

16. Shyam and Ram applied for the same job. Shyam read the job description in detail and made note of important details. Who will know more about the company?

- A) Both of them
B) Ram
C) Shyam
D) None of them

Answer: C) Shyam

17. Which is not a type of non-verbal communication ?

- A) Hand movements
B) Facial expression
C) Eye-contact
D) E-mail

Answer: D) E-mail

18. Which of these is not a positive word about your work?

- A) Fun
B) Exciting
C) Boring
D) Interesting

Answer: C) Boring

19. Ram was asked to measure his cupboard. It was 4 feet tall. Here feet means ____.

- A) Taste
B) Hand
C) Measurement
D) Leg

Answer: C) Measurement

20. Describing words add more information to the ____?

- A) Sad
B) Bad
C) Numbers
D) Naming words

Answer: D) Naming words

21. Shwetha and Rakshit are coworkers. They are angry with each other because they have not completed a project properly. Which is a good way to resolve such conflicts in the workplace?

- A) File a police complaint
B) Find different ways to solve the problem
C) Ignore each other
D) Quit the job

Answer: B) Find different ways to solve the problem

22. Tom tries to read the name boards, advertisements and posters that are in English. This helps him to_____.

- A) Friends
B) Improve his English
C) See
D) Play

Answer: B) Improve his English

23. Shilpa is applying for a job online. She sends her application by email. What is she supposed to mention in the subject line to make it easy for the employer to find her email?

- A) Shilpa - Job Position
B) Previous experience
C) Education qualification
D) Shilpa - Age

Answer: A) Shilpa - Job Position

24. 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) Argue
B) Share responsibility
C) Resist
D) Fight

Answer: B) Share responsibility

25. 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) Stress
B) Poor communication
C) Typing error
D) Poor listening

Answer: B) Poor communication

26. A child was working in the computer lab which had many computers. The word 'computers' is in the____ form.

- A) Plural
B) Minimum
C) Less
D) Maximum

Answer: A) Plural

27. A declarative sentence tells us some information or explanation. It ends with _____.

- A) Exclamatory mark (!)
B) Full stop (.)
C) Comma (,)
D) Question mark (?)

Answer: B) Full stop (.)

28. Adjectives are ____ words.

- A) Describing
B) Finish
C) Sound
D) Neutral

Answer: A) Describing

29. 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) Stop talking
B) Scold people
C) Speak in English
D) Speak in Hindi

Answer: C) Speak in English

30. Argument or disagreement between two groups of people is called_____.

- A) Happiness
B) Conflict
C) Fun
D) Teamwork

Answer: B) Conflict

31. 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) None of these
B) Listen actively
C) Play
D) Go around the school

Answer: B) Listen actively

32. A person with a growth mindset is always willing to _____. | ಬೆಳವಣಿಗೆಯ ಮನಸ್ಸಿ ಹೊಂದಿರುವ ವ್ಯಕ್ತಿಯು ಯಾವಾಗಲೂ

ಸಿದ್ದರಿಡ್ಧಾರೆ.

- A) grow, change, learn | ಬೆಳೆಯಿರಿ, ಬದಲಿಸಿ, ಕಲಿಯಿರಿ
B) become rich | ಶ್ರೀಮಂತರಾಗುತ್ತಾರೆ
C) keep quiet | ಮೌನವಾಗಿರಿ D) relax | ವಿಶ್ರಾಂತಿ

Answer: A) grow, change, learn | ಬೆಳೆಯಿರಿ, ಬದಲಿಸಿ, ಕಲಿಯಿರಿ

33. A formal letter can be used for _____ purposes.

- A) Official B) Boring
C) Fighting D) Friendship

Answer: A) Official

34. Choose the correct sentence.

- A) The road runs on cat. B) Cat road runs.
C) The cat runs on the road. D) Runs on the road cat.

Answer: C) The cat runs on the road.

