

15. The most effective way to get information is by

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

Answer: A) Reading

16. An introduction letter is a ____.

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

Answer: A) Cover letter

17. Most of the government job calls will be in ____format.

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

Answer: C) Paper format

18. Which of these is an informal greeting?

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

Answer: D) Hey

19. Phone call has ____phases

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

Answer: A) Three

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

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

Answer: D) Full stop (.)

21. Choose the correct sentence.

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

Answer: C) The cat runs on the road.

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

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

Answer: C) Measurement

23. A person who makes a call_____

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

Answer: C) Caller

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

- A) Resume
- B) Letter

- C) Job Description
- D) Report

Answer: C) Job Description

25. Job title is the name of ____.

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

Answer: D) Role you join

26. Group discussion helps us ____?.

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

Answer: A) learn more and solve big problems

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

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

Answer: B) Coworker

28. Dislikes are things towards which we have ____?.

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

Answer: A) Negative emotion

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

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

Answer: C) Radha

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

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

Answer: B) English

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

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

Answer: C) Declarative (.)

32. Malini is attending her new school today. She introduces herself as ____.

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

Answer: D) Hello everyone!

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

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

Answer: C) Eye

34. Formal greetings are used in _____.

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

Answer: C) Workplace

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

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

Answer: C) Subject

36. 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
C) Referral Cover Letter
- B) Letter of interest
D) Letter of absence

Answer: C) Referral Cover Letter

37. Ryan wants to speak to HR about his work. He should specify the name of his job, place of work and _____.

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

Answer: A) Some information about his responsibilities

38. English is a _____ language.

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

Answer: A) Common

39. Ramesh is working in Chennai. _____ likes the office environment.

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

Answer: B) He

40. We can learn English by _____.

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

Answer: B) Reading newspaper

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

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

Answer: D) Naveen

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

Answer: C) Shilpa - Job Position

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

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

Answer: D) Naming words

44. Naming words are also called _____.

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

Answer: A) Nouns

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

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

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