

**HOME ASSIGNMENT**

Q1. BIOS stands for

- a) Basic Input/Output System
- b) Base Input/Output System
- c) Basic Input and Output Systematic
- d) None of the above

Q2. Keys labeled from F1 to F12 are \_\_\_\_\_ keys

- a) Input
- b) System
- c) Function
- d) Help

Q3. What does an upright (straight) body posture convey or show?

- (a) Pride
- (b) Professionalism
- (c) Confidence
- (d) Humility

Q4. Which of these is NOT an appropriate non-verbal communication at work?

- (a) Keeping hands in pockets while talking
- (b) Talking at moderate speed
- (c) Sitting straight
- (d) Tilting head, a bit to listen

Q5. Which of the following statement is true about communication?

- (a) 50% of our communication is non-verbal
- (b) 20% communication is done using body movements, face, arms, etc.
- (c) 5% communication is done using voice, tone, pauses, etc.
- (d) 7 % communication is done using words