



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.

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. [Marks-5] CLO-2
Level-4
What **not to do** while reading so that you can **prepare** the summary perfect?
3. Find the **key differences** between oral and written communication in a business context? [Marks-5] CLO-2
Level-4