

Student Name: _____ Roll No: _____

1. Major changes took place in the manufacturing world with_____.

- A) Green revolution B) Milk revolution
C) White revolution D) Industrial revolution

2. Mahesh and his team discussed about the steps to be followed to complete the project at the earliest. He was happy with the suggestions given by his teammates and granted to follow the same. How would he convey it?

- A) I agree with your plan of action B) I don't agree with your plan
C) You must follow what I tell you D) Don't come here to talk

3. The time blocked for work is called a _____ technique.

- A) Domo B) Doro
C) Pomodoro D) Pomo

4. Malini is attending her new school today. She introduces herself as _____.

- A) What's up guys B) Good bye
C) Hello everyone! D) Longtime everyone

5. Kim fell from her bike yesterday. The action in the sentence is in _____tense.

- A) Clear B) Future
C) Past D) Present

6. If one is capable of finding solutions to problems, one will get better at _____.

- A) Problem-solving B) Self-motivation
C) Career D) Painting

7. The most effective way to get information is by

- A) Talking B) Reading
C) Writing D) Activity

8. _____questions give clear indication of the information the person wants to know.

- A) Yes or No B) Closed questions
C) No D) Wh-

9. Sita and I are friends. _____stays in Gandhi Bazar.

- A) And B) What
C) She D) A

10. Zeena wants to enroll for an e-learning course. The most important thing she needs is a_____.

- A) Mobile phone or Computer B) Book
C) Pen D) Library card

11. Pronouns (ex: he, she, her) can be used in the place of _____.

- A) Naming words B) Spellings
C) Adjective D) Verb

12. Finding a solution to any problem is known as _____skill.

- A) Problem solving B) Decision-making
C) Critical thinking D) Over thinking

13. The pronoun 'I' is used for _____.

- A) That B) Many
C) Other D) Myself

14. An exclamatory sentence ends with the _____.

- A) Exclamatory mark (!) B) Question mark (?)
C) Full stop (.) D) Comma (,)

15. 'Arjun filled water into a large pot'. In this sentence the describing word is _____.

- A) into B) Arjun
C) large D) water

16. Phone call has _____phases

- A) Middle B) End
C) Three D) Different

17. _____greetings are used while speaking to friends and family.

- A) Formal B) Due

C) No D) Informal

18. Which of the following is not a step in problem solving?

A) Divide problem into parts B) Identify the problem
C) Find solutions D) Set timer

19. Rehana faced a problem with her project. She is dealing with a problem with the right attitude. This is an example of-

A) Technical skill B) Scientific skill
C) Negative attitude D) Positive attitude

20. Latha's uncle works at the company where she has applied for a job. He offered to refer her for the position. What type of cover letter should Latha write to increase her chances of being considered for the job?

A) Leave letter B) Letter of interest
C) Letter of absence D) Referral Cover Letter

21. The beginning of a sentence should start with _____ letter

A) Capital B) Small
C) Cursive D) Italics

22. Group discussion helps us ____?.

A) have fun B) argue
C) learn more and solve big problems D) create problems

23. ____ contact with the people we are speaking help us to communicate confidently.

A) Ear B) Eye
C) Skin D) Nose

24. Choosing between two or more options is known as _____ process.

A) Technical B) Scientific
C) Manufacturing D) Decision-making

25. Sentences are _____.

A) group of words with complete meaning B) Verbs
C) Letters D) Nouns

26. John was travelling by bus to his village. He noted the names of places that he could see on his journey. What are these words called as?

A) That B) Naming words
C) His D) See

27. Tutor asked his student whether he knew to use Windows? How should the student answer?

A) Yup B) I will know

C) Yes, I know how to use Windows D) Done

28. The _____? is what or whom a sentence is about.

A) Object B) Verb
C) Predicate D) Subject

29. A declarative sentence tells us some information or explanation. It ends with _____.

A) Full stop (.) B) Question mark (?)
C) Comma (,) D) Exclamatory mark (!)

