

Student Name: _____ Roll No: _____

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

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

2. Zeena wants to enroll for an e-learning course. The most important thing she needs is a _____.

- A) Book B) Pen
C) Library card D) Mobile phone or Computer

3. Phone call has ___phases

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

4. Verbs tell the action of the _____.

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

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

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

6. Before sharing the information on social media THINK questions to be asked by oneself;

- A) Is it Helpful? B) Is it Necessary?
C) All of these D) Is it True?

7. Which of these is an e-learning portal?

- A) Bharat Skills Portal B) Netflix
C) ASEEM D) NAPS portal

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

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

9. India is a Sovereign country. That means it can make its own_____.

- A) Rules and Decisions B) Election

C) State

D) Money

10. 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 are wrong!
C) I respectfully disagree with what you are saying. D) You don't know anything.

11. Singular naming words are used when ____person, place or thing is present.

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

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

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

13. Group discussion helps us ___?.

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

14. Kim fell from her bike yesterday. The action in the sentence is in_____tense.

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

15. The most effective way to get information is by

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

16. Receiver is a person who _____the call.

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

17. Emotions can be expressed through your _____.

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

18. The correct order for a sentence is _____.

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

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

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

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

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

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

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

22. An exclamatory sentence ends with the _____.

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

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

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

24. Values decide the _____ of a person.

- A) home B) character
C) laptop D) system

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

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

26. Formal greetings are used in _____.

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

27. What are Employability Skills?

- A) Skills for good communication B) Skills for playing video games
C) Skills used only in sports D) Skills needed to be successfully employed

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

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

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

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

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

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

31. The beginning of a sentence should start with _____ letter

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

32. Which of the following is used to send a copy of an email to another person without the main receiver of the email knowing?

- A) Subject B) CC(Carbon Copy)
C) BCC (Blind Carbon Copy) D) Attach file

33. _____ is the software that is put in a computer so that one can use it.

- A) App Store B) Operating System
C) Settings D) Software

34. Symbols gives us information through _____.

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

35. I adore? phrase is used to express _____ of something.

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

36. Ram wants to start his own business. He is considering two options - opening an audio cassette shop or starting an online retail business. Which of these options would you suggest?

- A) Audio cassette shop B) Online retail
C) Anything is fine D) Video rental store

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

38. 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
- B) Practicing Movements
- C) Practicing listening
- D) Practicing News

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

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

40. Releasing chemicals, waste, plastics into the water is called ____.

- A) Air pollution
- B) Sound pollution
- C) Water Pollution
- D) Land pollution

41. Joseph wants to make the letters in the words slant to one side. Which option should he use?

- A) Numbered List
- B) Bold
- C) Underline
- D) Italic

42. Which of the following feature in not available in online meeting tools?

- A) Everyone can speak to each other and hear each other.
- B) Display Participants contact number
- C) After the meeting, the online meeting can be closed and ended.
- D) Everyone can turn on the camera on their own devices

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

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

44. Job title is the name of ____.

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

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

- A) A cool word
- B) A Naming Word
- C) An action word
- D) A boring word

46. A person who respects and follows the law of a country is a _____.

- A) Bad Employee
- B) Businessman
- C) Small Kid
- D) Responsible Citizen

47. Action words are also called ____.

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

48. Shyam avoids the use of plastic and chemical fertilizers. He is practising a ____.

- A) Green lifestyle
- B) Unhealthy lifestyle
- C) Modern lifestyle
- D) Busy lifestyle

49. Mr. Johnson wants to employ an 8 year old girl for household work. In India, which fundamental right would not allow it?

- A) Right to freedom of religion
- B) Right against exploitation
- C) Right to equality
- D) Right to information

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

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

51. The ____ is a few words that quickly tell what the email is about.

- A) ID
- B) Inbox
- C) Subject
- D) Compose

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

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

53. Every complete sentence has ____.

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

54. Describing words add more information to the ____?.

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

55. Which are the two skills needed for good career growth?

- A) Watching TV & Making friends
- B) Technical Skills & Employability Skills
- C) Traveling & Shopping
- D) Playing video games & cooking skills

56. 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 discuss all the arguments in detail.
- B) Yes, he should blame his team- mates for all the problems.
- C) No, he should avoid speaking negatively about his teammates.
- D) Yes, why not!

