

Duration: 60 Mins

Total Marks: 45

ID: ITISKILL3417FY

Student Name: _____	Roll No: _____
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1. If you work in a large & popular company, what type of information is good to share about the workplace?

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

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

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

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

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

4. 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 |

5. Ramesh is working in Chennai. ___ likes the office environment.

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

6. A person who works with us is called a ___?

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

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

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

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

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

9. 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 want | B) I hate |
| C) I don't mind | D) I won't |

10. Most of the government job calls will be in ___ format.

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

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

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

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

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

13. Naming words are also called ___?.

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

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

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

15. ___ questions give clear indication of the information the person wants to know.

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

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

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

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

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

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

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

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

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

20. Every complete sentence has ____.

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

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

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

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

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

23. The_____?is what or whom a sentence is about.

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

24. We can learn English by _____?.

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

25. English is a _____language.

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

26. Group discussion helps us ____?.

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

27. Job title is the name of _____.

- A) Company name
- B) Role you join

C) Summary

D) Company Job

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

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

29. Choose the correct sentence.

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

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

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

31. Which of these is an informal greeting?

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

32. Formal greetings are used in _____.

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

33. Plural form of child is_____.

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

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

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

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

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

36. A person who makes a call_____

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

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

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

38. We should _____?instructions in the classroom.

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

39. An introduction letter is a ____.

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

40. 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) Pervious experience
- B) Shilpa - Job Position
- C) Education qualification
- D) Shilpa - Age

41. 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
- B) Letter of interest
- C) Referral Cover Letter
- D) Letter of absence

42. The most effective way to get information is by

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

43. 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 discuss all the arguments in detail.
- C) Yes, he should blame his team- mates for all the problems.
- D) No, he should avoid speaking negatively about his teammates.

44. Phone call has ___phases

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

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

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