30. Document which has details of a job is ____?.

A) Job Description B) Report
C) Letter D) Resume

31. Bijo is not good at MS excel. With his hard work, he learns to overcome weaknesses and turn them into a _____.

A) Belief B) Strength
C) Value D) Leader

32. Naming words are also called ____?.

A) Action B) Nouns
C) Pronouns D) Verbs

33. Cutting down of trees for farming and housing purposes is called _____.

A) Reforestation B) Forestation
C) Deforestation D) Afforestation

34. We can learn English by _____?.

A) Cooking B) None of these
C) Playing D) Reading newspaper

35. Words that are used to name people, places, animals and things are _____.

A) Person B) Key
C) Table D) Naming words

36. A person who respects and follows the law of a country is a _____.

A) Small Kid B) Businessman
C) Bad Employee D) Responsible Citizen

37. Addition of harmful smoke, gases and chemicals to the environment in large quantities is called _____

A) Wind B) Air
C) Pollution D) Storm

38. Which of these should not be used to express your opinion in a group discussion?

- A) I don't quite agree B) It seems to me that
C) In my opinion D) Listen to me

39. Sanju met her cousin Keerti accidentally in a mall. How should she greet her?

- A) Long time, no see! B) What are you doing here?
C) Thank you! D) Take care!

40. People can hear the emotions and see our facial expression when we ____.

- A) Speak B) Taste
C) See D) Listen

41. Action words are also called ____.

- A) Are B) Is
C) Center D) Verbs

42. Scientists are warning us that the rise in earth's temperature causes ____.

- A) Pollution B) Global warming
C) Land sliding D) Deforestation

43. Rahul spends 30 minutes everyday watching news. He writes down few sentences about what is said. What is he trying to do?

- A) Practicing News B) Practicing listening
C) None of these D) Practicing Movements

44. Symbols gives us information through ____.

- A) Images B) Posters
C) Colours D) Words

45. John does not agree with his coworker about a task. How should he communicate his disagreement?

- A) You are wrong! B) You don't know anything.
C) I respectfully disagree with what you are saying. D) I will just do it my way.

46. Sudha says, "I feel that these lights are too bright". What is she communicating?

- A) Answer B) Question
C) Idiom D) Opinion Phrase

47. Ram is answering an interview question about his previous workplace. He didn't like his teammates. They argued a lot. Should he share this with the interviewer?

- A) No, he should avoid speaking negatively about his teammates. B) Yes, he should discuss all the arguments in detail.

- C) Yes, he should blame his team-mates for all the problems. D) Yes, why not!

48. Bhanu creates 25 minutes task planner and never gets distracted during the blocked time. Which method does she follow?

- A) Blocktime B) Timing
C) Pomodoro D) Calendar

49. Bindu receives a call from JJ company promoting a discount sale. She couldn't clearly hear the details. How is she supposed to ask the person to repeat the information?

- A) Speak loud B) I don't know
C) What is it? D) Could you please repeat?

50. If you work in a large & popular company, what type of information is good to share about the workplace?

- A) Name of the workplace alone B) Location
C) Type of job & Company name D) None of these

51. 'The sea is blue'. In this sentence ____ is an adjective.

- A) the B) is
C) sea D) blue

52. Swaraj is looking for internet-based/data entry jobs. What is the most important skill he needs?

- A) Entrepreneuria I skills B) Basic computer skills
C) Wood cutting skills D) Beautician skills

53. Formal greetings are used in ____.

- A) Family B) Workplace
C) House D) Friends

54. Raj was driving towards Mysore. On the way he found few arrows marked next to Mysore on the board. What does it suggest ?

- A) Way B) None of these
C) Direction D) Map

55. Harish made a call to the Senior manager in a company. How is he supposed to start the conversation.?

- A) Good bye B) Greet the person
C) Thank the person D) Purpose of call

56. Listening is important to ____ the information given.

- A) disobey B) overcome
C) understand D) forget

57. Which of these is an advantage of learning online?

- A) Learn anytime & anywhere
- B) Have shorter classes
- C) Make friends with classmates
- D) No need to study

58. Revathi got a job offer out of her town. She decided to refuse the offer after listing the pros and cons. She followed _____ process.

- A) Decision- making
- B) Negative attitude
- C) Positive attitude
- D) Conflict resolution

59. Yash bought a bag which had recycle symbol. What should he do when the bag is old?

- A) Should dispose it in recyclable items
- B) Throw it in the river
- C) Burn
- D) Put it in soil

60. When you are interested in working for a company, you will write _____ letter

- A) a Referral
- B) an Application
- C) a Leave
- D) a Prospecting

61. Gopi is always willing to learn and improve in his work. He has a _____.

- A) Certificate
- B) Marksheet
- C) Growth mindset
- D) Fixed mindset

62. Smith! Would you like playing cricket or football this evening? If Smith likes to play both how will he answer? _____ playing any of them.

- A) I won't
- B) I don't mind
- C) I want
- D) I hate

63. Ram wants to start his own business. He is considering two options - opening an audio cassette shop or starting an online retail business. Which of these options would you suggest?

