

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
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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."
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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?"
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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."
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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."
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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
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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."
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8. What phrase shows agreement in a meeting?

- A) "That's a terrible idea."
 - B) "I totally agree with you."
 - C) "No way."
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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
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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
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11. How can you make sure your tone sounds professional and respectful?

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