

Student Name: \_\_\_\_\_ Roll No: \_\_\_\_\_

1. Addition of harmful smoke, gases and chemicals to the environment in large quantities is called \_\_\_\_\_

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

2. 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) Previous experience  
B) Shilpa - Job Position  
C) Shilpa - Age  
D) Education qualification

3. Singular naming words are used when \_\_\_\_\_ person, place or thing is present.

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

4. Describing words add more information to the \_\_\_\_?

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

5. 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  
C) No  
D) Yes, I have completed my degree

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

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

7. Every complete sentence has \_\_\_\_.

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

8. Symbols gives us information through \_\_\_\_.

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

9. 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) Both of them  
B) Ram  
C) Shyam  
D) None of them

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

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

11. 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

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

- A) Mobile Phone  
B) Smart watch  
C) Siri  
D) Calculator

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

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

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

15. Location for the job means \_\_\_\_?

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

16. \_\_\_\_\_ is called as the brain of the computer.

- A) Web Camera  
B) Central Processing Unit

C) Monitor

D) Trackpad

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

A) Listen to me

B) It seems to me that

C) In my opinion

D) I don't quite agree

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

A) Right against exploitation

B) Right to education

C) Right to freedom of religion

D) Right to equality

19. Phone call has \_\_\_phases

A) Different

B) End

C) Middle

D) Three

20. Values and ethics help us build good \_\_\_\_\_.

A) behavior

B) rent

C) studies

D) games

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

A) Learn anytime & anywhere

B) Have shorter classes

C) Make friends with classmates

D) No need to study

22. The most effective way to get information is by

A) Reading

B) Talking

C) Writing

D) Activity

23. Ram was asked to measure his cupboard. It was 4 feet tall. Here feet means \_\_\_\_.

A) Taste

B) Leg

C) Hand

D) Measurement

24. Words that are used to name people, places, animals and things are \_\_\_\_\_.

A) Key

B) Naming words

C) Person

D) Table

25. Question always end with a \_\_\_?.

A) Question mark ?

B) Comma ,

C) Full stop .

D) Exclamation mark !

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

A) Display Participants contact number

B) Everyone can speak to each other and hear each other.

C) After the meeting, the online meeting can be closed and ended.

D) Everyone can turn on the camera on their own devices

27. Naming words are also called \_\_\_?.

A) Nouns

B) Action

C) Pronouns

D) Verbs

28. When people from different states/ countries meet officially, \_\_\_\_\_is the commonly used language to communicate with each other.

A) English

B) Newspaper

C) Latin

D) Action

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

A) a Referral

B) an Application

C) a Leave

D) a Prospecting

30. 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) Team mates

C) His needs

D) Senior name

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

A) Letter

B) Report

C) Job Description

D) Resume

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

A) Friends

B) Workplace

C) Family

D) House

33. English is a \_\_\_\_\_language.

A) Day

B) Common

C) Night

D) Evening

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

A) All of these

B) Creating and editing documents and worksheets

C) Creating and editing worksheets

D) Communicating through emails and chat

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

A) Both Sheetal and Naveen

B) Dog

C) Sheetal

D) Naveen

36. Indian constitution is a set of \_\_\_\_\_of our country.

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

37. The punctuation in a sentence makes the meaning \_\_\_\_\_? to understand.

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

38. 'It is going to be a sunny day tomorrow'. The action in this sentence is in \_\_\_\_\_ tense.

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

39. 'The sea is blue'. In this sentence \_\_\_\_\_ is an adjective.

- A) blue  
C) sea
- B) the  
D) is

40. A declarative sentence tells us some information or explanation. It ends with \_\_\_\_\_.

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

41. A mobile application or App is a software that is made to be used on a \_\_\_\_\_.

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

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

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

43. Releasing chemicals, waste, plastics into the water is called \_\_\_\_\_.

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

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

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

45. Ramesh is working in Chennai. \_\_\_\_\_ likes the office environment.

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

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

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

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

48. It is a \_\_\_\_\_?knife. Fill in the correct adjective.

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

49. 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  
C) Tooth
- B) Vinay  
D) Teeth

50. Plural form of child is\_\_\_\_\_.

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

51. The beginning of a sentence should start with \_\_\_\_\_ letter

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

52. The \_\_\_\_\_ is a few words that quickly tell what the email is about.

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

53. Values decide the \_\_\_\_\_ of a person.

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

54. 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) I don't agree with your plan  
D) Don't come here to talk

55. \_\_\_\_\_ greetings are used while speaking to friends and family.

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

56. 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

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

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

58. 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.

59. Gopi is always willing to learn and improve in his work. He has a \_\_\_\_\_?

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

60. What are Employability Skills?

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

61. Listening is important to \_\_\_\_\_ the information given.

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

62. The Constitution Of India is also called as \_\_\_\_\_.

- A) Newspaper
- B) Bhartiya Samvidhan
- C) Novel
- D) Bharatiya Academy

63. Full form for OS is \_\_\_\_\_.

- A) Original System
- B) Opening Screen
- C) Operating System
- D) Opening Software

64. Each new page in the excel worksheet is called a \_\_\_\_\_.

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

65. 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) Map
- C) None of these
- D) Direction

66. Most of the government job calls will be in \_\_\_\_\_ format.

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

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

- A) Aadhaar Card
- B) PAN Card
- C) Employers ID card
- D) Bank Credit card

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

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

69. \_\_\_\_\_ is the software that is put in a computer so that one can use it.