- A) Audio cassette shop
- B) Video rental store
- C) Online retail
- D) Anything is fine

64. The process of manufacturing has changed due to technology and _____ development.

- A) Teaching
- B) Training
- C) Facilitation
- D) Scientific

65. Values decide the _____ of a person.

- A) home
- B) laptop
- C) system
- D) character

66. Green Jobs are important because _____.

- A) they pay more money
- B) they help protect the environment
- C) they harm the environment
- D) they require no skill

67. Vinutha was questioned whether she has completed her degree in an interview. How should she respond stating that she has completed?

- A) No
- B) Completed my degree
- C) Yes
- D) Yes, I have completed my degree

68. A poster presents information by using _____.

- A) Story
- B) Novel
- C) Exercise for practice
- D) Images and colours

69. Dislikes are things towards which we have ____?

- A) Interests
- B) Likes
- C) Positive emotion
- D) Negative emotion

70. Effective communication is to both _____.

- A) see well
- B) speak and listen well
- C) speak well
- D) learn well

71. _____ jobs help to reduce pollution, preserve the environment and the planet.

- A) Green
- B) Software
- C) Hardware
- D) Part-time

72. Manu thinks about a problem well before making any decision. This is an example of;

- A) Critical thinking
- B) Time Management
- C) Self-motivation
- D) Logical thinking

73. When we learn something online, it is called _____.

- A) E-learning
- B) Digital marketing
- C) Teaching
- D) Classroom learning

74. Ram was asked to measure his cupboard. It was 4 feet tall. Here feet means _____.

- A) Taste
- B) Leg
- C) Measurement
- D) Hand

75. Neetu has excellent story telling skills. What type of intelligence is it?

- A) Logic Smart
- B) Body Smart
- C) Word Smart
- D) Picture Smart

76. Most of the government job calls will be in _____ format.

- A) Paper format
- B) In person

C) Direct

D) Indirect

C) Both of them

D) Shyam

77. Which of these is not a positive word about your work?

A) Interesting

B) Exciting

C) Boring

D) Fun

78. _____ is one of the behavioral skills that is required to organize work efficiently and complete it on time.

A) Cooking

B) Painting

C) Time Management

D) Dancing

79. Geetha has just completed her education. She joined a basic English course to improve her _____ skills.

A) Problem solving

B) Digital

C) Technical

D) Communication

80. Good time management helps in improving _____ at work.

A) Performance

B) Weakness

C) Stress

D) Pressure

81. Soni is trying to fix the download problem on the laptop. She did not succeed on the first attempt. What should she do?

A) Quit the job

B) Never solve the problem

C) Try another way

D) Quit the task

82. We should _____ instructions in the classroom.

A) ignore

B) listen to

C) forget

D) learn

83. I adore? phrase is used to express _____ of something.

A) A strong admiration

B) A dislike

C) A poor admiration

D) A bad feeling

84. Alpan does yoga in the morning. He follows Youtube classes to motivate himself. This is an example of _____.

A) Decision-Making

B) Self-motivation

C) Problem- Solving

D) Time Management

85. Steve's mother told him that the mixer grinder is not working. What should be his first step in order to solve the problem?

A) Throw it

B) Complain

C) Sell the mixer

D) Identify the problem

86. Shyam and Ram applied for the same job. Shyam read the job description in detail and made note of important details. Who will know more about the company?

A) None of them

B) Ram

87. Singular naming words are used when _____ person, place or thing is present.

A) Many

B) More

C) Few

D) One

88. Describing words add more information to the ____?.

A) Numbers

B) Bad

C) Sad

D) Naming words

89. The punctuation in a sentence makes the meaning _____? to understand.

A) unclear

B) ambiguous

C) clear

D) think

90. 'It is going to be a sunny day tomorrow'. The action in this sentence is in _____ tense.

A) Day

B) Date

C) Future

D) Past

91. A person who makes a call _____

A) Phase

B) Contacts

C) Keypad

D) Caller

92. Comma is used to show a _____ within the sentence.

A) Break

B) Pair

C) Capital letter

D) Full stop

93. Location for the job means ____?.

A) Name

B) Title

C) Description

D) Place

94. Receiver is a person who _____ the call.

A) Receives

B) Dials

C) Blocks

D) Rejects

95. Shyam avoids the use of plastic and chemical fertilizers. He is practising a _____.

A) Unhealthy lifestyle

B) Busy lifestyle

C) Modern lifestyle

D) Green lifestyle

96. Plural form of child is _____.

A) Kid

B) Infant

C) Children

D) Person

97. English is a _____ language.

A) Day

B) Evening

C) Common

D) Night

98. Which are the two skills needed for good career growth?

- A) Watching TV & Making friends
- B) Traveling & Shopping
- C) Playing video games & cooking skills
- D) Technical Skills & Employability Skills

99. Sita wanted to ask Nina about her summer plan. Choose the correct answer.

- A) Nina is your plan.
- B) None of these
- C) What Nina asked?
- D) Nina, what is your summer plan?

