

Business Communication (3cr)

MLI61A130

Session 5



Lecturer: Mark Badham

AGENDA

1. A3 In-class test:

- 13.05: **Quiz** 45 minutes max.
Break
- 14.00: **Writing task** 45 minutes max.
Break

2. Session 6 consultation instructions

3. A4 Presentation teasers (60 seconds)

1. A3 In-class test

2 parts:

1. **Multiple-choice quiz** in MyCourses: worth 10%. 45 minutes max.
 2. **Writing task** in MyCourses: worth 20%. 45 minutes max.
- You have 45 minutes to complete the quiz and review the correct answers. After this, the quiz will be closed.
 - Closed test: no notes, no textbook
 - I may submit your submitted work into Turnitin to check for plagiarism
 - Last year 90% of students finished Quiz in 30 minutes and Written Task in 35 minutes
 - Raise hand for questions

1. Quiz

- 40 multiple-choice questions.
- Overall quiz grade between 0 and 10
- Click on '**Submit**' **at the end** – to submit your answers.
- Each answer has a value between 0 and 1 (there is no negative score).
- Each question has **1 or 2 correct answers**.

More details within Quiz

2. Writing task

- Based on a business communication scenario that you will be given, you will write... (something).
- You will type (something) into a Word document on your computer
- Then save it,
- Then submit it into the A3 Written Task activity in MyCourses.

- 10 minute BREAK between Part 1 & Part 2
- Then we continue normal Session

2. Team consultation sessions in ZOOM: Session 6

- Show A4 team presentation STRATEGY SUMMARY & DRAFT SLIDES to teacher in consultation session (for teacher feedback) – one student to share screen
- 15 minutes max. each team = 10 minutes for ‘Strategy Summary’ & 5 minutes for ‘Slides’

Team Big Four:	13.00 – 13.15
Mikkeli communicators:	13.15 – 13.30
Team 1:	13.30 – 13.45
Disaster:	14.00 – 14.15
ComTeam:	14.15 – 14.45
Communicators:	15.00 – 15.15
Something Sweet:	15.15 – 15.30
Introverts:	15.30 – 15.45
Sisu:	16.00 – 16.15
PowerPuff Girls:	16.15 – 16.30
BOTONG:	16.30 – 16.45

3. Deliver A4 Presentation 60-second TEASERS:

- (1) Topic
- (2) Context
- (3) Main Points