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

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

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

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

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

72. Shyam avoids the use of plastic and chemical fertilizers. He is practising a \_\_\_\_\_.

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

73. Receiver is a person who \_\_\_\_\_ the call.

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

74. Sentences are \_\_\_\_\_.

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

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

- A) Good Interview Skills
- B) Digital Skills
- C) Good Communication Skills
- D) All of these

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

- A) Playing video games & cooking skills
- B) Traveling & Shopping

C) Technical Skills & Employability Skills

D) Watching TV & Making friends

77. They? is used when we want to refer to \_\_\_\_.

A) She

B) He

C) Many people

D) Our

78. \_\_\_\_contact with the people we are speaking help us to communicate confidently.

A) Nose

B) Skin

C) Ear

D) Eye

79. Cats is an example of \_\_\_\_word.

A) Words

B) Singular

C) Plural

D) Opposite

80. Zeena wants to enroll for an e-learning course. The most important thing she needs is a\_\_\_\_\_.

A) Mobile phone or Computer

B) Book

C) Pen

D) Library card

81. Which of these is an informal greeting?

A) Good evening

B) Good morning

C) Hey

D) Good day

82. 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

83. 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) No, he should avoid speaking negatively about his teammates.

B) Yes, he should discuss all the arguments in detail.

C) Yes, he should blame his team- mates for all the problems.

D) Yes, why not!

84. We can learn English by \_\_\_\_?.

A) None of these

B) Reading newspaper

C) Playing

D) Cooking

85. Geetha has just completed her education. She joined a basic English course to improve her \_\_\_\_skills.

A) Digital

B) Problem solving

C) Communication

D) Technical

86. Green Jobs are important because\_\_\_\_\_.

A) they help protect the environment

B) they require no skill

C) they harm the environment

D) they pay more money

87. 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) Anything is fine

C) Video rental store

D) Online retail

88. Arun travels to school by bus. The action word in the sentence is \_\_\_\_.

A) Arun

B) travels

C) bus

D) school

89. In today's world, \_\_\_\_\_ have become a basic skill requirement in many jobs.

A) Painting skills

B) Dancing skills

C) Acting skills

D) Digital skills

90. Wow! The flowers in the park are beautiful. This is a\_\_\_\_\_?sentence.

A) Imperative

B) Exclamatory (!)

C) Declarative (.)

D) Interrogative (?)

91. Emotions can be expressed through your \_\_\_\_.

A) Height

B) Voice

C) Weight

D) Situation

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

A) Good bye

B) Thank the person

C) Greet the person

D) Purpose of call

93. Pronouns (ex: he, she, her) can be used in the place of \_\_\_\_\_.

A) Adjective

B) Spellings

C) Verb

D) Naming words

94. Using Internet is easy if we learn \_\_\_\_?.

A) English

B) Science

C) Maths

D) Sports

95. Action words are also called \_\_\_\_.

A) Is

B) Verbs

C) Are

D) Center



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

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

117. People can hear the emotions and see our facial expression when we \_\_\_\_.

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

118. When you ask someone something it is \_\_\_\_.

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

119. The correct order for a sentence is \_\_\_\_\_.

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

120. It is not good to forward \_\_\_\_\_on social media.

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

121. Things or activities that we enjoy are \_\_?.

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

122. Comma is used to show a \_\_\_\_within the sentence.

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

123. An employee is someone who\_\_\_\_\_.

- A) Does not work
- B) Works for a salary
- C) Goes to school to study
- D) Goes to play

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

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

125. 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) Naming words
- C) His
- D) That

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

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

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

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

128. Adjectives are \_\_\_\_words.

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

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

- A) Cut
- B) Undo
- C) Save
- D) Print

130. Effective communication is to both \_\_\_\_\_.

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

131. 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) Speak loud
- B) I don?t know
- C) What is it?
- D) Could you please repeat?

132. When we learn something online, it is called \_\_\_\_\_.

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

133. A poster presents information by using\_\_\_\_\_.

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

134. A child was working in the computer lab which had many computers. The word ?computers? is in the\_\_\_\_form.

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

135. 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.

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

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

own\_\_\_\_\_.

- A) State
- B) Rules and Decisions
- C) Money
- D) Election

**138.** I adore? phrase is used to express \_\_\_\_\_of something.

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

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

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

**140.** 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
- B) I don?t mind
- C) I want
- D) I hate

**141.** 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) Throw it in the river
- C) Put it in soil
- D) Burn

**142.** A person who makes a call\_\_\_\_\_

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

**143.** 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 absence
- C) Letter of interest
- D) Referral Cover Letter

**144.** The pronoun 'I' is used for \_\_\_\_\_.

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

**145.** Bats fly during the night. In this sentence the word Bat is\_\_\_\_\_

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

**146.** Cutting down of trees for farming and housing purposes is called \_\_\_\_\_.

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

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

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

**148.** Scientists are warning us that the rise in earth's temperature causes \_\_\_\_\_.

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

**149.** Which of these is an e-learning portal?

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

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

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