100. Teacher Meena advised her students to write down 2 or 3 sentences when she explains the lesson. How does it help the students?

- A) Recollect what she said
- B) Read
- C) Speak
- D) Write

101. The correct order for a sentence is _____.

- A) Verb, Verb, Subject
- B) Verb, Object, Subject
- C) Subject, Verb
- D) Subject, Verb, Object

102. Choose the correct sentence.

- A) Cat road runs.
- B) The road runs on cat.
- C) Runs on the road cat.
- D) The cat runs on the road.

103. When you ask someone something it is ____.

- A) Blank
- B) Answer
- C) Question
- D) Response

104. What are the advantages of time management?

- A) All of these
- B) Complete tasks on time
- C) Achieve daily goals
- D) Reduce stress

105. When two or more people give their thoughts and views on a topic. It is called a _____.

- A) Listening
- B) Group discussion
- C) Reading
- D) Speaking

106. Ram works as a fitter in a company. He wants to upgrade his trade skills and employability skills in his free time. What should he do?

- A) Find courses: online or offline
- B) Play sports
- C) Quit job
- D) Watch news

107. Adjectives are _____ words.

- A) Sound
- B) Describing
- C) Neutral
- D) Finish

108. Indian constitution is a set of _____ of our country.

- A) Keys
- B) Tools
- C) Languages
- D) Laws and rules

109. Every complete sentence has ____.

- A) 1 part
- B) 3 parts
- C) 4 parts
- D) 2 parts

110. The police were questioning about his crime. What type of sentence is it?

- A) None of these
- B) Interrogative (?)
- C) Exclamatory (!)
- D) Declarative (.)

111. The way we manage/solve the problem is called _____.

- A) Passion
- B) Negative attitude
- C) Conflict resolution
- D) Positive attitude

112. Meena likes to learn music in her free time. It is one of her _____ to improve.

- A) Value
- B) Interests
- C) Weakness
- D) Logics

113. Vinay visited the dentist because he was suffering from tooth ache. Dentist treats our teeth problems. In this sentence, which is the plural word?

- A) Teeth
- B) Tooth
- C) Dentist
- D) Vinay

114. What are Employability Skills?

- A) Skills needed to be successfully employed
- B) Skills for good communication
- C) Skills used only in sports
- D) Skills for playing video games

115. Cats is an example of _____ word.

- A) Plural
- B) Opposite
- C) Words
- D) Singular

116. It is a _____?knife. Fill in the correct adjective.

- A) sharp
- B) there
- C) this
- D) and

117. The way we interact, manage and deal with our external environment is known as _____ skills.

- A) Musical
- B) Technical
- C) Behavioural
- D) Teaching

118. Shilpa is applying for a job online. She sends her application by email. What is she supposed to mention in the subject line to make it easy for the employer to find her

email?

- A) Education qualification B) Shilpa - Age
C) Shilpa - Job Position D) Previous experience

119. Releasing chemicals, waste, plastics into the water is called ____.

- A) Water Pollution B) Land pollution
C) Air pollution D) Sound pollution

120. It is not good to forward _____ on social media.

- A) fake news B) messages
C) songs D) greetings

121. Arun travels to school by bus. The action word in the sentence is ____.

- A) travels B) Arun
C) bus D) school

122. Wow! The flowers in the park are beautiful. This is a _____?sentence.

- A) Exclamatory (!) B) Imperative
C) Interrogative (?) D) Declarative (.)

