

Loyola Pvt. ITI Vijayapura

April Monthly Test

Q. ID: ITISKILL371379 | April 2026

40.00% 10 / 25

Student Name	MALIK RIHAN MAKKANNDAR	Access Code	3001
Attempt No.	#1	Completion Time	01:26 PM
Rank	#16	Total Questions	25

10 SCORE

25 MAX MARKS

10 CORRECT

15 INCORRECT

Answer Review

Q1 **INCORRECT** 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 **INCORRECT** '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 **INCORRECT** 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 **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

Q7 **CORRECT** 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 **INCORRECT** You can speak to your friend_____.

A. Formally ☐

B. Informally ☒

C. By reading their mind ☐

D. By dancing ☐

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

A. Verbal

B. Non-verbal

C. Written

D. Driving ☒

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

A. Friend ☐

B. House

C. Party

D. Workplace ☒

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

- A. Happy
- B. Sad ☐
- C. Motivated ☒
- D. Close

Q21 **INCORRECT** 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 **INCORRECT** Argument or disagreement between two groups of people is called_____.

A. Teamwork

B. Conflict ☒

C. Happiness

D. Fun ☐

Q24 **CORRECT** Conflict in workplace affects ___?.

A. ability to work ☒

B. salary

C. environment

D. weather

Q25 **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