**SELF-CHECK 1**

**RECEIVE AND RESPOND TO WORKPLACE COMMUNICATION**

1. **IDENTIFYING PARTS OF SPEECH**

**MULTIPLE CHOICE:** Choose which part of speech the highlighted word is.

1. She was wearing really **beautiful** earrings.

| 1. Adjective | 1. Adverb | 1. Noun |
| --- | --- | --- |

1. **Wow**, you have got a great score.

| 1. Conjunction | 1. Interjection | 1. Pronoun |
| --- | --- | --- |

1. The baby crawled **under** the bed.

| 1. Preposition | 1. Conjunction | 1. Adverb |
| --- | --- | --- |

1. She **quickly** packed her bag and left.

| 1. Noun | 1. Adjective | 1. Adverb |
| --- | --- | --- |

1. This is a **depressing** time to be living in London as people are arguing over the election.

| 1. Interjection | 1. Adjective | 1. Adverb |
| --- | --- | --- |

1. **Take** your first left then go over the bridge.

| 1. Noun | 1. Preposition | 1. Verb |
| --- | --- | --- |

1. There is a party next week **though** I don’t think I can go.

| 1. Preposition | 1. Conjunction | 1. Adverb |
| --- | --- | --- |

1. He thinks **we** will arrive at roughly 5pm.

| 1. Pronoun | 1. Preposition | 1. Conjunction |
| --- | --- | --- |

1. The **music** is very loud.

| 1. Adjective | 1. Interjection | 1. Noun |
| --- | --- | --- |

1. He goes to Spain often **not only** for the sun **but also** for the food.

| 1. Conjunction | 1. Adverb | 1. Preposition |
| --- | --- | --- |

1. **SENTENCE STRUCTURE QUIZ**
2. Which word is the subject in this sentence? Naz left the party.

| 1. Naz | 1. left | 1. the | 1. party |
| --- | --- | --- | --- |

1. Which word is the subject in this sentence? Dogs love to walk.

| 1. Dogs | 1. love | 1. to | 1. walk |
| --- | --- | --- | --- |

1. Which word is the subject in this sentence? Angry crowds gathered quickly.

| 1. Angry | 1. crowds | 1. gathered | 1. quickly |
| --- | --- | --- | --- |

1. Which is the verb in this sentence? The train travelled fast.

| 1. The | 1. train | 1. travelled | 1. fast |
| --- | --- | --- | --- |

1. Which is the verb in this sentence? The cat walked quietly.

| 1. The | 1. cat | 1. walked | 1. quietly |
| --- | --- | --- | --- |

1. Which is the verb in this sentence? He spoke too quickly.

| 1. He | 1. spoke | 1. too | 1. quickly |
| --- | --- | --- | --- |

1. Which of these words could be a subject?

| 1. over | 1. sea | 1. see | 1. next |
| --- | --- | --- | --- |

1. Which of these words could be a subject?

| 1. when | 1. her | 1. me | 1. I |
| --- | --- | --- | --- |

1. Which of these words could be a subject?

| 1. the | 1. bitten | 1. dog | 1. by |
| --- | --- | --- | --- |

1. Which of these words could be a subject?

| 1. eat | 1. greedy | 1. tasty | 1. Kate |
| --- | --- | --- | --- |

1. **MULTIPLE CHOICE:**
2. Clear policies allow leadership to institute and solidify best practices throughout the organization.

| 1. Reduce Risk | 1. Improves Employee Performance |
| --- | --- |
| 1. Set High Standards For All Employees | 1. Create Consistency Throughout The Organization |

1. Building this culture of organizational accountability requires a concerted effort on the part of leadership, but it mitigates risk and drives compliance, which is every employee’s responsibility.

| 1. Reduce Risk | 1. Improves Employee Performance |
| --- | --- |
| 1. Set High Standards For All Employees | 1. Create Consistency Throughout The Organization |

1. A solid foundation of company policies should address areas such as code of conduct and ethics, anti-harassment, and diversity.

| 1. Reduce Risk | 1. Improves Employee Performance |
| --- | --- |
| 1. Set High Standards For All Employees | 1. Create Consistency Throughout The Organization |

1. Clarity in the company’s guidelines leads to everyone operating according to the same principles and guidelines.

| 1. Reduce Risk | 1. Improves Employee Performance |
| --- | --- |
| 1. Set High Standards For All Employees | 1. Create Consistency Throughout The Organization |

1. This clarity allows employees to know and understand how they should respond according to the mission, vision, values the company establishes.

| 1. Reduce Risk | 1. Set Clear Expectations |
| --- | --- |
| 1. Set High Standards For All Employees | 1. Create Consistency Throughout The Organization |

1. Mode of communication that includes face-to-face, telephone, radio or television and other media.

| 1. Visualizations | 1. Spoken or Verbal |
| --- | --- |
| 1. Non-Verbal | 1. Written |

1. Type of communication that uses graphs and charts, maps, logos and other.

| 1. Visualizations | 1. Spoken or Verbal |
| --- | --- |
| 1. Non-Verbal | 1. Written |

1. This includes letters, e-mails, social media, books, magazines, the Internet and other media.

| 1. Visualizations | 1. Spoken or Verbal |
| --- | --- |
| 1. Non-Verbal | 1. Written |

1. This type of communication covers body language, gestures, how we dress or act, where we stand, and even our scent.

| 1. Visualizations | 1. Spoken or Verbal |
| --- | --- |
| 1. Non-Verbal | 1. Written |

1. Personal presentation, dress and hygiene also contribute to the impression a person makes when they are communicating.

| 1. Visualizations | 1. Spoken or Verbal |
| --- | --- |
| 1. Non-Verbal | 1. Written |

1. In communication process, it is the sender of the message

| 1. source | 1. context |
| --- | --- |
| 1. message | 1. encoding |

1. It refers to the information and ideas that you want to deliver.

| 1. source | 1. context |
| --- | --- |
| 1. message | 1. encoding |

1. It is the situation in which you deliver your message

| 1. source | 1. context |
| --- | --- |
| 1. message | 1. encoding |

1. This stage involves putting your message into a format that you can send, and that the receiver will be able to easily understand or "decode

| 1. source | 1. context |
| --- | --- |
| 1. message | 1. encoding |

1. You want your audience members to react in a certain way or take a specific action in response to your message

| 1. receiver | 1. context |
| --- | --- |
| 1. message | 1. encoding |

1. **TRUE or FALSE:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. Through motivation and inspiration, employees feel the urge to act and behave a certain way for the betterment of the team and the whole company.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2. Information overload leads to important messages being disregarded or ignored.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3. Whether it be a staff meeting, a chat group or even a company open forum, make sure to give your employer the opportunity to express themselves and be heard.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4. Remember that what makes a strategy effective is that it keeps you on track towards your goal, and it gives you the efficiency you need to achieve the said objective.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_5. Encourage your employees to work together – especially staff members who work in different departments, especially since collaboration is unlikely.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_6. Official records should be stored securely so that they will be readily available to those who need them and are authorized to access them.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_7. Records include any information that documents the mission and planning objectives of the organization which include planning, decisions, actions, results to significant daily activities that support the mission and objectives of our organizations;

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_8. Records support reticence and secrecy by documenting and providing evidence of work activities and by making them available to the public.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_9. A record as recorded information created, received, and maintained as evidence by an organization or person in pursuance of legal obligations or in the transaction of business.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_10. Instruction may be in the form of spoken or written words, pictures,

gestures, symbols and (for an interesting few) telepathic messages from a variety of intriguing sources.

**GOOD LUCK !!!**