

# Loyola Pvt. ITI Vijayapura

## April Monthly Test

Q. ID: ITISKILL371379 | April 2026

72.00% 18 / 25

Student Name	SOYAL NADAF	Access Code	3864
Attempt No.	#1	Completion Time	01:26 PM
Rank	#6	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 **CORRECT** 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 **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** **INCORRECT** Distance between yourself and the other person is called \_\_\_\_\_.

**A.** Spatial distance

**B.** Relationship

**C.** Informal

**D.** Close

**Q8** **CORRECT** 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** **CORRECT** 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 **CORRECT** 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 **INCORRECT** 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