while proposals solicit business opportunities.

- ○ Business proposals are used for internal communication, while reports are for external communication.

- ○ Business reports are shorter than proposals.

- ○ Business reports focus on creativity, while proposals focus on facts.

That's correct!

Question 18

1 / 1 pts

In preparing a real-life business report, what is the importance of using bulleted lists, graphics, and charts?

- ○ To confuse the reader

- ○ To hide important information

Correct!

- ⦿ To make the report more engaging and easier to navigate

- ○ To increase the length of the report

That's correct!

Question 19

1 / 1 pts

What is the role of the appendix in a business report?

- ○ To provide a brief overview of the report

- ○ To list references

Correct!

- ⦿ To include additional documentation that may be of interest but not essential to the main body

- ○ To conclude the report

That's correct!

Question 20

1 / 1 pts

Why is it important to establish naming conventions when organizing data files?

Correct!

○ To maintain data integrity

○ To make files inconsistent

○ To make files longer

○ To confuse readers

That's correct!

Quiz Score: **17** out of 20

◀ Previous   Next ▶