

Loyola Pvt. ITI Vijayapura

March Monthly Test

Q. ID: ITISKILL26175P | March 2026

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Student Name	PREETI M KARKUR	Access Code	0711
Attempt No.	#1	Completion Time	11:21 AM
Rank	#14	Total Questions	25

12 SCORE

25 MAX MARKS

12 CORRECT

13 INCORRECT

Answer Review

Q1 **CORRECT** Nitya wanted to discuss an issue with her teammates. What type of communication is it?

A. Written

B. Verbal

C. Image

D. Video

Q2 **INCORRECT** The way we sit, our facial expression and body language show _____ communication.

A. non- verbal

B. verbal

C. informal

D. written

Q3 **CORRECT** Verbal communication is the use of ____.

A. Sign

B. Words

C. Maths

D. Images

Q4 **INCORRECT** Forms of verbal communication are ____.

A. Making eye contact

B. Thinking

C. Writing and Speaking

D. Dancing

Q5 **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

Q6 **CORRECT** 'Reg' in the letter means ____.

A. Regarding

B. Subject

C. Greetings

D. Body

Q7 **INCORRECT** 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

Q8 **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

Q9 **INCORRECT** Which is not a type of non-verbal communication ?

A. E-mail

B. Eye-contact

C. Hand movements

D. Facial expression

Q10 **INCORRECT** 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

Q11 **INCORRECT** Distance between yourself and the other person is called _____.

A. Spatial distance

B. Relationship

C. Informal

D. Close

Q12 **CORRECT** Which is not a type of communication?

A. Verbal

B. Non-verbal

C. Written

D. Driving

Q13 **INCORRECT** 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 **INCORRECT** Which communication method should be used to share confidential information and documents in the workplace?

A. WhatsApp

B. Email

C. Instagram

D. Phone

Q17 **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

Q18 **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

Q19 **CORRECT** Argument or disagreement between two groups of people is called_____.

A. Teamwork

B. Conflict

C. Happiness

D. Fun

Q20 **CORRECT** Conflict usually creates ____?.

A. Negative emotions

B. Positive emotions

C. Happy emotions

D. Enjoyment

Q21 **INCORRECT** Conflict in workplace affects ___?.

A. ability to work

B. salary

C. environment

D. weather

Q22 **INCORRECT** 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

Q23 **INCORRECT** During criticism we must remain ____ and ____ to the person.

A. happy and joyful

B. calm and listen

C. shout and cry

D. fight and cry

Q24 **CORRECT** We start communicating when we are _____.

A. Adults

B. Parents

C. Children

D. Old

Q25 **INCORRECT** How should you respond to constructive feedback from someone?

A. Listen and understand

B. Argue with the person

C. Feel nervous

D. Ignore the feedback