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Score: 56/75 (74.67%)

Code: 0001

1. English is a ____ language.

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

2. 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 (Correct) B) His
C) That D) See

3. 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. (Incorrect) D) After the meeting we will go out.

4. The ____ is what or whom a sentence is about.

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

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

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

6. Effective communication is to both ____.

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

7. Things or activities that we enjoy are ____.

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

8. ____ questions give clear indication of the information the person wants to know.

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

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

- A) Attend party B) Attend classes (Incorrect)

C) Be prepared about the topic

D) Take leave

10. Location for the job means ____.

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

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

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

12. The process of manufacturing has changed due to technology and ____ development.

- A) Training B) Scientific (Correct)
C) Teaching D) Facilitation

13. ____ is one of the behavioral skills that is required to organize work efficiently and complete it on time.

- A) Painting B) Cooking
C) Time Management (Correct) D) Dancing

14. Rehana faced a problem with her project. She is dealing with a problem with the right attitude. This is an example of-

- A) Negative attitude B) Technical skill
C) Scientific skill D) Positive attitude (Correct)

15. What are the advantages of time management?

- A) Complete tasks on time B) Achieve daily goals
C) Reduce stress D) All of these (Correct)

16. Rahim learns MS Office during his lunch break. This is an example of -

- A) Time Management (Correct) B) Over thinking
C) Online job D) Logical thinking

17. Which of the following is not a step in problem solving?

- A) Identify the problem B) Divide problem into parts
C) Set timer (Correct) D) Find solutions

18. Nisha loves cooking and she is good at dancing. Her

ability is ____.

- A) Cooking
- C) Painting

- B) Dancing (Correct)**
- D) Singing

19. A ____ is something you really want in life. You plan and take the right actions to make it happen.

- A) Dream

- B) Desire

- C) Goal (Correct)**

- D) None of these

20. Forms of verbal communication are ____.

- A) Making eye contact

- B) Thinking

- C) Writing and Speaking (Correct)**

- D) Dancing

21. Raj and Tej talk to each other only on the phone. What type of communication is this?

- A) Sign communication

- B) Non-Verbal Communication

- C) Verbal Communication (Correct)**

- D) Written communication

22. In a meeting, Surya speaks in Hindi. Some of his team members understand both English & Hindi, while others only know English. What should Surya do?

- A) Speak in Hindi

- B) Scold people

- C) Stop talking

- D) Speak in English (Correct)**

23. James had to meet his team members Suraj, Reena and Nagma on Friday. James called Suraj and Reena. But he did not inform Nagma. This is an example of ____.

- A) Poor communication (Correct)**

- B) Typing error

- C) Stress

- D) Poor listening

24. Negative comments made about our action or performance is called ____.

- A) Appreciation

- B) Congratulations

- C) Criticism (Correct)**

- D) Reward

25. During criticism we must remain ____ and ____ to the person.

- A) happy and joyful

- B) calm and listen (Correct)**

- C) shout and cry

- D) fight and cry

26. Kishore's manager gave him positive and negative feedback. Kishore is feeling confused. What should he do next?

- A) Calm down and think

- B) Try to understand the positive points given by his manager

C) Try to understand the

negative points given by the **D) All of these (Correct)** manager

27. You are unable to share your message properly in an email. Which skill should you improve?

- A) Written communication (Correct)**

- B) Speaking

- C) Reading

- D) Playing

28. A customer who buys a product for the first time is a ____.

- A) Bargaining customer

- B) Vendor

- C) New customer (Correct)**

- D) Researching customer

29. Probing for customer needs means ____.

- A) To celebrate with customers

- B) Get angry with the customer

- C) To ask customers what they need (Correct)**

- D) To give discount

30. ____ is a sales technique that aims to market additional products to the customers.

