



Communication Skills Class 12

Session 1: Active Listening

1. Communication is a _____ process in which persons communicate information or messages using language, symbols, signs, or action.

- a. Two-Way process
- b. Three-Way process
- c. Four-Way process
- d. One-Way process

Show Answer →

- a. Two-Way process

2. _____are the parts of communication in communication skills.

- a. Speaking
- b. Listening
- c. Reading & Writing
- d. All of the above

Show Answer →

- d. All of the above

3. _____involves a sender, who encodes and sends a message through a channel, and a receiver, who decodes the message and gives feedback.

- a. Listening
- b. Communication
- c. Speaking
- d. Reading & Writing

Show Answer →

- b. Communication

4. _____is important in communication as it helps in knowing whether the receiver has understood the message or not.

- a. Sender
- b. Receiver
- c. Feedback
- d. All of the above

Show Answer →

- c. Feedback

5. _____involves skills that can be utilized to send messages that are clear, concise and accurate.

- a. Clear communication
- b. Effective communication
- c. Consist communication
- d. None of the above

Show Answer →

- b. Effective communication

6. A _____ statement is one which conveys the exact message that you are trying to convey to the other person.

- a. Consist
- b. Clear
- c. Both a) and b)
- d. None of the above

Show Answer →

- b. Clear

7. Effective communication skills help us to communicate the message _____.

- a. Correctly
- b. Precisely
- c. Completely
- d. All of the above

Show Answer →

- d. All of the above

8. Why is listening attentively important?

- a. We listen to obtain information
- b. We listen to understand
- c. We listen to learn
- d. All of the above

Show Answer →

- d. All of the above

9. What are the various factors that affect active listening?

- a. Eye contact
- b. Gestures
- c. Avoid distractions
- d. All of the above

Show Answer →

- d. All of the above

10. What is the stage of active listening?

- a. Receiving & Understanding
- b. Remembering
- c. Evaluating & Responding
- d. All of the above

Show Answer →

- d. All of the above

11. What are the barriers of active listening?

- a. Noise and Visual distractions
- b. Being pre – occupied & Personal factor
- c. Past experiences or mindset
- d. All of the above

Show Answer →

- d. All of the above

12. You work at the front desk of a telecom company. A customer approaches you while you are working. The customer has a query regarding a bill. What would you do?

- a. Not pay attention to the customer
- b. Keep the work aside and help the customer
- c. Continue doing your work while talking inattentively to the customer
- d. Ask the customer to talk to someone else

Show Answer →

- b. Keep the work aside and help the customer

13. Which of the following can be a barrier to active listening?

- a. Noisy environment
- b. Not maintaining an eye contact with the speaker
- c. Not being attentive
- d. All of the above

Show Answer →

- d. All of the above

14. Which of the following is not a stage of active listening?

- a. Receiving
- b. Understanding
- c. Non-responding
- d. Evaluating

Show Answer →

- c. Non-responding

15. What are the characteristics of an ideal message?

- a. Clear
- b. Concise
- c. Accurate
- d. All of the above

Show Answer →

- d. All of the above

Communication Skills Class 12 MCQ

Session 2: Parts of Speech

16. _____ known as building blocks of a language.

- a. Sentence
- b. Words
- c. Parts of Speech
- d. None of the above

Show Answer →

- c. Parts of Speech

17. A _____ is a group of words that communicates a complete meaning, thought or action

- a. Sentence
- b. Phrase
- c. Communication
- d. None of the above

Show Answer →

- a. Sentence

18. A group of words, which does not make complete sense, is known as a

_____.

- a. Sentence
- b. Phrase
- c. Communication
- d. None of the above

Show Answer →

- b. Phrase

19. All the sentences begin with a _____ letter.

- a. Small
- b. Capital
- c. Both a) and b)
- d. None of the above

Show Answer →

- b. Capital

20. The different types of words we use in sentences are called

_____.

- a. Sentence
- b. Parts of Speech
- c. Communication
- d. None of the above

Show Answer →

- b. Parts of Speech

21. The full stop and the comma are known as _____. They help us to separate the sections of a phrase and explain its meaning.

- a. Punctuation
- b. Sentence
- c. Exclamatory marks
- d. None of the above

Show Answer →

- a. Punctuation

22. In the English language, there are _____basic parts of speech.

- a. 6
- b. 7
- c. 8
- d. 9

Show Answer →

- c. 8

**23. Word that related to a person, place, thing, or idea are called _____
These are referred to as 'naming words.'**

- a. Noun
- b. Pronoun
- c. Adjective
- d. Verb

Show Answer →

- a. Noun

24. A _____is a word substituted in the place of a noun.

- a. Noun
- b. Pronoun
- c. Adjective
- d. Verb

Show Answer →

- b. Pronoun

25. Words that describe other words are called _____.

- a. Noun
- b. Pronoun
- c. Adjective
- d. Verb

Show Answer →

- c. Adjective

26. _____is words that show action.

- a. Noun

- b. Pronoun
- c. Adjective
- d. Verb

Show Answer →

- d. Verb

27. Words that add meaning to verbs are known as _____.

- a. Noun
- b. Pronoun
- c. Adverb
- d. Verb

Show Answer →

- c. Adverb

28. The terms 'a', 'an' and 'the' are referred to as _____.

- a. Article
- b. Conjunctions
- c. Prepositions
- d. Interjections

Show Answer →

- a. Article

29. Words that connect two nouns, phrases, or sentence are called _____.

- a. Article
- b. Conjunctions
- c. Prepositions
- d. Interjections

Show Answer →

- b. Conjunctions

30. _____ is a term that is used to express the relationship between two words.