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

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

58. 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
- B) Don't come here to talk
- C) You must follow what I tell you
- D) I don't agree with your plan

59. Plural form of child is _____.

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

60. 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

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

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

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

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

63. _____ is called as the brain of the computer.

- A) Central Processing Unit
- B) Trackpad
- C) Web Camera
- D) Monitor

64. Adjectives are _____ words.

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

65. A person who makes a call _____.

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

66. Listening is important to _____ the information given.

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

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

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

68. Gopi is always willing to learn and improve in his work. He has a _____?

- A) Certificate
- B) Marksheet
- C) Fixed mindset
- D) Growth mindset

69. Indian constitution is a set of _____ of our country.

- A) Tools
- B) Languages
- C) Laws and rules
- D) Keys

70. Which fundamental right allows us to freely visit a temple, church, or mosque for prayer?

- A) Right to freedom of religion
- B) Right to equality
- C) Right to education
- D) Right against exploitation

71. Ram works as a fitter in a company. He wants to upgrade his trade skills and employability skills in his free time. What should he do?

- A) Find courses: online or offline
- B) Watch news
- C) Play sports
- D) Quit job

72. 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) Previous experience
- C) Shilpa - Age
- D) Shilpa - Job Position

73. A mobile application or App is a software that is made to be used on a _____.

- A) All of these
- B) Washing machine
- C) smart device like a smartphone or tablet
- D) Calculator

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

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

75. _____ are the most convenient way to do something online.

- A) Monitor
- B) Keypad

C) Mobile apps

D) Desktop

C) Friends

D) Play

76. An employee is someone who_____.

A) Goes to play

B) Works for a salary

C) Does not work

D) Goes to school to study

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

A) In person

B) Indirect

C) Direct

D) Paper format

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

A) Maximum

B) Minimum

C) Less

D) Plural

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

A) Other

B) That

C) Many

D) Myself

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

A) Radha

B) Learnt

C) How

D) Sentence

88. In today's world, _____ have become a basic skill requirement in many jobs.

A) Acting skills

B) Digital skills

C) Painting skills

D) Dancing skills

79. 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) What is it?

B) Could you please repeat?

C) Speak loud

D) I don't know

89. Khan Academy is the most recommended website for_____.

A) Job search

B) learning a new language for free

C) free online material on school subjects like economics, physics, algebra, etc.

D) Online meetings

80. Which of the following is a universal ID card?

A) PAN Card

B) Bank Credit card

C) Aadhaar Card

D) Employers ID card

90. Which of these is an advantage of learning online?

A) Have shorter classes

B) No need to study

C) Learn anytime & anywhere

D) Make friends with classmates

81. English is a _____ language.

A) Evening

B) Common

C) Day

D) Night

82. 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.

91. Green Jobs are important because_____.

A) they require no skill

B) they harm the environment

C) they help protect the environment

D) they pay more money

83. 'It is going to be a sunny day tomorrow'. The action in this sentence is in _____ tense.

A) Day

B) Past

C) Future

D) Date

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

A) Many people

B) Our

C) She

D) He

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

A) Spellings

B) Verb

C) Adjective

D) Naming words

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

A) blue

B) the

C) is

D) sea

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

A) See

B) Improve his English

94. Komal wants to regularly monitor her body conditions like temperature and heartbeat. Which of the following device can help her?

A) Smart watch

B) Mobile Phone

C) Siri

D) Calculator

95. Which of the following options is an Employability Skill?

A) Digital Skills

B) Good Communication Skills

C) All of these

D) Good Interview Skills

96. It is a ____?knife. Fill in the correct adjective.

A) sharp

B) this

C) and

D) there

97. We can learn English by ____?.

A) Cooking

B) Reading newspaper

C) None of these

D) Playing

98. 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

B) Senior name

C) His needs

D) Team mates

99. The_______?is what or whom a sentence is about.

A) Verb

B) Object

C) Predicate

D) Subject

100. Which of the following is the symbol of AutoSum?

A) Y

B) Z

C) ?

D) X

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

A) What Nina asked?

B) Nina is your plan.

C) Nina, what is your summer plan?

