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Score: 39/50 (78.00%)

Code: 8603

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

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

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

- A) Less
C) Minimum
- B) Plural (Correct)
D) Maximum

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

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

4. Verbs tell the action of the _____.

- A) Cow (Incorrect)
C) Act
- B) Change
D) Naming words

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

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

6. The punctuation in a sentence makes the meaning_____?to understand.

- A) ambiguous
C) think
- B) unclear
D) clear (Correct)

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

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

8. Symbols gives us information through _____.

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

9. Which of these is an informal greeting?

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

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

- A) Attend party
C) Be prepared about the topic (Correct)
- B) Attend classes
D) Take leave

11. Phone call has _____phases

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

12. Document which has details of a job is _____?.

- A) Letter
C) Job Description (Correct)
- B) Resume
D) Report

13. Job title is the name of _____.

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

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

- A) Fun
C) Boring (Correct)
- B) Exciting
D) Interesting

15. When you are interested in working for a company, you will write _____letter

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

16. Clear communication leads to _____.

- A) Different work
C) Slow work
- B) Opposite work
D) Faster work (Correct)

17. Seetha is speaking to her customers to understand how to improve her business. What type of communication is this?

- A) Verbal Communication
C) No Communication
- B) Non-Verbal Communication
D) Written communication (Incorrect)

18. Raj and Tej talk to each other only on the phone. What type of communication is this?

- A) Sign communication
C) Verbal Communication (Correct)
- B) Non-Verbal Communication
D) Written communication

19. A formal letter can be used for _____ purposes.

- A) Boring
C) Friendship
B) **Official (Correct)**
D) Fighting

20. Tom received a letter, but it did not have any details of who sent it. The letter was missing the _____ address.

- A) Receiver?s
C) Greetings
B) **Sender?s (Correct)**
D) Subject

21. Shouting shows we are angry. Talking very slowly shows we are tired or sleepy. What part of non-verbal communication helps us understand this?

- A) Smile
C) **Tone of voice (Correct)**
B) Hand movements
D) Eye movements

22. Cherry is going for an interview. What should she not do?

- A) Wear formal dress
C) Take her resume
B) **Apply too much makeup or perfume (Correct)**
D) Wear clean clothes

23. Formal communication is used at ____.

- A) Friend
C) Party
B) House
D) **Workplace (Correct)**

24. Vinod met his new manager at his workplace. He had to _____ himself first.

- A) Thank
C) Appreciate
B) **Introduce (Correct)**
D) Praise

25. Exchange of ideas happen through _____.

- A) **Communication (Correct)**
C) Watching
B) Listening
D) Singing

26. In a meeting, Surya speaks in Hindi. Some of his team members understand both English & Hindi, while others only know English. What should Surya do?

- A) Speak in Hindi
C) Stop talking
B) Scold people
D) **Speak in English (Correct)**

27. The concept of _____ best describes importance of teamwork.

- A) Conflict
C) Team
B) **Synergy (Correct)**
D) Group

28. Sharing will help everyone feel involved and _____.

- A) Happy (Incorrect)
C) **Motivated**
B) Sad
D) Close

29. Ram, Vinay and Sandeep are working as a team to finish the geography project. Vinay is sharing his thoughts. What are Vinay and Sandeep supposed to do?

- A) **Listen actively (Correct)**
C) Go around the school
B) Play
D) None of these

30. Argument or disagreement between two groups of people is called _____.

- A) Teamwork
C) Happiness
B) **Conflict (Correct)**
D) Fun

31. Conflict in workplace affects ____.

- A) **ability to work**
C) environment (Incorrect)
B) salary
D) weather

32. James had to meet his team members Suraj, Reena and Nagma on Friday. James called Suraj and Reena. But he did not inform Nagma. This is an example of _____.

- A) **Poor communication**
C) Stress
B) Typing error
D) Poor listening (Incorrect)

33. Shwetha and Rakshit are coworkers. They are angry with each other because they have not completed a project properly. Which is a good way to resolve such conflicts in the workplace?

- A) Quit the job
C) Ignore each other
B) **Find different ways to solve the problem (Correct)**
D) File a police complaint

34. During criticism we must remain _____ and _____ to the person.

- A) happy and joyful (Incorrect)
C) shout and cry
B) **calm and listen**
D) fight and cry

35. You are unable to share your message properly in an email. Which skill should you improve?

- A) **Written communication (Correct)**
C) Reading
B) Speaking
D) Playing

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

- A) Good Interview Skills
C) Digital Skills
B) Good Communication Skills
D) **All of these (Correct)**

37. An employee is someone who _____.

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

38. 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 (Correct)

39. Gopi is always willing to learn and improve in his work. He has a_____?

- A) Fixed mindset
B) Certificate
C) **Growth mindset (Correct)**
D) Marksheet

40. What are Employability Skills?

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

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

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

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

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

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

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

44. 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) Play sports
B) Watch news

C) **Find courses: online or offline (Correct)**

D) Quit job

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

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

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

- A) Acting skills
B) **Digital skills (Correct)**
C) Painting skills
D) Dancing skills

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

- A) Software
B) Hardware
C) **Green (Correct)**
D) Part-time

48. Green Jobs are important because_____.

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

49. Geetha has just completed her education. She joined a basic English course to improve her _____skills.

- A) Technical
B) Digital
C) **Communication (Correct)**
D) Problem solving

50. 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) **Online retail (Correct)**
B) Audio cassette shop
C) Anything is fine
D) Video rental store