



Student Name: _____

Class: _____

Student ID: _____

Date: _____

Assessment Details

Duration: 60 minutes	Total Marks: 100
Topics Covered:	<ul style="list-style-type: none">• Foundations of Effective Verbal Communication• Articulating Thoughts Confidently• Structuring and Delivering Effective Verbal Presentations

Instructions to Students:

1. Read all questions carefully before attempting.
2. Show all working out - marks are awarded for method.
3. Use the spaces provided for your answers.
4. If you need more space, use the additional pages at the end.
5. Time management is crucial - allocate approximately 1 minute per mark.

Section A: Multiple Choice [20 marks]

Question 1

[2 marks]

What are the key elements of clear and concise verbal communication? (Select all that apply)

A) Clarity

B) Conciseness

C) Confidence

D) Audience awareness

Question 2

[2 marks]

Which of the following is an example of rambling in a professional conversation?

A) Providing unnecessary details

B) Using jargon

C) Asking for clarification

D) Summarizing the main points

Question 3

[8 marks]

Describe a situation where you had to communicate complex information to a non-technical audience. How did you adapt your language to ensure clarity?

Question 4

[8 marks]

What are some strategies for building confidence when communicating in a professional setting?

Question 5

[10 marks]

You are a team leader presenting a project update to your manager. Your task is to articulate your thoughts clearly and confidently. Your partner will play the role of the manager and provide feedback and ask questions.

Question 6

[10 marks]

After the role-play activity, take a few minutes to reflect on your experience. What did you do well? What could you improve on?

Question 7

[5 marks]

What is the primary purpose of an introduction in a verbal presentation?

A) To provide background information

B) To grab the audience's attention

C) To summarize the main points

D) To provide a conclusion

Question 8

[5 marks]

Which of the following is an effective way to structure a verbal presentation?

A) Introduction, body, conclusion

B) Introduction, conclusion, body

C) Body, introduction, conclusion

D) Conclusion, introduction, body

Conclusion and Marking Guide

This assessment is designed to evaluate your ability to demonstrate effective verbal expression in a business communication context. Your assessment will be evaluated based on the following criteria:

- Clarity: The ability to communicate complex information in a clear and concise manner.
- Conciseness: The ability to stay focused and avoid rambling.
- Confidence: The ability to articulate thoughts confidently and assertively.
- Structure: The ability to organize and deliver a verbal presentation effectively.

Remember to stay focused, articulate your thoughts confidently, and organize your presentation effectively. Good luck!