

# Loyola Pvt. ITI Vijayapura

## April Monthly Test

Q. ID: ITISKILL371379 | April 2026

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|--------------|-----------------|-----------------|----------|
| Student Name | PREETI M KARKUR | Access Code     | 6966     |
| Attempt No.  | #1              | Completion Time | 01:19 PM |
| Rank         | #9              | Total Questions | 25       |

16 SCORE

25 MAX MARKS

16 CORRECT

9 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 **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 **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 **INCORRECT** 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 **INCORRECT** 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 **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