

Loyola Pvt. ITI Vijayapura

April Monthly Test

Q. ID: ITISKILL371379 | April 2026

72.00% 18 / 25

Student Name	NIDHA PATEL	Access Code	0324
Attempt No.	#1	Completion Time	01:24 PM
Rank	#5	Total Questions	25

18 SCORE

25 MAX MARKS

18 CORRECT

7 INCORRECT

Answer Review

Q1 **CORRECT** Raj and Tej talk to each other only on the phone. What type of communication is this?

A. Sign communication

B. Non-Verbal Communication

C. Verbal Communication ☒

D. Written communication

Q2 **INCORRECT** Letter is a form of _____communication.

A. Non-verbal

B. Spoken

C. Written ☒

D. Telephone ☐

Q3 **CORRECT** 'Reg' in the letter means ____.

A. Regarding ☐

B. Subject

C. Greetings

D. Body

Q4 **CORRECT** Tom received a letter, but it did not have any details of who sent it. The letter was missing the _____?address.

A. Receiver?s

B. Sender?s ☐

C. Greetings

D. Subject

Q5 **CORRECT** Sam wanted to apply for a job. He thought of writing a cover letter to the company. But his friend suggested to attach _____ with the cover letter.

A. Brochure

B. Leave

C. Formal

D. Resume ☐

Q6 **CORRECT** Shouting shows we are angry. Talking very slowly shows we are tired or sleepy. What part of non-verbal communication helps us understand this?

A. Smile

B. Hand movements

C. Tone of voice ☐

D. Eye movements

Q7 **INCORRECT** Distance between yourself and the other person is called _____.

A. Spatial distance ☒

B. Relationship

C. Informal ☐

D. Close

Q8 **INCORRECT** When talking to our co-workers, we should not stand or sit _____ to them.

A. too close ☒

B. opposite

C. In front of ☐

D. next to

Q9 **INCORRECT** Cherry is going for an interview. What should she not do?

A. Wear formal dress ☐

B. Apply too much makeup or perfume ☒

C. Take her resume

D. Wear clean clothes

Q10 **CORRECT** You can speak to your friend_____.

A. Formally

B. Informally ☒

C. By reading their mind

D. By dancing

Q11 **INCORRECT** Which is not a type of communication?

A. Verbal

B. Non-verbal

C. Written ☐

D. Driving ☐

Q12 **CORRECT** Formal communication is used at ___?

A. Friend

B. House

C. Party

D. Workplace ☐

Q13 **CORRECT** Vinod met his new manager at his workplace. He had to ____ himself first.

A. Thank

B. Introduce ☐

C. Appreciate

D. Praise

Q14 **CORRECT** Whenever we are communicating we have to be dressed appropriately, maintain our body language and maintain ___?

A. a very loud volume

B. make up

C. eye contact ☐

D. silence

Q15 **CORRECT** Exchange of ideas happen through ____.

A. Communication ☐

B. Listening

C. Watching

D. Singing

Q16 **CORRECT** At workplace, communication must follow the ____.

A. Ideas

B. Text

C. 6Cs ☐

D. Close

Q17 **CORRECT** Organizations communicate mainly through ____.

A. Letters

B. E-mails ☐

C. Project

D. Unfamiliar words

Q18 **CORRECT** In a meeting, Surya speaks in Hindi. Some of his team members understand both English & Hindi, while others only know English. What should Surya do?

A. Speak in Hindi

B. Scold people

C. Stop talking

D. Speak in English ☐

Q19 **INCORRECT** What can make it difficult to communicate in the workplace?

A. Language differences

B. Use of unfamiliar words

C. Differences in communication styles ☐

D. All of these ☐

Q20 **CORRECT** Sharing will help everyone feel involved and ____.

A. Happy

B. Sad

C. Motivated ☐

D. Close

Q21 **CORRECT** Ram, Vinay and Sandeep are working as a team to finish the geography project. Vinay is sharing his thoughts. What are Vinay and Sandeep supposed to do?

A. Listen actively ☐

B. Play

C. Go around the school

D. None of these

Q22 **CORRECT** Tina and Lyra's team are working together to finish the school painting project. What should both the teams do to finish the project?

A. Resist

B. Share responsibility ☐

C. Fight

D. Argue

Q23 **CORRECT** Argument or disagreement between two groups of people is called_____.

A. Teamwork

B. Conflict ☒

C. Happiness

D. Fun

Q24 **INCORRECT** Conflict in workplace affects ____?.

A. ability to work ☒

B. salary ☐

C. environment

D. weather

Q25 **CORRECT** James had to meet his team members Suraj, Reena and Nagma on Friday. James called Suraj and Reena. But he did not inform Nagma. This is an example of_____.

A. Poor communication ☒

B. Typing error

C. Stress

D. Poor listening