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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 (Incorrect)
B) Leave
C) Formal
D) **Resume**

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 (Correct)**
B) Relationship
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
B) **Informally (Correct)**
C) By reading their mind
D) By dancing

11. Which is not a type of communication?

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

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
C) **eye contact (Correct)**
D) silence

15. Exchange of ideas happen through _____.

- A) **Communication**
B) Listening (Incorrect)
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
(Incorrect)

B) Use of unfamiliar words

C) Differences in communication styles

D) All of these

20. Sharing will help everyone feel involved and ____.

A) Happy (Incorrect)

B) Sad

C) Motivated

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

**B) Share responsibility
(Correct)**

C) Fight

D) Argue

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

A) Teamwork

B) Conflict (Correct)

C) Happiness

D) Fun

24. Conflict in workplace affects ___?.

A) ability to work (Correct) B) salary

C) environment

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
(Correct)**

B) Typing error

C) Stress

D) Poor listening