

# 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."