- A) Probing

- B) Cross selling (Correct)**

- C) FAB

- D) Lying

31. Customers sharing their experience and opinion about a product is called ____.

- A) Customer Support

- B) Customer Feedback (Correct)**

- C) Customer Probing

- D) Customer ID

32. People who are born in one sex, but they know that they belong to another sex are ____.

- A) Transpersons (Correct)**

- B) Stereotypical

- C) Males

- D) Females

33. When discrimination is done to help someone in need, that is called ____ discrimination.

- A) situational

- B) gender

- C) positive (Correct)**

- D) negative

34. Neena is born as a differently-abled person. Her teachers must treat her ____.

- A) Rudely

- B) Strictly

- C) Equally with care (Correct)**

- D) Unfairly

35. A diverse workplace increases ____.

- A) Productivity (Correct)**

- B) Workload

- C) Stress

- D) Tension

36. Self - Employment means _____.

- A) Working for an employer at a fixed monthly income
C) Selling food items
- B) Freelancing or running a business rather than working for an employer (Correct)**
D) Only focusing on earning profits

37. Vidya is single-handedly selling homemade pickles to her neighbors. Vidya is a/an_____.

- A) Seller
C) Entrepreneur (Incorrect)
- B) Self-employed person**
D) Distributor

38. Customers' needs can be understood through _____.

- A) Customer Survey (Correct)**
C) Talking to our family
- B) Selling
D) Customer service

39. _____ part of a business plan has details of money related details of the whole business.

- A) Product Details
C) Business Succession Plan
- B) Customer Analysis
D) Costing (Correct)

40. A _____ is a short and effective presentation to describe the business.

- A) Customer Analysis
C) Return on Investment
- B) Communication
D) Business Pitch (Correct)

41. In a business, the money involved in building a product is called_____.

- A) Cost**
C) Price (Incorrect)
- B) Profit
D) Discount

42. Bindu has started a small auto repair shop. She is the only person managing the business. Which kind of business it is?

- A) Partnership
C) Multinational Unit
- B) Private Limited (Incorrect)**
D) Sole Proprietorship

43. _____ is the ministry in the Govt. of India that forms and implements the rules and regulations for enterprises in India.

- A) MSDE
C) NIMI
- B) MSME (Correct)**
D) DGT

44. Mani is a painter and he buys new brushes and tins for painting. What type of cost it is?

- A) Total Cost
C) Variable Cost (Incorrect)
- B) Fixed Cost**
D) Maintenance

45. _____ supports entrepreneurs to get loans under several schemes in district level.

- A) National small industries corporation (NSIC)
C) SIDO
- B) District Industry Centres (DIC) (Correct)**
D) SSLC

46. Krishna is a teacher, he wants to conduct classes online. Which of these devices can he use?

- A) Computer
C) Tablet (Incorrect)
- B) Laptop
D) All of these

47. Nayan wants to search for a file quickly on his computer. What should he do?

- A) Click on ?Type here to search? (Correct)**
C) Restart the computer
- B) Search on Play Store
D) Use Bluetooth

48. Vanaja wants to save her excel workbook. How can she do it?

- A) By closing the sheet
C) By deleting it
- B) By pressing Ctrl and S on the keyboard (Correct)**
D) By writing it

49. Jyothi learned that all the information is stored in 'web pages'. What is the role of web pages?

- A) 'Web pages' act as a search engine
C) 'Web pages' act as internet
- B) 'Web pages' act as a library (Correct)**
D) None of these

50. Priya wants to apply for her Aadhaar Card as its an important document to be submitted while joining a new job. Which of the following government portals will be helpful for her?

- A) [http://www . india.gov.in/](http://www.india.gov.in/)
C) [http://www . swayam.gov.in/](http://www.swayam.gov.in/)
- B) [https:/ myaadhaar.uidai.gov.in](https://myaadhaar.uidai.gov.in)**
D) All of these (Incorrect)

51. Ridhima wants to post something on her social media. What should she do to stay safe on social media?

- A) Avoid sharing any password
C) Avoid sharing locations
- B) Avoid sharing address
D) All of these (Correct)

52. Laws related to activities on the internet are called _____.

- A) Labour laws
C) Environment protection laws
- B) Cyber laws (Correct)**
D) Criminal laws

53. The _____ is a few words that quickly tell what the email is about.

- A) Compose
C) Inbox
- B) Subject**
D) ID (Incorrect)

