

المملكة العربية السعودية

وزارة التعليم

MINISTRY OF EDUCATION



لكل المهتمين و المهتمات
بدروس و مراجع الجامعية

هام

مدونة المناهج السعودية eduschool40.blog

Section : _____ Date of submission: _____

Course : **Business Communication (MGT223)**
Maximum Marks : **10 marks** (to be added to the MTE)
Deadline for submission: **Wednesday, November 28, 2018**
Task : To Answer all the questions of this final comprehensive assignment

Important Instructions for the students:

1. *Print this assignment and fill the information required above and write **HANDWRITTEN** answers in the space provided after each question.*
2. *Submit only **HANDWRITTEN** answers*
3. *Assignments must be on **A4** size paper sheets preferably of white color*
4. *The answers should be correct and clearly written in a **Blue or Black Ink**.*

1. **Write three important elements of developing logical paragraphs.** 5

- i. Paragraph Unity.
- ii. Paragraph Coherence.
- iii. Paragraph Length.

2. **Write any four (4) ways of writing clearly.** 5

- i. Be accurate and complete.
- ii. Use familiar words.
- iii. Use specific, concrete language.
- iv. Avoid clichés, slang, unnecessary jargon.

3. **Enumerate any three (3) Stages of Oral Presentation.** 11

- i. Planing Presentation.
- ii. Orgnizing Presentation.
- iii. Planing team and online Presentation.

10. List three (3) criteria for a good business report. 9

- i. Organized.
- ii. Well supported
- iii. Use ful

11. Demonstrate the five (5) stages of employment communication. 12

- i. Résumé.
- ii. Cover Letter.
- iii. Interview.
- iv. Follow-Up.
- v. Etiquette.

All the Best!

4. State the four important purposes of oral presentations. 11

- i. To Report.
- ii. To Explain.
- iii. To Persuade.
- iv. To Motivate.

5. Elaborate any three (3) ways of writing effective sentences. 5

- i. Use a variety of sentence types.
- ii. Use active and passive voice appropriately.
- iii. Use parallel structure.

6. State three (3) steps in interpreting data. 9

- i. Isolation.
- ii. Context.
- iii. Synthesis

7. List four (4) important types of goodwill messages. 6

- i. Recognition Notes.
- ii. Congratulatory Notes.
- iii. Thank you Notes.
- iv. Sympathy Notes.

8. State the three (3) important elements of constructing the questionnaire. 9

- i. Content.
- ii. Organization.
- iii. Format.

9. Enumerate any four (4) elements to evaluate when evaluating internet sources for data. 9

- i. Authority.
- ii. Purpose/Objectivity.
- iii. Converage.
- iv. Currency.