

Student Name: \_\_\_\_\_ Roll No: \_\_\_\_\_

1. 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) Attend party  
D) Take leave

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

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

3. Adjectives are \_\_\_\_ words.

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

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

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

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

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

6. Plural form of child is \_\_\_\_.

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

7. The pronoun 'I' is used for \_\_\_\_.

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

8. Singular naming words are used when \_\_\_\_ person, place or thing is present.

- A) Few  
B) One  
C) Many  
D) More

9. Which of these should not be used to express your opinion

in a group discussion?

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

10. It is a \_\_\_\_?knife. Fill in the correct adjective.

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

11. We should \_\_\_\_?instructions in the classroom.

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

12. Document which has details of a job is \_\_\_\_?.

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

13. Receiver is a person who \_\_\_\_ the call.

- A) Dials  
B) Rejects  
C) Blocks  
D) Receives

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

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

15. Wow! The flowers in the park are beautiful. This is a \_\_\_\_?sentence.

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

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

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

17. Naming words are also called \_\_\_\_?.

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

18. Kim fell from her bike yesterday. The action in the sentence is in \_\_\_\_\_?tense.

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

19. Question always end with a \_\_\_?.

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

20. Dislikes are things towards which we have \_\_\_?.

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

21. Tom tries to read the name boards, advertisements and posters that are in English. This helps him to\_\_\_\_\_.

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

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

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

23. Formal greetings are used in \_\_\_\_\_.

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

24. The correct order for a sentence is \_\_\_\_\_.

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

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

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

26. Comma is used to show a \_\_\_\_\_within the sentence.

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

27. Verbs tell the action of the \_\_\_\_\_.

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

28. Pronouns (ex: he, she, her) can be used in the place of \_\_\_\_\_.

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

29. A child was working in the computer lab which had many computers. The word ?computers? is in the\_\_\_\_\_form.

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

30. Cats is an example of \_\_\_\_\_word.

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

31. The\_\_\_\_\_?is what or whom a sentence is about.

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

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

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

33. Which of these is an informal greeting?

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

34. Malini is attending her new school today. She introduces herself as \_\_\_\_\_.

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

35. We can learn English by \_\_\_\_\_?.

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

36. Job title is the name of \_\_\_\_\_.

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

37. Emotions can be expressed through your \_\_\_\_\_.

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

38. A poster presents information by using\_\_\_\_\_.

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

39. Sita and I are friends. \_\_\_\_\_stays in Gandhi Bazar.

- A) She
- B) And

C) What

D) A

40. 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) Referral Cover Letter  
D) Letter of absence

41. 'Arjun filled water into a large pot'. In this sentence the describing word is \_\_\_\_\_.

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

42. Ram was asked to measure his cupboard. It was 4 feet tall. Here feet means \_\_\_\_.

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

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

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

44. Words that are used to name people, places, animals and things are \_\_\_\_\_.

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

45. \_\_\_greetings are used while speaking to friends and family.

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

46. A person who works with us is called a\_\_\_?

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

47. Effective communication is to both \_\_\_\_\_.

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

48. \_\_\_contact with the people we are speaking help us to communicate confidently.

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

49. A declarative sentence tells us some information or explanation. It ends with \_\_\_\_\_.

- A) Exclamatory mark (!)  
B) Comma (,)

C) Question mark (?)

D) Full stop (.)

50. 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) Could you please repeat?  
D) What is it?

51. A person who makes a call \_\_\_\_\_

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

52. Describing words add more information to the \_\_\_?.

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

53. The most effective way to get information is by

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

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

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

55. Symbols gives us information through \_\_\_\_\_.

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

56. An exclamatory sentence ends with the \_\_\_\_\_.

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

57. Phone call has \_\_\_phases

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

58. People can hear the emotions and see our facial expression when we \_\_\_\_\_.

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

59. I adore? phrase is used to express \_\_\_\_\_of something.

- A) A strong admiration  
B) A poor admiration  
C) A bad feeling  
D) A dislike

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

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

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

61. Bats fly during the night. In this sentence the word Bat is \_\_\_\_\_

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

71. Things or activities that we enjoy are \_\_\_?

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

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

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

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

63. When you are interested in working for a company, you will write \_\_\_\_\_ letter

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

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

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

64. They? is used when we want to refer to \_\_\_\_.

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

74. Arun travels to school by bus. The action word in the sentence is \_\_\_\_.

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

65. English is a \_\_\_\_\_ language.

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

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

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

66. 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 won?t  
C) I don?t mind                      D) I want

76. 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) His  
C) See                      D) Naming words

67. 'The sea is blue'. In this sentence \_\_\_\_\_ is an adjective.

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

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

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

68. Group discussion helps us \_\_\_?

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

78. Listening is important to \_\_\_\_\_?the information given.

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

69. An introduction letter is a \_\_\_\_.

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

79. 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) Shyam  
C) Ram                      D) None of them

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

**80.** 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) Vinay
- B) Teeth
- C) Dentist
- D) Tooth

**81.** The beginning of a sentence should start with \_\_\_\_\_ letter

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

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

**83.** 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) Speak
- C) Write
- D) Read

**84.** When two or more people give their thoughts and views on a topic. It is called a \_\_\_\_\_.

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

**85.** Most of the government job calls will be in \_\_\_\_\_ format.

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

**86.** Every complete sentence has \_\_\_\_\_.

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

**87.** 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.

**88.** 'It is going to be a sunny day tomorrow'. The action in this sentence is in \_\_\_\_\_ tense.

- A) Past
- B) Future
- C) Date
- D) Day

**89.** 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.

**90.** Ramesh is working in Chennai. \_\_\_\_\_ likes the office environment.

- A) It
- B) What
- C) He
- D) That

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

**92.** Location for the job means \_\_\_\_\_?

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

**93.** Using Internet is easy if we learn \_\_\_\_\_?

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

**94.** The punctuation in a sentence makes the meaning \_\_\_\_\_? to understand.

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

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

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

**96.** \_\_\_\_\_ questions give clear indication of the information the person wants to know.

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

**97.** When you ask someone something it is \_\_\_\_\_.

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

**98.** Ryan wants to speak to HR about his work. He should specify the name of his job, place of work and \_\_\_\_\_?

- A) Team mates
- B) Senior name

C) His needs

D) Some information about his responsibilities

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99. Action words are also called \_\_\_\_\_.

A) Are

B) Is

C) Center

D) Verbs

100. Sentences are \_\_\_\_\_.

A) Verbs

B) Letters

C) Nouns

D) group of words with complete meaning

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