



C) forget

D) ignore

20. 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) Practicing Movements  
(Incorrect)

D) None of these

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

**A) Negative emotion**

B) Positive emotion

C) Likes

D) Interests (Incorrect)

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

A) Sheetal

**B) Naveen (Correct)**

C) Both Sheetal and Naveen

D) Dog

23. 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 don't mind (Correct)**

B) I hate

C) I want

D) I won't

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

A) Family

**B) Workplace (Correct)**

C) House

D) Friends

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

A) Formal (Incorrect)

B) Due

**C) Informal**

D) No

26. Which of these is an informal greeting?

A) Good day

B) Good morning

C) Good evening

**D) Hey (Correct)**

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

A) Good bye

**B) Hello everyone! (Correct)**

C) What's up guys

D) Longtime everyone

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

**A) Long time, no see!**

B) What are you doing here?  
(Incorrect)

C) Thank you!

D) Take care!

29. \_\_\_questions give clear indication of the information the person wants to know.

**A) Wh- (Correct)**

B) Yes or No

C) No

D) Closed questions

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

A) Done

**B) Yes, I know how to use Windows (Correct)**

C) Yup

D) I will know

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

A) argue

B) have fun

C) create problems

**D) learn more and solve big problems (Correct)**

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

A) Keypad

**B) Caller (Correct)**

C) Phase

D) Contacts

33. Phone call has \_\_\_phases

A) End

B) Middle

C) Different

**D) Three (Correct)**

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

A) Letter

B) Resume

**C) Job Description (Correct)**

D) Report

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

A) Company name

**B) Role you join (Correct)**

C) Company Job

D) Summary

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

**A) Type of job & Company name (Correct)**

B) Name of the workplace alone

C) Location

D) None of these

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

A) Fun

B) Exciting

**C) Boring (Correct)**

D) Interesting

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

A) Friend

**B) Coworker (Correct)**

C) Family

D) Relative

39. 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.  
C) Yes, he should discuss all the arguments in detail.
- B) No, he should avoid speaking negatively about his teammates. (Correct)**  
D) Yes, why not!

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

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

41. Most of the government job calls will be in \_\_\_format.

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

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

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

43. When you are interested in working for a company, you will write \_\_\_\_\_letter

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

44. 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 (Correct)**  
C) Leave letter
- B) Letter of interest  
D) Letter of absence

45. 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 - Age  
C) Education qualification
- B) Shilpa - Job Position (Correct)**  
D) Pervious experience