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Score: 35/50 (70.00%)

Code: 1770

1. English is a ____ language.

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

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

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

3. 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) Naming words (Correct) B) His
C) That D) See

4. A child was working in the computer lab which had many computers. The word ?computers? is in the ____ form.

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

5. Adjectives are ____ words.

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

6. The beginning of a sentence should start with ____ letter

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

7. 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. (Correct)
C) After the, meeting we will go, out. D) After the meeting we will go out.

8. Sentences are ____.

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

9. Every complete sentence has ____.

- A) 1 part B) 2 parts (Incorrect)

C) 3 parts

D) 4 parts

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

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

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

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

12. Which of these is an informal greeting?

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

13. When you ask someone something it is ____.

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

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

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

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

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

16. 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? (Correct)
C) Speak loud D) I don?t know

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

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

18. 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 (Correct) D) How to study

19. An introduction letter is a ____.

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

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) Referral Cover Letter** B) Letter of interest (Incorrect)
C) Leave letter D) Letter of absence

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

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

22. Things that one is good at doing are ____.

- A) Concerns B) Interests (Incorrect)
C) Abilities D) Passion

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

- A) Belief B) Value
C) Leader **D) Strength (Correct)**

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

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

25. What are the advantages of time management?

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

26. Good time management helps in improving ____ at work.

- A) Weakness **B) Performance (Correct)**
C) Stress D) Pressure

27. The time blocked for work is called a ____ technique.

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

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

- A) Pomodoro** B) Timing (Incorrect)
C) Blocktime D) Calendar

29. Finding a solution to any problem is known as ____ skill.

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

30. If one is capable of finding solutions to problems, one will get better at ____.

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

31. Effective communication needs to be -

- A) Simple B) Clear
C) Complete **D) All of these (Correct)**

32. Nitya wanted to discuss an issue with her teammates. What type of communication is it?

- A) Written **B) Verbal (Correct)**
C) Image D) Video

33. The way we sit, our facial expression and body language show ____ communication.

- A) non- verbal** B) verbal
C) informal (Incorrect) D) written

34. Clear communication leads to ____.

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

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

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

36. Which is not a type of non-verbal communication ?

- A) E-mail** B) Eye-contact
C) Hand movements D) Facial expression (Incorrect)

37. 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 B) Hand movements
C) Tone of voice (Correct) D) Eye movements

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

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

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

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

40. Conflict in workplace affects ____?

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

41. 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)

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

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

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

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

44. Zeena wants to enroll for an e-learning course. The most important thing she needs is a _____.

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

45. Green Jobs are important because _____.

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

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

- A) fake news (Correct)**
C) greetings
- B) messages
D) songs

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

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

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

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

49. Releasing chemicals, waste, plastics into the water is called _____.

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

50. Scientists are warning us that the rise in earth's temperature causes _____.

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