ourdiu.com | Shared by Khabbab HS

Daffodil International University

Faculty of Science & Information Technology

Department of Information Technology & Management

Quiz 1, Fall 2025

Course Code: ITM 202; Course Title: Business Communication

Sections: A; Teachers: AA

Time: 0:40 Hrs **Marks: 15**

Answer ALL Questions

[The figures in the right margin indicate the full marks and corresponding course outcomes. All portions of each question must be answered sequentially.]

- **Students need to go through the given CASE and answer creating information as necessary.**

Project Case: Read, invent and incorporate information where necessary.

ourdiu.com

1.	You have been invited to a virtual meeting via Google Meet regarding internship opportunities in a corporate organization. What tips you will provide to prepare well for the video conference?	[Marks-5]	CLO-1 *Level-2*
2.	In a course you have been given a research document to summarize. What **not to do** while reading so that you can **prepare** the summary perfect?	[Marks-5]	CLO-2 *Level-4*
3.	Find the **key differences** between oral and written communication in a business context?	[Marks-5]	CLO-2 *Level-4*