

Workplace Communication Scenarios: Trivia Worksheet

Meeting Skills Trivia Worksheet

Topic: Scenario Discussions in Meetings

Instructions: Choose the best option (A, B, or C) for each situation.

1. If someone interrupts you during a meeting, what should you do?

- A) Politely say, "Let me finish my point, please."
- B) Ignore them completely
- C) Interrupt them back

2. How can you politely disagree with a colleague?

- A) "That's not true."
- B) "I see your point, but I have a different view."
- C) "You're wrong."

3. How can you make sure everyone understands your idea?

- A) Speak faster so they catch it
- B) Use complicated words
- C) Ask, "Does that make sense to everyone?"

4. How can you ask for clarification if you don't understand?

- A) "Sorry, could you please explain that again?"
- B) "Never mind."
- C) "That doesn't matter."

5. How could you encourage a quiet team member to speak?

- A) "Would you like to share your opinion?"
- B) "You're too quiet."
- C) "We don't need your input."

6. If someone isn't listening to your point, what can you do?

- A) Stop talking
- B) Ask, "Can I please finish my idea?"
- C) Raise your voice

7. How can you politely end an off-topic discussion?

- A) "Let's get back to the main point."
- B) "That's irrelevant."
- C) "Let's get back to the main point."

8. What phrase shows agreement in a meeting?

- A) "That's a terrible idea."
- B) "I totally agree with you."
- C) "No way."

9. How would you handle a situation where two colleagues disagree strongly?

- A) Suggest finding a compromise
- B) Take one person's side
- C) Ignore the argument

10. What is the best way to summarize your points at the end of a meeting?

- A) Repeat every detail
- B) Say, "In short, we agreed that..."
- C) Ask someone else to do it

11. How can you make sure your tone sounds professional and respectful?

- A) Speak calmly and clearly
- B) Speak loudly
- C) Use slang words

12. What would you do if someone criticizes your idea in a meeting?

- A) Listen carefully and thank them for their feedback
- B) Argue with them immediately
- C) Leave the room

13. How can you ask questions without sounding rude?

- A) Use polite phrases like “Could you please clarify...?”
- B) Say, “You didn’t explain that well.”
- C) Say nothing

14. What steps could you take to keep the meeting on schedule?

- A) Remind the team of the agenda
- B) Ignore the time
- C) Talk about personal stories

15. How would you introduce a new idea to the team?

- A) “I’d like to suggest something new.”
- B) “Your ideas don’t work.”
- C) “Forget what we said before.”

16. How would you handle it if someone misunderstands your instructions?

- A) Get upset
- B) Ask them to figure it out
- C) Calmly explain again and check understanding

17. What is the best way to ask for feedback on your idea?

- A) “Can you tell me what you think about this?”
- B) “Do you even like it?”
- C) “Never mind your opinion.”