

# April Monthly Test

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Loyola Pvt. ITI Vijayapura

Question Paper

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Score: 17/25 (68.00%)

Code: 9495

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

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

2. Letter is a form of \_\_\_\_\_ communication.

- A) Non-verbal  
B) Spoken  
C) **Written (Correct)**  
D) Telephone

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

- A) **Regarding (Correct)**  
B) Subject  
C) Greetings  
D) Body

4. 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 (Correct)**  
C) Greetings  
D) Subject

5. 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 (Correct)**

6. 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 (Correct)**  
D) Eye movements

7. Distance between yourself and the other person is called \_\_\_\_\_.

- A) **Spatial distance**  
B) Relationship (Incorrect)  
C) Informal  
D) Close

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

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

9. Cherry is going for an interview. What should she not do?

- A) Wear formal dress  
B) **Apply too much makeup or perfume (Correct)**

- C) Take her resume  
D) Wear clean clothes

10. You can speak to your friend\_\_\_\_\_.

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

11. Which is not a type of communication?

- A) Verbal  
B) Non-verbal  
C) Written  
D) **Driving (Correct)**

12. Formal communication is used at \_\_\_\_?.

- A) Friend  
B) House  
C) Party  
D) **Workplace (Correct)**

13. Vinod met his new manager at his workplace. He had to \_\_\_\_\_himself first.

- A) Thank  
B) **Introduce (Correct)**  
C) Appreciate  
D) Praise

14. Whenever we are communicating we have to be dressed appropriately, maintain our body language and maintain \_\_\_\_?.

- A) a very loud volume  
B) make up (Incorrect)  
C) **eye contact**  
D) silence

15. Exchange of ideas happen through \_\_\_\_\_.

- A) **Communication (Correct)**  
B) Listening  
C) Watching  
D) Singing

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

- A) Ideas  
B) Text  
C) **6Cs (Correct)**  
D) Close

17. Organizations communicate mainly through \_\_\_\_\_.

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

18. 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 (Correct)**

19. 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 (Correct)**

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

- A) Happy      B) Sad  
**C) Motivated (Correct)**      D) Close

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) Listen actively (Correct)**      B) Play  
C) Go around the school      D) None of these

22. 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  
C) Fight

- B) Share responsibility (Correct)**  
D) Argue

23. Argument or disagreement between two groups of people is called\_\_\_\_\_.

- A) Teamwork (Incorrect)      **B) Conflict**  
C) Happiness      D) Fun

24. Conflict in workplace affects \_\_\_?.

- A) ability to work**      B) salary  
C) environment (Incorrect)      D) weather

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) Poor communication**      B) Typing error  
C) Stress (Incorrect)      D) Poor listening