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."

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