35. Using Internet is easy if we learn ____?.

- A) Sports B) Maths
C) English D) Science

Answer: C) English

36. Seetha is speaking to her customers to understand how to improve her business. What type of communication is this?

- A) Non-Verbal Communication B) Verbal Communication
C) No Communication D) Written communication

Answer: B) Verbal Communication

37. The concept of ____ best describes importance of teamwork.

- A) Synergy B) Group
C) Conflict D) Team

Answer: A) Synergy

38. If you work in a large & popular company, what type of information is good to share about the workplace?

- A) None of these B) Type of job & Company name
C) Location D) Name of the workplace alone

Answer: B) Type of job & Company name

39. Latha's uncle works at the company where she has applied for a job. He offered to refer her for the position. What type of cover letter should Latha write to increase her chances of being considered for the job?

- A) Letter of interest B) Referral Cover Letter
C) Leave letter D) Letter of absence

Answer: B) Referral Cover Letter

40. Formal communication is used at ____?.

- A) Friend B) House
C) Party D) Workplace

Answer: D) Workplace

41. At workplace, communication must follow the ____.

- A) 6Cs B) Close
C) Ideas D) Text

Answer: A) 6Cs

42. Action words are also called ____.

- A) Is B) Are
C) Center D) Verbs

Answer: D) Verbs

43. The beginning of a sentence should start with ____ letter

- A) Capital B) Italics
C) Cursive D) Small

Answer: A) Capital

44. Distance between yourself and the other person is called ____.

- A) Spatial distance B) Close
C) Informal D) Relationship

Answer: A) Spatial distance

45. 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) Formal B) Brochure
C) Resume D) Leave

Answer: C) Resume

46. When you are interested in working for a company, you will write ____ letter

- A) a Referral B) an Application
C) a Prospecting D) a Leave

Answer: C) a Prospecting

47. ____ questions give clear indication of the information the person wants to know.

- A) Closed questions B) No
C) Yes or No D) Wh-

Answer: D) Wh-

48. 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) Subject D) Greetings

Answer: B) Sender?s

49. You can speak to your friend_____.

- A) Formally B) Informally
C) By reading their mind D) By dancing

Answer: B) Informally

50. Malini is attending her new school today. She introduces herself as ____.

- A) Good bye B) Longtime everyone
C) What?s up guys D) Hello everyone!

Answer: D) Hello everyone!

51. If a person recieves harsh, unfair and very negative criticism, they feel very unhappy. What type of criticism is this?

- A) Positive criticism B) Helpful criticism
C) Fair criticism D) Unfair criticism

Answer: D) Unfair criticism

52. How should you respond to constructive feedback from someone?

- A) Listen and understand B) Argue with the person
C) Ignore the feedback D) Feel nervous

Answer: A) Listen and understand

53. 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) Hand movements B) Eye movements
C) Tone of voice D) Smile

Answer: C) Tone of voice

54. The way we sit, our facial expression and body language show_____ communication.

- A) non- verbal B) informal
C) verbal D) written

Answer: A) non- verbal

55. I adore? phrase is used to express ____of something.

- A) A bad feeling B) A dislike
C) A poor admiration D) A strong admiration

Answer: D) A strong admiration

56. You are scared to communicate with others. What are some ways to solve this problem?

- A) Find ways to improve & learn more about your weakness
B) Find your strengths about communication
C) Find your weakness about communication
D) All of these

Answer: D) All of these

57. To be in a job or work is _____. | ಕೆಲಸ ಅಥವಾ ಕೆಲಸದಲ್ಲಿ

ಇರುವುದು ಎಂದರೆ _____

- A) aptitude | ಯೋಗ್ಯತೆ B) employ | ಉದ್ಯೋಗಿ
C) skill | ಕೌಶಲ್ಯ D) knowledge | ಜ್ಞಾನ

Answer: B) employ | ಉದ್ಯೋಗಿ

58. Negative comments made about our action or performance is called ____.

- A) Appreciation B) Criticism
C) Reward D) Congratulations

Answer: B) Criticism

59. Emotions can be expressed through your ____.

- A) Situation B) Weight
C) Voice D) Height

Answer: C) Voice

60. Words that are used to name people, places, animals and things are _____.

- A) Person B) Naming words
C) Table D) Key

Answer: B) Naming words

61. Formal greetings are used in ____.

- A) Workplace B) House
C) Friends D) Family

Answer: A) Workplace

62. Ram is answering an interview question about his previous workplace. He didn't like his teammates. They argued a lot. Should he share this with the interviewer?

- A) Yes, he should discuss all the arguments in detail.
B) Yes, he should blame his team- mates for all the problems.
C) No, he should avoid speaking negatively about his teammates.
D) Yes, why not!