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

- A) **Mobile apps (Correct)** B) Desktop
C) Monitor D) Keypad

55. Choose the mobile app form the following options.

- A) LinkedIn B) YouTube
C) Facebook D) **All of these (Correct)**

56. Pragathi downloaded the bank app on her mobile. What should she not share with anyone?

- A) Password (Incorrect) B) MPIN
C) OTP D) **All of these**

57. On a bank holiday, which of these methods cannot be used by Shahab for money transfer?

- A) BHIM app B) Google pay
C) **Deposit at the bank branch (Correct)** D) Amazon pay

58. Sam opened a new shop. Which of these methods can he use to receive payments into his account?

- A) Movie ticket B) **QR code (Correct)**
C) Library card D) Gift card

59. Which saving option would you choose to buy an expensive bike you have always wanted?

- A) Long term savings B) **Goal savings (Correct)**
C) Emergency savings D) None of these

60. Rajesh wants to save Rs. 6000 every year for his old age. How much should he save every month?

- A) 100 B) **500 (Correct)**
C) 50 D) 6000

61. Rita wants to complete her higher education from a good university. Which loan should she apply for?

- A) Home loan B) Personal loan
C) **Education loan (Correct)** D) Auto loan

62. Ganesh greets his co-workers every day. He is trying to maintain _____ at work.

- A) his authority B) **good relationships (Correct)**
C) frustration D) power

63. What kind of stress can lead to lifelong physical and mental health issues?

- A) Short-term B) **Long-term**

- C) Mid-term (Incorrect) D) Good stress

64. Which of the following is NOT a soft skill?

- A) Time Management B) Communication Skill
C) **Carpentry (Correct)** D) Goal Setting

65. Seema is attending an interview. What is she is supposed to carry for the interview?

- A) Resume B) Certificates
C) ID cards D) **All of these (Correct)**

66. How can a professional network support your career growth?

- A) By offering free travel discounts B) **By sharing knowledge and professional guidance (Correct)**
C) By organizing social parties D) By giving financial loans

67. What is the advantage of an Industry visit?

- A) Chance to talk to the family B) Chance to talk to the friends
C) **Chance to talk to the experts** D) Chance to talk to the teachers (Incorrect)

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

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

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

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

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

- A) Software B) Hardware
C) **Green** D) Part-time (Incorrect)

71. Green Jobs are important because_____.

- A) **they help protect the environment** B) they harm the environment
C) they pay more money (Incorrect) D) they require no skill

72. Fill in the blank with proper pronoun. "She made this cake _____". | ಸರಿಯಾದ ಸರ್ವನಾಮದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿ. "She made this cake _____"

- A) itself B) myself

C) herself (Correct)

D) himself

ನಿರ್ವಹಿಸಬೇಕಾದ ಕರ್ತವ್ಯಗಳು ಮತ್ತು ಜವಾಬ್ದಾರಿಗಳ ಲಿಖಿತ ವಿವರಣೆಯನ್ನು
ಎಂದು ಕರೆಯಲಾಗುತ್ತದೆ

73. Which one is NOT a benefit of the role playing? | ಪಾತ್ರ
ನಿರ್ವಹಣೆಯ ಪ್ರಯೋಜನ ಯಾವುದು?

A) Builds confidence |
ಆತ್ಮವಿಶ್ವಾಸವನ್ನು ಹೆಚ್ಚಿಸುತ್ತದೆ

B) Develops listening skill |
ಕೇಳುವ ಕೌಶಲ್ಯವನ್ನು
ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ (Incorrect)

C) Develops creative
problem-solving skill |
ಸೃಜನಾತ್ಮಕ ಸಮಸ್ಯೆ ಪರಿಹರಿಸುವ
ಕೌಶಲ್ಯವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ

D) Develops boredom |
ಬೇಸರವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ

74. A written description of duties and responsibilities to be
carried out in a job is called _____. | ಕೆಲಸದಲ್ಲಿ

A) CV

C) resume | ಪುನರಾರಂಭ

B) job description | ಕೆಲಸದ
ವಿವರ (Correct)

D) job application | ಕೆಲಸದ
ಅರ್ಜಿ

75. Fill in the correct question word. "_____ is the speaker
at the function". | ಸರಿಯಾದ ಪ್ರಶ್ನೆ ಪದವನ್ನು ಭರ್ತಿ ಮಾಡಿ.

"_____ is the speaker at the function?"

A) What

C) Why

B) When

D) Who (Correct)