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Question Paper

Duration: 60 Mins

Total Marks: 100

ID: ITISKILL4359OH

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| Student Name: _____ | Roll No: _____ |
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1. 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

2. An exclamatory sentence ends with the ____.

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

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

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

4. Sudha says, "I feel that these lights are too bright". What is she communicating?

- A) Answer
B) Question
C) Opinion Phrase
D) Idiom

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

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

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

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

7. Most of the government job calls will be in ____ format.

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

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

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

9. Describing words add more information to the ____.

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

10. 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 Movements
C) Practicing News
D) None of these

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

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

12. Adjectives are ____ words.

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

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

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

14. We can learn English by ____?.

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

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

16. Effective communication is to both ____.

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

17. 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) Dentist
B) Teeth
C) Vinay
D) Tooth

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

- A) Resume
- C) Letter

- B) Job Description
- D) Report

C) blue

D) the

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

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

20. Cats is an example of _____ word.

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

21. Receiver is a person who _____ the call.

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

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

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

23. They? is used when we want to refer to _____.

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

24. 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) I don't know
- C) Could you please repeat?
- B) Speak loud
- D) What is it?

25. _____ greetings are used while speaking to friends and family.

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

26. Action words are also called _____.

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

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

28. 'The sea is blue'. In this sentence _____ is an adjective.

- A) is
- B) sea

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

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

30. 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 won't
- C) I don't mind
- B) I want
- D) I hate

31. Sentences are _____.

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

32. _____ contact with the people we are speaking help us to communicate confidently.

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

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

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

34. Location for the job means _____?

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

35. English is a _____ language.

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

36. Sita and I are friends. _____ stays in Gandhi Bazar.

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

37. Teacher Meena advised her students to write down 2 or 3 sentences when she explains the lesson. How does it help the students?

- A) Speak
- C) Write
- B) Read
- D) Recollect what she said

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

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

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

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

40. A poster presents information by using _____.

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

41. It is a _____?knife. Fill in the correct adjective.

- A) this
B) there
C) sharp
D) and

42. Sita wanted to ask Nina about her summer plan. Choose the correct answer.

- A) Nina, what is your summer plan?
B) None of these
C) Nina is your plan.
D) What Nina asked?

43. A person who makes a call _____

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

44. Formal greetings are used in _____.

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

45. Symbols gives us information through _____.

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

46. We should _____?instructions in the classroom.

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

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

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

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

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

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

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

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

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

51. 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.

52. Every complete sentence has _____.

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

53. Dislikes are things towards which we have _____?.

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

54. Choose the correct sentence.

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

55. Ramesh is working in Chennai. _____likes the office environment.

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

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

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

57. Group discussion helps us _____?.

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

58. Question always end with a _____?.

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

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

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

60. When you ask someone something it is _____.

- A) Answer
- C) Blank

- B) Question
- D) Response

- C) A Naming Word

- D) A boring word

61. Job title is the name of ____.

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

62. Naming words are also called ____?

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

63. Plural form of child is ____.

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

64. Wow! The flowers in the park are beautiful. This is a _____ sentence.

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

65. I adore? phrase is used to express ____ of something.

- A) A dislike
- C) A strong admiration
- B) A bad feeling
- D) A poor admiration

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

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

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

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

68. Emotions can be expressed through your ____.

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

69. Things or activities that we enjoy are ____?

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

70. Phone call has ____ phases

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

71. Bats fly during the night. In this sentence the word Bat is _____

- A) A cool word
- B) An action word

72. A person who works with us is called a ____?

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

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

74. 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) See
- C) That
- B) His
- D) Naming words

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

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

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

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

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

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

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

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

79. Singular naming words are used when _____ person, place or thing is present.

- A) Few
- C) More
- B) Many
- D) One

80. The most effective way to get information is by

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

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

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

82. ____questions give clear indication of the information the person wants to know.

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

83. The correct order for a sentence is _____.

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

84. Which of these is an informal greeting?

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

85. 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) Leave letter
- C) Letter of interest
- D) Letter of absence

86. Pronouns (ex: he, she, her) can be used in the place of _____.

- A) Spellings
- B) Naming words
- C) Adjective
- D) Verb

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

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

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

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

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

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

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

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

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

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

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

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

93. 'It is going to be a sunny day tomorrow'. The action in this sentence is in _____tense.

- A) Date
- B) Past
- C) Day
- D) Future

94. Yash bought a bag which had recycle symbol. What should he do when the bag is old?

- A) Should dispose it in recyclable items
- B) Burn
- C) Put it in soil
- D) Throw it in the river

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

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

96. An introduction letter is a ____.

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

97. The beginning of a sentence should start with _____letter

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

98. Verbs tell the action of the _____.

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

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

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

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

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

