

17. Things or activities that we enjoy are ___?

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

Answer: C) Likes

18. Which of these should not be used to express your opinion in a group discussion?

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

Answer: B) Listen to me

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

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

Answer: D) Naveen

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

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

Answer: B) Full stop (.)

21. 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) Teeth
- B) Dentist
- C) Tooth
- D) Vinay

Answer: A) Teeth

22. ___questions give clear indication of the information the person wants to know.

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

Answer: A) Wh-

23. 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) Shyam
- B) Both of them
- C) Ram
- D) None of them

Answer: A) Shyam

24. An exclamatory sentence ends with the _____.

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

Answer: D) Exclamatory mark (!)

25. 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
- B) I want
- C) I won't
- D) I hate

Answer: A) I don't mind

26. The correct order for a sentence is _____.

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

Answer: A) Subject, Verb, Object

27. 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

Answer: C) Some information about his responsibilities

28. Effective communication is to both _____.

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

Answer: B) speak and listen well

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

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

Answer: D) How to use MS Office

30. Every complete sentence has ____.

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

Answer: A) 3 parts

31. Listening is important to ___?the information given.

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

Answer: A) understand

32. Verbs tell the action of the _____.

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

Answer: B) Naming words

33. Most of the government job calls will be in ___format.

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

Answer: D) Paper format

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

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

Answer: C) Direction

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

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

Answer: A) Plural

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

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

Answer: A) English

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

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

Answer: D) Capital

38. A poster presents information by using _____.

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

Answer: B) Images and colours

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

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

Answer: B) I respectfully disagree with what you are saying.

40. 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
C) See
- B) That
D) His

Answer: A) Naming words

41. 'They' is used when we want to refer to ____.

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

Answer: A) Many people

42. Symbols give us information through ____.

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

Answer: B) Images

43. The punctuation in a sentence makes the meaning _____ to understand.

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

Answer: B) clear

44. Document which has details of a job is ____.

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

Answer: D) Job Description

45. Comma is used to show a ____ within the sentence.

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

Answer: C) Break

46. Describing words add more information to the ____.

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

Answer: B) Naming words

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

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

Answer: B) Naming words

48. We can learn English by ____.

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

Answer: C) Reading newspaper

49. 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
C) Practicing News
- B) Practicing listening
D) Practicing Movements

Answer: B) Practicing listening

50. Phone call has ____ phases

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

Answer: D) Three

51. 'Cats' is an example of ____ word.

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

Answer: D) Plural

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

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

Answer: B) Hello everyone!

53. Sita and I are friends. _____stays in Gandhi Bazar.

- A) A B) And
C) She D) What

Answer: C) She

54. Receiver is a person who _____the call.

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

Answer: C) Receives

55. Ram was asked to measure his cupboard. It was 4 feet tall. Here feet means _____.

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

Answer: A) Measurement

56. The pronoun 'I' is used for _____.

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

Answer: A) Myself

57. 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.

Answer: C) After the meeting, we will go out.

58. 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) Referral Cover Letter
C) Letter of interest D) Letter of absence

Answer: B) Referral Cover Letter

59. Using Internet is easy if we learn _____?.

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

Answer: C) English

60. When two or more people give their thoughts and views on a topic. It is called a_____.

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

Answer: A) Group discussion

61. Group discussion helps us ____?.

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

Answer: C) learn more and solve big problems

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

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

Answer: A) Declarative (.)

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

Answer: C) No, he should avoid speaking negatively about his teammates.

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

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

Answer: C) Boring

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

Answer: C) Shilpa - Job Position

66. People can hear the emotions and see our facial expression when we _____.

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

Answer: A) Speak

67. Wow! The flowers in the park are beautiful. This is a_____?sentence.

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

Answer: C) Exclamatory (!)

68. Kim fell from her bike yesterday. The action in the sentence is in_____?tense.

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

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

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

Answer: C) Radha

87. Action words are also called _____.

- A) Center
- B) Are
- C) Is
- D) Verbs

Answer: D) Verbs

88. Adjectives are _____ words.

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

Answer: D) Describing

89. When you are interested in working for a company, you will write _____ letter

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

Answer: A) a Prospecting

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

Answer: D) I agree with your plan of action

91. Plural form of child is_____.

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

Answer: C) Children

92. Emotions can be expressed through your _____.

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

Answer: D) Voice

93. Question always end with a ____?.

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

Answer: A) Question mark ?

94. English is a _____ language.

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

Answer: A) Common

95. 'Arjun filled water into a large pot'. In this sentence the describing word is _____.

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

Answer: C) large

96. Naming words are also called ____?.

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

Answer: B) Nouns

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

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

Answer: A) Greet the person

98. Arun travels to school by bus. The action word in the sentence is _____.

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

Answer: D) travels

99. Location for the job means ____?.

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

Answer: C) Place

100. An introduction letter is a _____.

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

Answer: B) Cover letter