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Test Series

Self-Made Assignment- Employability Skills

Communication Skills

Answer this Multiple Choice Questions

1. What is verbal communication?
  - A. Using body language
  - B. Using facial expressions
  - C. Using words to speak or write
  - D. Using gestures
2. What should you say to be polite?
  - A. Go away
  - B. Do it now
  - C. Please and Thank you
  - D. Never mind
3. What is one way to show you are listening?
  - A. Interrupt the speaker
  - B. Look away
  - C. Summarize what they said
  - D. Talk about something else
4. What does nonverbal communication include?
  - A. Only talking
  - B. Only writing
  - C. Body language and facial expressions
  - D. Speaking loudly
5. What shows you are interested while listening?
  - A. Looking at your phone
  - B. Smiling and nodding
  - C. Yawning
  - D. Turning your back
6. What does 'active listening' mean?
  - A. Talking a lot
  - B. Thinking about something else
  - C. Listening carefully and responding thoughtfully
  - D. Making jokes while listening
7. What does active listening help build?
  - A. Anger
  - B. Confusion

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- C. Trust and respect
- D. Laziness

8. Active listening helps reduce what?

- A. Homework
- B. Misunderstandings
- C. Questions
- D. Talking time

9. In a team, what does active listening promote?

- A. Shouting
- B. Ignoring
- C. Equal participation
- D. Talking over others

10. Why is active listening good in learning?

- A. It helps forget things
- B. It causes boredom
- C. It helps understand and remember better
- D. It wastes time

11. What does working collaboratively mean?

- A. Working alone
- B. Working against others
- C. Working together to reach a goal
- D. Doing nothing

12. What is a benefit of collaboration?

- A. Fewer ideas
- B. Sharing blame
- C. Combining different strengths
- D. Working slower

13. What does teamwork encourage?

- A. Fighting
- B. Creativity and new ideas
- C. Silence
- D. Laziness

14. What happens when tasks are divided in a team?

- A. Tasks get harder
- B. Work is slower

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- C. Work is faster and better
- D. Nobody does anything

15. What can team members learn from each other?

- A. Games
- B. New skills and knowledge
- C. Gossip
- D. Ignoring tasks



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