- a. Article
- b. Conjunctions

- c. Prepositions
- d. Interjections

Show Answer →

- c. Prepositions

31. Strong emotions, such as delight, surprise, wrath, or pain, are expressed using _____ words. They are punctuated by an exclamation mark at the end.

- a. Article
- b. Conjunctions
- c. Prepositions
- d. Interjections

Show Answer →

- d. Interjections

32. What is a sentence?

- a. A group of ideas that form a complete paragraph
- b. A group of words that communicates a complete thought
- c. A set of rules that we must follow to write correctly
- d. A set of words that contains basic punctuation marks

Show Answer →

- b. A group of words that communicates a complete thought

33. Which of these sentences is capitalized correctly?

- a. I am Hungry.
- b. Divya and sunil are reading.
- c. The bucket is Full of water.
- d. She lives in Delhi.

Show Answer →

- d. She lives in Delhi.

Communication Skills Class 12 MCQ

Session 3: Writing Sentences

34. A _____ is one that has only one subject and one predicate or has only one finite verb.

- a. Simple Sentence
- b. Complex Sentence
- c. Direct Sentence
- d. Indirect Sentence

Show Answer →

- a. Simple Sentence

35. A _____ is one, which consists of two or more coordinate clauses, joined by a coordinating conjunction.

- a. Simple Sentence
- b. Complex Sentence
- c. Direct Sentence
- d. Indirect Sentence

Show Answer →

- b. Complex Sentence

36. The person or thing that does an action is known as _____.

- a. Subject
- b. Object
- c. Both a) and b)
- d. None of the above

Show Answer →

- a. Subject

37. In a sentence, the object can be either _____ or _____.

- a. Direct or Indirect
- b. Complete or Not Complete
- c. Both a) and b)
- d. None of the above

Show Answer →

- a. Direct or Indirect

38. Sentences where the subject performs an action are called as _____.

- a. Active voice
- b. Passive Voice

- c. Indirect Voice
- d. None of the above

Show Answer →

- a. Active voice

39. Subject receives an action in sentence are known as _____.

- a. Active voice
- b. Passive Voice
- c. Indirect Voice
- d. None of the above

Show Answer →

- b. Passive Voice

40. A group/ collection of sentences forms a _____.

- a. Sentence
- b. Paragraph
- c. Both a) and b)
- d. None of the above

Show Answer →

- b. Paragraph

41. In the line “The children played football.” identify the subject.

- a. The children
- b. Children played
- c. Played
- d. Football

Show Answer →

- a. The children

42. In the line “The children played football.” identify the object.

- a. The children
- b. Children played
- c. Played
- d. Football

Show Answer →

d. Football

43. Which sentence contains both indirect and direct object?

- a. I am watching TV.
- b. She bought a blue pen.
- c. The girls played cricket.
- d. He wrote his sister a letter.

Show Answer →

d. He wrote his sister a letter.

44. The passive voice is used in which of the following statements?

- a. They are watching a movie.
- b. The clock was repaired by Ramesh.
- c. In the room, he is asleep.
- d. My pet horse bit the policeman.

Show Answer →

b. The clock was repaired by Ramesh.

45. Type of sentence?

- a. Declarative
- b. Interrogative
- c. Exclamatory & Imperative
- d. All of the above

Show Answer →

d. All of the above

46. _____ sentence provides information or states a fact. It always ends with a full stop.

- a. Declarative
- b. Interrogative
- c. Exclamatory
- d. Imperative

Show Answer →

a. Declarative

47. _____ sentence asks a question. It always ends with question mark.

- a. Declarative
- b. Interrogative
- c. Exclamatory
- d. Imperative

Show Answer →

- b. Interrogative

48. An _____ sentence expresses a strong emotion, such as joy, sadness, fear or wonder. It always ends with an exclamation mark.

- a. Declarative
- b. Interrogative
- c. Exclamatory
- d. Imperative

Show Answer →

- c. Exclamatory

49. _____ sentences show an order, command, request or advice. It can end with a full stop or an exclamation mark.

- a. Declarative
- b. Interrogative
- c. Exclamatory
- d. Imperative

Show Answer →

- d. Imperative

50. Identify the subject in the sentence, “The children played football”.

- a. The children
- b. Children played
- c. Played
- d. Football

Show Answer →

- b. Children played

51. Identify the object in the sentence, “The children played football.”

- a. The children
- b. Children played
- c. Played
- d. Football

Show Answer →

- d. Football

52. Which of these sentences has/have both indirect and direct objects?

- a. I am working on a presentation.
- b. She bought a blue pen.
- c. The girls played cricket.
- d. He wrote a letter to his sister.

Show Answer →

- d. He wrote a letter to his sister.

53. Which of these sentences is/are in passive voice?

- a. They are watching a movie.
- b. The clock was repaired by Raju.
- c. He is sleeping in the room.
- d. My pet dog bit the postman.

Show Answer →

- b. The clock was repaired by Raju.