D) None of these

102. We should ____?instructions in the classroom.

A) ignore

B) listen to

C) forget

D) learn

103. The Constitution Of India is also called as ____.

A) Newspaper

B) Bharatiya Academy

C) Novel

D) Bhartiya Samvidhan

104. Saleem needs to talk about digital skills that are required at work. Which of these works needs digital skills?

A) Creating and editing documents and worksheets

B) All of these

C) Communicatin g through emails and chat

D) Creating and editing worksheets

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

A) I don?t quite agree

B) Listen to me

C) It seems to me that

D) In my opinion

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

A) Arjun

B) water

C) into

D) large

107. 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 won?t

C) I hate

D) I want

108. Full form for OS is____.

A) Opening Software

B) Original System

C) Operating System

D) Opening Screen

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

A) Negative emotion

B) Likes

C) Positive emotion

D) Interests

110. Krish made a typing mistake and wants to go back to the previous sentence. Which option should he use?

A) Save

B) Cut

C) Print

D) Undo

111. Values and ethics help us build good ____.

A) studies

B) rent

C) behavior

D) games

112. Arun travels to school by bus. The action word in the sentence is ____.

A) travels

B) Arun

C) school

D) bus

113. Naming words are also called ____?.

A) Action

B) Verbs

C) Pronouns

D) Nouns

114. Things or activities that we enjoy are ____?.

A) Negative

B) Likes

C) Emotions

D) Dislikes

115. 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) Letter of absence

B) Letter of interest

C) Referral Cover Letter

D) Leave letter

116. Scientists are warning us that the rise in earth's temperature causes _____.

- A) Global warming
- B) Land sliding
- C) Deforestation
- D) Pollution

117. Rita found someone's wallet in the office. She gives it to the office manager. This shows that she is _____.

- A) honest & responsible
- B) kind
- C) non-judgemental
- D) open-minded

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

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

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

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

120. Questions always end with a _____?

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

121. Effective communication is to both _____.

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

122. Geetha has just completed her education. She joined a basic English course to improve her _____ skills.

- A) Digital
- B) Technical
- C) Communication
- D) Problem solving

123. 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

124. _____ jobs help to reduce pollution, preserve the environment and the planet.

- A) Part-time
- B) Hardware
- C) Green
- D) Software

125. Comma is used to show a _____ within the sentence.

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

126. Document which has details of a job is _____?

- A) Resume
- B) Report

C) Letter

D) Job Description

127. Cutting down of trees for farming and housing purposes is called _____.

- A) Reforestation
- B) Deforestation
- C) Forestation
- D) Afforestation

128. Addition of harmful smoke, gases and chemicals to the environment in large quantities is called _____

- A) Wind
- B) Air
- C) Storm
- D) Pollution

129. A poster presents information by using _____.

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

130. Cats is an example of _____ word.

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

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

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

132. Sentences are _____.

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

133. 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.

134. Using Internet is easy if we learn _____?

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

135. Rama has started using Social Media, as a responsible user what are the things she should not do?

- A) Connecting with professionals from her field
- B) Posting personal information publicly
- C) Use social media to find the latest information.
- D) Searching jobs online

136. Which of the following are the ways to connect your device to the internet?

- A) Using a wifi or mobile data connection
- B) Use a printer
- C) Use bluetooth
- D) Use a mouse

137. An introduction letter is a ____.

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

138. Each new page in the excel worksheet is called a_____.

- A) Column
- B) Sheet
- C) Row
- D) Cell

139. When we learn something online, it is called _____.

- A) Classroom learning
- B) Digital marketing
- C) Teaching
- D) E-learning

140. When you ask someone something it is ____.

- A) Response
- B) Question
- C) Answer
- D) Blank

141. 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
- B) His
- C) That
- D) Naming words

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

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

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

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

144. In which of the following tasks, do we need digital literacy?

- A) Communicatio n through emails
- B) Finding information online
- C) Creating a Resume
- D) All of these

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

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

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

147. Which of these is an informal greeting?

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

148. 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
- B) None of these
- C) Map
- D) Direction

149. It is not good to forward _____on social media.

- A) songs
- B) greetings
- C) messages
- D) fake news

150. Location for the job means ___?.

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