

5. What are the types of words we should use for verbal communication?

- (a) Acronyms
- (b) Simple**
- (c) Technical
- (d) Jargons

6. Which of these is a positive (good) facial expression?

- (a) Frowning while concentrating
- (b) Maintaining eye contact**
- (c) Smiling continuously
- (d) Rolling up your eyes

7. What does an upright (straight) body posture convey or show?

- (a) Pride
- (b) Professionalism
- (c) Confidence**
- (d) Humility

8. Which of these is NOT an appropriate non-verbal communication at work?

- (a) Keeping hands in pockets while talking**
- (b) Talking at moderate speed
- (c) Sitting straight
- (d) Tilting head a bit to listen

9. Which of the following statement is true about communication?

- (a) 50% of our communication is non-verbal
- (b) 20% communication is done using body movements, face, arms, etc.
- (c) 5% communication is done using voice, tone, pauses, etc.
- (d) 7 % communication is done using words**

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J Elliott



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