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Self-Made Assignment- Employability Skills

Communication Skills

Solve this MCQ Questions

1. What is one way to speak with good verbal etiquette?

- A. Speak very fast
- B. Whisper all the time
- C. Speak clearly and confidently
- D. Avoid speaking at all

2. Which word is considered polite in conversation?

- A. Whatever
- B. Please
- C. Huh
- D. Nope

3. What does “active listening” mean?

- A. Talking over others
- B. Daydreaming while someone talks
- C. Giving full attention and responding thoughtfully
- D. Nodding without understanding

4. Which of these is a good example of verbal communication?

- A. Smiling
- B. Saying “thank you”
- C. Waving
- D. Standing still

5. What should you say if you're unsure about something?

- A. “I don’t care.”
- B. “Forget it.”
- C. “Can you please clarify what you meant?”
- D. “Whatever you say.”

6. Why is it important to stay on topic when speaking?

- A. To confuse the listener
- B. To save time and be clear
- C. To impress others
- D. To talk more

7. Which tone is most polite in verbal communication?

- A. Angry and loud
- B. Calm and respectful
- C. Sarcastic
- D. Silent

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8. When someone else is speaking, you should...
- A. Interrupt them
 - B. Look at your phone
 - C. Wait for your turn and listen
 - D. Start another topic
9. What does good eye contact show?
- A. You're bored
 - B. You are sleepy
 - C. You are engaged and listening
 - D. You want to leave
10. Why should you smile appropriately during a conversation?
- A. To confuse people
 - B. To seem angry
 - C. To look positive and approachable
 - D. To end the talk
11. What is a good example of open body language?
- A. Arms crossed tightly
 - B. Back turned
 - C. Arms relaxed and body facing the speaker
 - D. Looking at the ground
12. What nonverbal action shows agreement or understanding?
- A. Frowning
 - B. Nodding
 - C. Crossing your arms
 - D. Looking away
13. Which habit should be avoided during a conversation?
- A. Looking at your phone
 - B. Smiling
 - C. Nodding
 - D. Facing the speaker
14. What is one benefit of active listening?
- A. More interruptions
 - B. Builds trust and respect
 - C. Confuses the speaker
 - D. Speeds up arguments

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15. How does active listening help with problem-solving?
- A. It causes delays
 - B. It ignores the root cause
 - C. It helps understand all sides of an issue
 - D. It stops discussions

