

Time spent 01:26:07	Amount attempted 100%	Status Complete
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SCO Title	Status	Score	Student's Response	Result	Time
Business Communication	Complete	100%	N/A	N/A	01:26
BUSINESS_COMMUNICATI_What_is_the_primary_purpose_of_business_communication__0	Complete	0%	t	Correct	00:00
BUSINESS_COMMUNICATI_Which_of_the_following_is_an_example_of_non-verbal_communication__0	Complete	0%	b	Correct	00:00
BUSINESS_COMMUNICATI_When_should_you_use_formal_language_in_business__0	Complete	0%	a	Incorrect	00:00
BUSINESS_COMMUNICATI_What_is_the_recommended_tone_for_a_business_email__0	Complete	0%	p	Correct	00:00
BUSINESS_COMMUNICATI_What_is_the_recommended_etiquette_for_virtual_backgrounds_in_video_conferencing__0	Complete	0%	s	Correct	00:00
BUSINESS_COMMUNICATI_What_is_the_primary_purpose_of_business_communication__1	Complete	0%	t	Correct	00:00
BUSINESS_COMMUNICATI_Which_of_the_following_is_an_example_of_non-verbal_communication__1	Complete	0%	b	Correct	00:00
BUSINESS_COMMUNICATI_When_should_you_use_formal_language_in_business__1	Complete	0%	d	Correct	00:00
BUSINESS_COMMUNICATI_What_is_the_recommended_tone_for_a_business_email__1	Complete	0%	p	Correct	00:00
BUSINESS_COMMUNICATI_What_is_the_recommended_etiquette_for_virtual_backgrounds_in_video_conferencing__1	Complete	0%	s	Correct	00:00

Reflection on My Learning Experience in Business Communication

Learning about Business Communication has been a very important part of my personal and professional development. It helped me understand how to communicate clearly and respectfully in a work environment. Good communication is the key to building strong relationships and achieving success in any career.

Understanding the Basics of Business Communication

Through this learning, I discovered the importance of clear, polite, and professional communication. Whether it's through emails, meetings, or reports, how we communicate in business settings can affect teamwork, productivity, and the company's image.

Learning to Communicate Professionally

I now understand how to write formal emails, take meeting notes, and speak confidently in work situations. I also learned how important tone and body language are when speaking face-to-face or in online meetings. This has improved how I express myself and how I listen to others.

The Role of Listening and Feedback

One valuable lesson was the importance of being a good listener. Business communication is not just about speaking or writing—it's also about understanding what others are saying. Giving and receiving feedback politely and constructively is something I now feel more confident doing.

Dealing with Communication Challenges

I also learned how to handle misunderstandings, cultural differences, and conflicts in a respectful and professional way. These skills are useful not just in business, but in everyday life too.

Boosting My Confidence

The skills I've gained from this module have made me feel more confident when speaking in groups, sending messages, and taking part in discussions. I feel ready to communicate effectively in the workplace and represent myself and my ideas in the best possible way.