

# Loyola Pvt. ITI Vijayapura

## March Monthly Test

Q. ID: ITISKILL26175P | March 2026

**72.00%** 18 / 25

Student Name	VAISHNAVI DOMBALE	Access Code	7839
Attempt No.	#1	Completion Time	11:25 AM
Rank	#4	Total Questions	25

**18** SCORE

**25** MAX MARKS

**18** CORRECT

**7** 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 **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

Q6 **CORRECT** 'Reg' in the letter means \_\_\_\_.

A. Regarding

B. Subject

C. Greetings

D. Body

**Q7** **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

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

A. E-mail

B. Eye-contact

C. Hand movements

D. Facial expression

**Q10** **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

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

A. WhatsApp

B. Email

C. Instagram

D. Phone

Q17 **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

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 **INCORRECT** Conflict usually creates \_\_\_\_?.

A. Negative emotions

B. Positive emotions

C. Happy emotions

D. Enjoyment

Q21 **CORRECT** Conflict in workplace affects \_\_\_?.

A. ability to work

B. salary

C. environment

D. weather

Q22 **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

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 **CORRECT** 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