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Quiz 6: Week 6 Quiz

Due Oct 24 at 11:59pm Points 20 Questions 20
 Available Oct 11 at 12am - Oct 24 at 11:59pm Time Limit 30 Minutes

Submission Details:

Time: 9 minutes
 Current Score: 17 out of 20
 Kept Score: 17 out of 20

Instructions

🎯 Learning Outcome Addressed

- Acquire the requisite skills to crack any job interview/ get success in Group Discussions.

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 24, 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 24 at 11:59pm.

Attempt History

| | Attempt | Time | Score |
|--------|---------------------------|-----------|--------------|
| LATEST | Attempt 1 | 9 minutes | 17 out of 20 |

Score for this quiz: **17** out of 20

Submitted Oct 20 at 6:24pm

This attempt took 9 minutes.

Question 1 1 / 1 pts

Which of the following is a characteristic of a selling resume?

- Ignoring professional formatting
- Listing irrelevant skills
- Quantifying achievements
- Omitting achievements

That's correct!

Correct!

Question 2 1 / 1 pts

What is a characteristic of a well-designed resume?

- Inclusion of irrelevant information
- Listing personal preferences
- Professional formatting and easy readability

Correct!

- Lack of clarity and formatting

That's correct!

Question 3

1 / 1 pts

What does a resume summarize?

- Personal hobbies
- Unrelated qualifications
- Work experience, education, skills, and achievements
- Social media profiles

That's correct!

Correct!

Question 4

1 / 1 pts

When addressing the hiring manager in an application letter, what should you use if you don't know their name?

- Skip the greeting
- Use a generic salutation like "To whom it may concern"
- Include their first name only
- Address them as "Dear Employee"

That's correct!

Correct!

Question 5

1 / 1 pts

What is a key factor in deciding between sending an email or a letter?

- The font style
- The length of the message
- The nature of the message, intended audience, and desired impact
- The time of day

That's correct!

Correct!

Question 6

0 / 1 pts

What is the purpose of a cover letter submitted alongside a resume?

You Answered

- Include a list of references

Correct Answer

- Highlight qualifications and interests
- Share personal stories
- Mention unrelated experiences

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

Question 7

1 / 1 pts

What should readers look for in skimming to grasp the main ideas?

Correct!

- First and last sentences of paragraphs, and words in bold or italics
- Reading only the table of contents
- Reading every sentence
- Ignoring bold or italicized words

That's correct!

Question 8

1 / 1 pts

Why is it important to quantify achievements in a selling resume?

Correct!

- To hide achievements
- To create vague statements
- To confuse employers
- To demonstrate the candidate's track record and impact

That's correct!

Question 9

1 / 1 pts

What does skimming involve?

Correct!

- Memorizing the content word by word
- Quickly reading to obtain a general overview
- Ignoring headings and titles
- Carefully reading the entire text

That's correct!

Question 10

0 / 1 pts

What is scanning used for in reading?

You Answered

Correct Answer

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

- Memorizing the entire text
- Deep understanding
- Obtaining a general overview
- Identifying specific keywords or phrases

Question 11 1 / 1 pts

Which is a common type of resume format?

Correct!

- Overwhelming
- Functional, Chronological, and Combination
- Random
- Chaotic

That's correct!

Question 12 1 / 1 pts

What is another term for an application letter?

Correct!

- Memo
- Cover letter
- Resume
- Circular

That's correct!

Question 13 1 / 1 pts

What is the purpose of a strong summary or objective statement in a selling resume?

Correct!

- To confuse potential employers
- To demonstrate the candidate's unique selling proposition and achievements
- To list personal hobbies
- To include irrelevant details

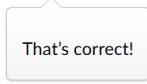
That's correct!

Question 14

1 / 1 pts

What can a well-designed cover letter template help applicants achieve?

- Increased chances of rejection
- Excessive personal information
- Lengthy content
- A polished and attention-grabbing document

Correct!
That's correct!**Question 15**

1 / 1 pts

What should a selling resume include to demonstrate a candidate's track record?

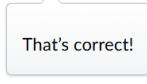
- Quantifiable achievements
- General statements
- Unrelated experiences
- Broad objectives

Correct!
That's correct!**Question 16**

1 / 1 pts

Why are skimming and scanning valuable reading techniques?

- They help in memorizing the entire text
- They efficiently process large amounts of written material
- They are suitable for in-depth research
- They are time-consuming

Correct!
That's correct!**Question 17**

1 / 1 pts

What is the purpose of a well-written application letter?

- Share personal stories
- Explain why the applicant is interested in the job
- List irrelevant qualifications
- Include unnecessary details

Correct!

That's correct!

Question 18

0 / 1 pts

What is the primary purpose of a cover letter?

Correct Answer

- Introduce the applicant and highlight qualifications
- Conclude the job application
- Include personal preferences
- Summarize work experience

You Answered

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

Question 19

1 / 1 pts

How should you address the hiring manager in an application letter if you don't know their name?

Correct!

- Dear Applicant
- No greeting is needed
- To whom it may concern
- Hello Manager

That's correct!

Question 20

1 / 1 pts

What is the primary purpose of letters and emails in written communication?

Correct!

- Include irrelevant information
- Share personal stories
- Convey emotions
- Facilitate written communication

That's correct!

Quiz Score: 17 out of 20

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