

### Verbal Quiz

1. The words you speak are more important than your tone.
  - a. True
  - b. False
2. Tempo is an example of paralanguage.
  - a. True
  - b. False
3. Use tone to emphasize certain words.
  - a. True
  - b. False
4. Filler words make you come across as intelligent.
  - a. True
  - b. False
5. Your verbal cues should match what you are saying.
  - a. True
  - b. False

### Listening Quiz

1. Good listeners usually spend most of their time talking.
  - a. True
  - b. False
2. Being a good listener comes easy to most people.
  - a. True
  - b. False
3. People with strong listening skills rarely take notes.
  - a. True
  - b. False
4. Everyone can benefit by improving their listening skills.
  - a. True
  - b. False
5. Most people think at a faster pace than they listen.
  - a. True
  - b. False

### Writing Quiz

1. The intended message can easily be lost if it is written poorly.
  - a. True
  - b. False
2. You should check your email daily.
  - a. True
  - b. False
3. Sending a text message is just as effective as sending an email.
  - a. True
  - b. False
4. Before pressing “send” read your email to make sure the intended message is clear.
  - a. True
  - b. False
5. Grammar and punctuation are important in written communications.
  - a. True
  - b. False

### Nonverbal Quiz

1. Smiling too much can make you appear nervous.
  - a. True
  - b. False
2. The messages we convey to others is more than just the words we speak.
  - a. True
  - b. False
3. When verbal and non-verbal signals don't match, it creates distrust and confusion.
  - a. True
  - b. False
4. Interpreting non-verbal signals is an easy task.
  - a. True
  - b. False
5. Space is considered a form of nonverbal communication.