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Test Series

Self-Made Assignment - Employability Skills

Communication Skills

Simple Questions:-

1. Which of the following is a part of verbal communication?
  - A. Smiling at someone
  - B. Nodding your head
  - C. Speaking clearly and politely
  - D. Crossing your arms
2. What is a good example of nonverbal communication?
  - A. Writing an email
  - B. Giving a speech
  - C. Smiling while greeting someone
  - D. Talking on the phone
3. What should you do to speak clearly and confidently?
  - A. Shout to be heard
  - B. Speak too fast
  - C. Use slang words
  - D. Use a moderate pace and volume
4. Which word shows polite language?
  - A. Go now
  - B. Please
  - C. Whatever
  - D. Move!
5. What does "active listening" mean?
  - A. Waiting for your turn to talk
  - B. Listening with full attention and understanding
  - C. Thinking of what to say next
  - D. Listening while using your phone
6. How can you show active listening without speaking?
  - A. Look away
  - B. Keep checking your watch
  - C. Nod and make eye contact
  - D. Cross your arms tightly
7. Why is working in a team helpful?
  - A. Everyone does their own work separately
  - B. It reduces learning
  - C. It combines everyone's strengths and skills
  - D. It creates more confusion

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8. What is one way to avoid miscommunication?
- A. Ignore questions
  - B. Don't ask for clarification
  - C. Assume you understood
  - D. Ask if something is not clear
9. Which habit should you avoid during communication?
- A. Looking at the speaker
  - B. Fidgeting or checking your phone
  - C. Smiling when appropriate
  - D. Using open body language
10. What helps improve learning during a lesson or meeting?
- A. Talking over others
  - B. Taking notes while not listening
  - C. Active listening
  - D. Daydreaming

Hard Questions:-

1. Why is tone of voice important in verbal communication?
- A. It makes your voice louder
  - B. It helps people know how you feel
  - C. It helps you speak faster
  - D. It hides your true message
2. What does it mean to use "open body language"?
- A. Standing with arms crossed
  - B. Looking away from the speaker
  - C. Facing the person and keeping arms uncrossed
  - D. Sitting with your back to the speaker
3. Which is the best way to ask a clarifying question?
- A. "What are you even saying?"
  - B. "Can you please explain what you meant?"
  - C. "Why are you confusing me?"
  - D. "Just repeat it again."
4. How does active listening help in solving problems?
- A. It makes people stop talking
  - B. It helps you avoid the issue
  - C. It helps understand all sides before making a decision



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D. It lets you speak more

5. What shows you are not actively listening?

- A. Nodding when you agree
- B. Asking questions about what was said
- C. Thinking about lunch while someone talks
- D. Looking at the speaker

6. Which situation shows good teamwork communication?

- A. One person gives orders, others follow
- B. Everyone shares ideas and listens to each other
- C. No one talks to avoid conflict
- D. One person talks while others stay quiet

7. Why is nonverbal communication important during a meeting?

- A. It replaces talking completely
- B. It shows you are interested and respectful
- C. It helps you ignore people politely
- D. It makes the meeting shorter

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