



**BIJU PATNAIK INSTITUTE OF INFORMATION  
TECHNOLOGY & MANAGEMENT STUDIES, BHUBANESWAR**

**\*QUIZ TEST**

**FIRST SEM. MBA (2024-26 BATCH)**

**BUSINESS COMMUNICATION**

**NAME:\_\_\_\_\_ ROLL NO.\_\_\_\_\_**

**Full Marks – 10**

**Time – 15 minutes**

**Briefly answer the following questions. (1x10=10)**

- 1. Which reading skill would you use when you are reading an article for a presentation?**
- 2. What is the first item of the Agenda for a business meeting?**
- 3. Write the Notice for a meeting of the Board of Governors of BIITM scheduled to be held in SSD Lab at 4.30 p.m. on Saturday, the 7<sup>th</sup> of December, 2024.**
- 4. What do you mean by “regressive eye movement” while reading?**
- 5. Which 3 kinds of people need to be invited to a business meeting?**
- 6. Mention one way in which you can make stylistic variation in your writing?**
- 7. What is meant by “fluency” in speaking?**
- 8. Who delivers the Opening Remarks in a meeting?**
- 9. Give 2 examples of routine (neutral) message in business.**
- 10. What do you mean by “Inferring” as a reading skill?**

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**Marks – 10** **Time –15 minute**

**Briefly answer the following questions. (1x10=10)**

1. When we read short texts for detailed information, we use the skill of \_\_\_\_\_. (Fill in the blank.)
2. What is the output of the Pre-writing stage in writing?
3. What do you mean by “verbatim minutes” of a meeting?
4. Mention one way in which you can enhance your confidence before delivering a speech.
5. Which approach would you adopt while composing negative and persuasive messages?
6. What do you mean by the “right pace” in speaking?
7. What is your reading purpose when you ‘skim’ a text?
8. Give 2 examples of “negative” business messages.
9. What is the last item of an Agenda for a business meeting?
10. Why is “Finger pointing” while reading regarded as a reading fault?

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**Time – 15 minutes**

**Briefly answer the following questions. (1x10=10)**

1. Which reading skill would you use when you are reading a novel during travel?
2. What does “clarity” mean in the context of a message?
3. What does the Recorder do in a meeting?
4. The Annual General Meeting of a company requires a \_\_\_\_\_ notice to all stakeholders. (Fill in the blank.)
5. What does the “minutes of resolution” record?
6. What do you mean by “reading efficiency”?
7. Give 2 examples of positive message in business.
8. What is “coherence” with reference to writing?
9. What is an effective way to develop fluency in speech?
10. Writing as a process has 5 steps. What are they?

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**Time – 15 minutes**

**Briefly answer the following questions. (1x10=10)**

1. What do you mean by “clear articulation”?
2. Which reading skill would you use while trying to find your name in a list of successful candidates?
3. How are formal business meetings different from informal business meetings?
4. Draft a Notice for the AGM of Company X, Bhubaneswar, inviting its stakeholders to attend the meeting in K.D.Hall of BIITM at 3 p.m. on Monday, the 9<sup>th</sup> of December, 2024.
5. What does “conciseness” in writing mean?
6. What can you do to improve your voice modulation?
7. Why should we have a lot of white space in business documents?
8. What is the gain if a meeting is conducted by the Facilitator rather than the Chairperson?
9. What is the purpose of persuasive message?
10. How is “minutes of narration” different from “minutes of resolution”?

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**Time – 15 minutes**

**Briefly answer the following questions. (1x10=10)**

1. Which reading skill would you use while going through the rules for participation in a competition?
2. How do the speaker's confidence and fluency contribute to the effectiveness of a speech?
3. Reading is \_\_\_\_\_ and processing of information.  
(Fill in the blank.)
4. Mention one way in which you can improve your voice quality.
5. What are the 5 important roles to be performed in a meeting?
6. Give 2 examples of “negative” message in business.
7. Formal business meetings require a \_\_\_\_\_, and the recording of the \_\_\_\_\_. (Fill in the blanks.)
8. What two things can you do to achieve “clarity” in your writing?
9. Why are Sub-vocalizing and Finger-Pointing regarded as faulty reading habits?
10. Mention 2 examples of “formal” business meeting.

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**Time – 15minutes**

**Briefly answer the following questions. (1x10=10)**

1. In order to decide the title of a passage, we need to use the reading skill of \_\_\_\_\_. (Fill in the blank.)
2. What is the most important aspect of body language for a speaker?
3. Formal business meetings have 2 requirements. What are they?
4. Who delivers the Opening Remarks in a meeting?
5. What is “minutes of narration” in the context of a business meeting?

- 6. When do we need to use the reading strategy of “Scanning”?**
- 7. Give 2 examples of persuasive message in business?**
- 8. What is the first item of every Agenda for a meeting?**
- 9. Which approach would you adopt while writing positive and routine messages?**
- 10. What do you mean by “conciseness” in writing?**