

ITI Quiz - 04-Mar-2026

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Q. ID: ITISKILL923212

March 2026

Trinity ITI Udyavara

Question Paper

Duration: 60 Mins

Total Marks: 15

ID: ITISKILL923212

Student Name: _____ Roll No: _____

1. 'Reg' in the letter means ____.

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

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

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

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

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

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

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

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

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

6. You can speak to your friend ____.

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

7. 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) Resume
- B) Formal
- C) Brochure
- D) Leave

8. Exchange of ideas happen through ____.

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

9. Conflict in workplace affects ____?

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

10. Verbal communication is the use of ____.

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

11. Clear communication leads to ____.

- A) Faster work
- B) Slow work
- C) Different work
- D) Opposite work

12. Vinod met his new manager at his workplace. He had to _____ himself first.

- A) Praise
- B) Appreciate
- C) Thank
- D) Introduce

13. Effective communication needs to be -

- A) Clear
- B) All of these
- C) Simple
- D) Complete

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

15. During criticism we must remain _____ and _____ to the person.

- A) calm and listen
- B) shout and cry
- C) happy and joyful
- D) fight and cry