**Verbal Quiz**

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

**Listening Quiz**

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

**Writing Quiz**

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

**Nonverbal Quiz**

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