123. Which of the following is not a part of decision-making?

- A) Identify problem B) Generate options
C) Performance D) Implement decision

124. Rahim learns MS Office during his lunch break. This is an example of -

- A) Time Management B) Logical thinking
C) Online job D) Over thinking

125. Regular assessment of skills is necessary for the growth of ____.

- A) Career B) Interview
C) Skill D) Job

126. Ravi read job description which specified ?Familiarity with MS office?. What should he know?

- A) How to get certification B) How to study
C) How to write an email D) How to use MS Office

127. Ryan wants to speak to HR about his work. He should specify the name of his job, place of work and ___?.

- A) Senior name B) His needs
C) Team mates D) Some information about his responsibilities

128. Rita found someone's wallet in the office. She gives it to the office manager. This shows that she is ____.

- A) open-minded B) non - judgemental
C) honest & responsible D) kind

129. Which of these is an e-learning portal?

- A) Netflix B) NAPS portal
C) ASEEM D) Bharat Skills Portal

130. An introduction letter is a ____.

- A) E-mail B) Leave Letter
C) Cover letter D) Resume

131. An employee is someone who_____.

- A) Goes to school to study B) Goes to play
C) Does not work D) Works for a salary

132. Which fundamental right allows us to freely visit a temple, church, or mosque for prayer?

- A) Right to freedom of religion B) Right against exploitation
C) Right to education D) Right to equality

133. Which of the following is not a part of one's personality?

- A) Strengths B) Beliefs
C) Weaknesses D) Skin colour

134. Job title is the name of ____.

- A) Role you join B) Company name
C) Company Job D) Summary

135. Which of these is an informal greeting?

- A) Good day B) Good evening
C) Hey D) Good morning

136. They? is used when we want to refer to ____.

- A) Our B) She
C) Many people D) He

137. Naveen is fond of dogs, but Sheetal hates dogs. In this sentence who likes dogs?

- A) Sheetal B) Both Sheetal and Naveen
C) Naveen D) Dog

138. Bats fly during the night. In this sentence the word Bat is_____

- A) An action word B) A cool word
C) A boring word D) A Naming Word

139. Verbs tell the action of the ____.

- A) Cow B) Change

C) Naming words

D) Act

A) Voice

B) Height

C) Situation

D) Weight

140. A person who works with us is called a__?.

A) Friend

B) Coworker

C) Relative

D) Family

141. Which of the following options is an Employability Skill?

A) All of these

B) Digital Skills

C) Good Communication Skills

D) Good Interview Skills

142. Add comma wherever it is necessary. After the meeting we will go out.

A) After the meeting, we will go out.

B) After the, meeting we will go, out.

C) After the meeting we will go out.

D) After, the meeting, we will go out.

143. _____ is a way of thinking to solve a problem.

A) Self confidence

B) Negative attitude

C) Critical thinking

D) Time Management

144. The Constitution Of India is also called as _____.

A) Bharatiya Academy

B) Bhartiya Samvidhan

C) Novel

D) Newspaper

145. When people from different states/ countries meet officially, _____ is the commonly used language to communicate with each other.

A) English

B) Latin

C) Action

D) Newspaper

146. Question always end with a __?.

A) Full stop .

B) Exclamation mark !

C) Question mark ?

D) Comma ,

147. Using Internet is easy if we learn _____?.

A) Sports

B) Maths

C) English

D) Science

148. Values and ethics help us build good _____.

A) rent

B) behavior

C) games

D) studies

149. Things or activities that we enjoy are __?.

A) Negative

B) Emotions

C) Dislikes

D) Likes

150. Emotions can be expressed through your _____.

151. Mr. Johnson wants to employ an 8 year old girl for household work. In India, which fundamental right would not allow it?

A) Right to information

B) Right against exploitation

C) Right to equality

D) Right to freedom of religion

152. India is a Sovereign country. That means it can make its own_____.

A) Money

B) Election

C) Rules and Decisions

D) State

153. Rita had to attend a group discussion on behalf of her company. What is she supposed to do before the meeting?

A) Attend classes

B) Be prepared about the topic

C) Take leave

D) Attend party

154. Inability to do something well is one's _____.

A) Strength

B) Aspiration

C) Value

D) Weakness

155. Tom tries to read the name boards, advertisements and posters that are in English. This helps him to_____.

A) Improve his English

B) See

C) Play

D) Friends

156. Radha has learnt how to write a sentence. Which is the subject in this sentence?

A) Radha

B) Sentence

C) Learnt

D) How

157. In today's world, _____ have become a basic skill requirement in many jobs.

A) Dancing skills

B) Painting skills

C) Acting skills

D) Digital skills

158. A child was working in the computer lab which had many computers. The word 'computers' is in the_____form.

A) Maximum

B) Plural

C) Minimum

D) Less

159. Ramesh is working in Chennai. _____likes the office environment.

A) What

B) It

C) That

D) He

160. Things that one is good at doing are _____.

A) Passion

B) Interests

C) Concerns

D) Abilities
