



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

### Submission Details:

Time: 9 minutes  
 Current Score: 19 out of 20  
 Kept Score: 19 out of 20

### 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.

**Question 1** 1 / 1 pts

What does a histogram represent in graphical representation?

Relative values

Continuous data points

Frequency of data points

Proportion of each data point

**Correct!**

That's correct!

**Question 2** 1 / 1 pts

What is the main focus of listening skills?

Interrupting frequently

Paying attention to the speaker

Forming quick judgments

**Correct!**

- 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

That's correct!

Correct!

### Question 4

1 / 1 pts

Which document is used for external communication?

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

That's correct!

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

That's correct!

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 7

1 / 1 pts

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

Memo format

Block format

Centered format

Circular format

That's correct!

### Question 8

1 / 1 pts

What does an Interoffice Memorandum typically include in its header?

Recipient's home address

Sender's personal details

External contact information

Date and subject of the message

That's correct!

### Question 9

1 / 1 pts

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

Centered format

Circular format

Memo format

Block format

That's correct!

### Question 10

1 / 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)?

Correct!

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

That's correct!

### Question 12

1 / 1 pts

What advantage does graphical representation offer in presenting data?

Correct!

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

That's correct!

### Question 13

0 / 1 pts

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

You Answered

- Showing the frequency of data points
- Comparing data between categories

Correct Answer

- Representing data through bars
- Displaying relative values

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!

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

That's correct!

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

That's correct!

Correct!

Quiz Score: 19 out of 20

◀ Previous

Next ▶