Answer: C) No, he should avoid speaking negatively about his teammates.

63. We can share our thoughts, ideas and feelings through ____?.

- A) Reading B) Hearing
C) Communication D) Watching

Answer: C) Communication

64. Exchange of ideas happen through _____.

- A) Singing B) Communication
C) Listening D) Watching

Answer: B) Communication

65. Every complete sentence has ____.

- A) 1 part
- C) 3 parts

- B) 2 parts
- D) 4 parts

Answer: C) 3 parts

66. The punctuation in a sentence makes the meaning _____? to understand.

- A) think
 - C) clear
- B) unclear
 - D) ambiguous

Answer: C) clear

67. Rita talks to her customers. But she is unable to understand what they say. What should she do?

- A) Stop her business
 - C) Improve her listening skills
- B) Stop talking to them
 - D) Fight with customers

Answer: C) Improve her listening skills

68. We start communicating when we are _____.

- A) Parents
 - C) Children
- B) Adults
 - D) Old

Answer: C) Children

69. You are unable to share your message properly in an email. Which skill should you improve?

- A) Playing
 - C) Written communication
- B) Speaking
 - D) Reading

Answer: C) Written communication

70. Conflict usually creates ____?.

- A) Enjoyment
 - C) Happy emotions
- B) Positive emotions
 - D) Negative emotions

Answer: D) Negative emotions

71. Organizations communicate mainly through ____.

- A) Project
 - C) Letters
- B) E-mails
 - D) Unfamiliar words

Answer: B) E-mails

72. When you ask someone something it is ____.

- A) Answer
 - C) Question
- B) Response
 - D) Blank

Answer: C) Question

73. What can make it difficult to communicate in the workplace?

- A) Differences in communication styles
 - C) All of these
- B) Use of unfamiliar words
 - D) Language differences

Answer: C) All of these

74. Group discussion helps us ____?.

- A) have fun
- C) argue

- B) create problems
- D) learn more and solve big problems

Answer: D) learn more and solve big problems

75. Verbal communication is the use of ____.

- A) Maths
 - C) Images
- B) Sign
 - D) Words

Answer: D) Words

76. Sita wanted to ask Nina about her summer plan. Choose the correct answer.

- A) Nina, what is your summer plan?
 - C) None of these
- B) What Nina asked?
 - D) Nina is your plan.

Answer: A) Nina, what is your summer plan?

77. Letter is a form of _____ communication.

- A) Telephone
 - C) Non-verbal
- B) Spoken
 - D) Written

Answer: D) Written

78. Raj was driving towards Mysore. On the way he found few arrows marked next to Mysore on the board. What does it suggest ?

- A) Way
 - C) Map
- B) Direction
 - D) None of these

Answer: B) Direction

79. Symbols give us information through ____.

- A) Colours
 - C) Posters
- B) Words
 - D) Images

Answer: D) Images

80. Effective communication is to both ____.

- A) speak and listen well
 - C) learn well
- B) speak well
 - D) see well

Answer: A) speak and listen well

81. Mahesh and his team discussed about the steps to be followed to complete the project at the earliest. He was happy with the suggestions given by his teammates and granted to follow the same. How would he convey it?

- A) You must follow what I tell you
 - C) I agree with your plan of action
- B) I don't agree with your plan
 - D) Don't come here to talk

Answer: C) I agree with your plan of action

82. _____ contact with the people we are speaking help us to communicate confidently.

- A) Nose
- B) Skin

- A) Image
- B) Verbal
- C) Written
- D) Video

Answer: B) Verbal

101. Kishore's manager gave him positive and negative feedback. Kishore is feeling confused. What should he do next?

- A) Try to understand the negative points given by the manager
- B) Try to understand the positive points given by his manager
- C) All of these
- D) Calm down and think

Answer: C) All of these

102. Priya received constructive (helpful) criticism from her manager about her latest project. What should she do?

- A) Understand
- B) Listen
- C) All of these
- D) Thank her manager

Answer: C) All of these

103. Raj and Tej talk to each other only on the phone. What type of communication is this?

- A) Non-Verbal Communication
- B) Written communication
- C) Verbal Communication
- D) Sign communication

Answer: C) Verbal Communication
