

Duration: 60 Mins

Total Marks: 100

Q.ID: ITISKILL1759HI

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

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

Answer: C) Boring

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

- A) How B) Learnt
C) Radha D) Sentence

Answer: C) Radha

3. 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.

Answer: C) After the meeting, we will go out.

4. Comma is used to show a ____ within the sentence.

- A) Full stop B) Capital letter
C) Break D) Pair

Answer: C) Break

5. Plural form of child is ____.

- A) Person B) Kid
C) Infant D) Children

Answer: D) Children

6. Phone call has ____ phases

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

Answer: D) Three

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

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

Answer: D) Full stop (.)

8. Formal greetings are used in _____.

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

Answer: B) Workplace

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

Answer: D) I agree with your plan of action

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

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

Answer: C) Listen to me

11. 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) Some information about his responsibilities D) Team mates

Answer: C) Some information about his responsibilities

12. People can hear the emotions and see our facial expression when we _____.

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

Answer: C) Speak

13. Sentences are _____.

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

Answer: A) group of words with complete meaning

14. English is a _____ language.

- A) Evening B) Common
C) Day D) Night

Answer: B) Common

15. The _____ is what or whom a sentence is about.

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

Answer: C) Subject

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

- A) Play
- B) See
- C) Friends
- D) Improve his English

Answer: D) Improve his English

17. 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) Vinay
- C) Dentist
- D) Tooth

Answer: A) Teeth

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

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

Answer: B) Should dispose it in recyclable items

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

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

Answer: D) large

20. An introduction letter is a _____.

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

Answer: C) Cover letter

21. Naming words are also called _____?

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

Answer: B) Nouns

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

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

Answer: D) Measurement

23. Job title is the name of _____.

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

Answer: B) Role you join

24. Location for the job means _____?

- A) Title
- B) Description
- C) Name
- D) Place

Answer: D) Place

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

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

Answer: B) Naming words

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

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

Answer: B) sharp

27. We should _____?instructions in the classroom.

- A) ignore
- B) learn
- C) listen to
- D) forget

Answer: C) listen to

28. Things or activities that we enjoy are _____?

- A) Emotions
- B) Likes
- C) Dislikes
- D) Negative

Answer: B) Likes

29. Bats fly during the night. In this sentence the word Bat is _____.

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

Answer: D) A Naming Word

30. A person who works with us is called a _____?

- A) Relative
- B) Coworker
- C) Family
- D) Friend

Answer: B) Coworker

31. Kim fell from her bike yesterday. The action in the sentence is in _____?tense.

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

Answer: D) Past

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

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

Answer: D) Nina, what is your summer plan?

33. Group discussion helps us _____?

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

Answer: D) learn more and solve big problems

34. Describing words add more information to the ___?

- A) Naming words
- B) Bad
- C) Sad
- D) Numbers

Answer: A) Naming words

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

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

Answer: D) Group discussion

36. Emotions can be expressed through your ____.

- A) Voice
- B) Height
- C) Weight
- D) Situation

Answer: A) Voice

37. ___questions give clear indication of the information the person wants to know.

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

Answer: C) Wh-

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

- A) Yup
- B) Done
- C) Yes, I know how to use Windows
- D) I will know

Answer: C) Yes, I know how to use Windows

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

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

Answer: A) Hello everyone!

40. Wow! The flowers in the park are beautiful. This is a_____?sentence.

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

Answer: B) Exclamatory (!)

41. When you ask someone something it is ____.

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

Answer: B) Question

42. Action words are also called ____.

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

Answer: C) Verbs

43. Sita and I are friends. ____stays in Gandhi Bazar.

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

Answer: C) She

44. Listening is important to ____?the information given.

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

Answer: D) understand

45. Which of these is an informal greeting?

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

Answer: A) Hey

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

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

Answer: A) I respectfully disagree with what you are saying.

47. An exclamatory sentence ends with the _____.

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

Answer: B) Exclamatory mark (!)

48. Question always end with a ___?.

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

Answer: C) Question mark ?

49. A person who makes a call_____

- A) Phase
- B) Contacts
- C) Caller
- D) Keypad

Answer: C) Caller

50. The correct order for a sentence is _____.

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

Answer: D) Subject, Verb, Object

51. 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 - Job Position
- C) Pervious experience
- D) Shilpa - Age

Answer: B) Shilpa - Job Position

52. Adjectives are ____words.

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

Answer: D) Describing

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

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

Answer: B) Greet the person

54. ___greetings are used while speaking to friends and family.

- A) Informal B) Formal
C) Due D) No

Answer: A) Informal

55. A poster presents information by using_____.

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

Answer: A) Images and colours

56. 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) Yes, he should blame his team- mates for all the problems. B) No, he should avoid speaking negatively about his teammates.
C) Yes, he should discuss all the arguments in detail. D) Yes, why not!

Answer: B) No, he should avoid speaking negatively about his teammates.

57. Most of the government job calls will be in ___format.

- A) Indirect B) Paper format
C) In person D) Direct

Answer: B) Paper format

58. Choose the correct sentence.

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

Answer: C) The cat runs on the road.

59. We can learn English by _____?.

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

Answer: A) Reading newspaper

60. ____contact with the people we are speaking help us to communicate confidently.

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

Answer: D) Eye

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

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

Answer: C) Opinion Phrase

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

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

Answer: A) Practicing listening

63. Dislikes are things towards which we have ___?.

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

Answer: D) Negative emotion

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

Answer: B) Could you please repeat?

65. The most effective way to get information is by

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

Answer: A) Reading

66. The beginning of a sentence should start with _____letter

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

Answer: B) Capital

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

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

Answer: B) clear

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

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

Answer: D) Long time, no see!

69. 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) Type of job & Company name
C) Location D) None of these

Answer: B) Type of job & Company name

70. Verbs tell the action of the ____.

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

Answer: C) Naming words

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

- A) English B) Newspaper
C) Action D) Latin

Answer: A) English

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

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

Answer: B) a Prospecting

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

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

Answer: C) How to use MS Office

74. Every complete sentence has ____.

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

Answer: B) 3 parts

75. 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 hate B) I don?t mind
C) I want D) I won?t

Answer: B) I don?t mind

76. 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) Both of them B) None of them
C) Ram D) Shyam

Answer: D) Shyam

77. Using Internet is easy if we learn ____?.

- A) Maths B) Sports
C) Science D) English

Answer: D) English

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

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

Answer: C) Declarative (.)

79. Document which has details of a job is ___?.

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

Answer: B) Job Description

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

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

Answer: C) travels

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

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

Answer: D) Naming words

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

Answer: D) Referral Cover Letter

83. Effective communication is to both ____.

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

Answer: C) speak and listen well

84. The pronoun 'I' is used for ____.

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

Answer: B) Myself

85. 'The sea is blue'. In this sentence ____is an adjective.

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

Answer: C) blue

86. Ramesh is working in Chennai. ____likes the office environment.

- A) He B) That

