



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

**Answer: C) Spatial distance**

17. At workplace, communication must follow the \_\_\_\_\_.

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

**Answer: B) 6Cs**

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

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

**Answer: B) Verbal Communication**

19. When talking to our co-workers, we should not stand or sit \_\_\_\_\_ to them.

- A) In front of                      B) next to  
C) too close                      D) opposite

**Answer: C) too close**

20. Sharing will help everyone feel involved and \_\_\_\_\_.

- A) Sad                      B) Close  
C) Happy                      D) Motivated

**Answer: D) Motivated**

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

**Answer: D) Listen actively**

22. Tom received a letter, but it did not have any details of who sent it. The letter was missing the \_\_\_\_\_ address.

- A) Sender?s                      B) Subject  
C) Greetings                      D) Receiver?s

**Answer: A) Sender?s**

23. 'Reg' in the letter means \_\_\_\_\_.

- A) Regarding                      B) Body  
C) Subject                      D) Greetings

**Answer: A) Regarding**

24. Organizations communicate mainly through \_\_\_\_\_.

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

**Answer: D) E-mails**

25. 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) Formal  
C) Resume                      D) Leave

**Answer: C) Resume**