

March Monthly Test

Q. ID: ITISKILL26175P

March 2026

Loyola Pvt. ITI Vijayapura

Question Paper

Student: SOYAL NADAF

Score: 14/25 (56.00%)

Code: 7431

1. Nitya wanted to discuss an issue with her teammates. What type of communication is it?
- A) Written
C) Image
B) **Verbal**
D) Video (Incorrect)
2. The way we sit, our facial expression and body language show _____ communication.
- A) **non- verbal (Correct)**
C) informal
B) verbal
D) written
3. Verbal communication is the use of ____.
- A) Sign
C) Maths
B) **Words (Correct)**
D) Images
4. Forms of verbal communication are ____.
- A) Making eye contact
C) **Writing and Speaking (Correct)**
B) Thinking
D) Dancing
5. Raj and Tej talk to each other only on the phone. What type of communication is this?
- A) Sign communication
C) **Verbal Communication (Correct)**
B) Non-Verbal Communication
D) Written communication
6. 'Reg' in the letter means ____.
- A) **Regarding**
C) Greetings
B) Subject (Incorrect)
D) Body
7. Tom received a letter, but it did not have any details of who sent it. The letter was missing the _____?address.
- A) Receiver?s
C) Greetings
B) **Sender?s (Correct)**
D) Subject
8. 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
C) Formal
B) Leave
D) **Resume (Correct)**
9. Which is not a type of non-verbal communication ?
- A) **E-mail**
B) Eye-contact
- C) Hand movements
D) Facial expression (Incorrect)
10. 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
C) **Tone of voice (Correct)**
B) Hand movements
D) Eye movements
11. Distance between yourself and the other person is called _____.
- A) **Spatial distance (Correct)**
C) Informal
B) Relationship
D) Close
12. Which is not a type of communication?
- A) Verbal
C) Written
B) Non-verbal (Incorrect)
D) **Driving**
13. Vinod met his new manager at his workplace. He had to _____himself first.
- A) Thank
C) Appreciate
B) **Introduce (Correct)**
D) Praise
14. Whenever we are communicating we have to be dressed appropriately, maintain our body language and maintain ____?.
- A) a very loud volume
C) **eye contact (Correct)**
B) make up
D) silence
15. Exchange of ideas happen through _____.
- A) **Communication (Correct)**
C) Watching
B) Listening
D) Singing
16. Which communication method should be used to share confidential information and documents in the workplace?
- A) WhatsApp
C) Instagram
B) **Email (Correct)**
D) Phone
17. What can make it difficult to communicate in the workplace?
- A) Language differences
C) Differences in communication styles
B) Use of unfamiliar words
D) **All of these (Correct)**

