

Duration: 180 Mins

Total Marks: 100

ID: ITISKILL7786CO

Student Name: _____ Roll No: _____

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

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

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

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

3. What is formal communication?

- | | |
|--|------------------------------------|
| A) All written communication | B) Talking with friends and family |
| C) Official communication following a set of rules | D) Casual chatting on social media |

4. We can learn English by _____?

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

5. To apply for a job, what is the next step after making an impactful resume?

- | | |
|---------------------------------------|---------------------------------------|
| A) Writing an impressive cover letter | B) Sending the resume to the employer |
| C) Applying for the job | D) Preparing for interview |

6. What is workplace etiquette?

- | | |
|--|-------------------------------------|
| A) None of these | B) Everyday manners outside of work |
| C) Proper behavior in the workplace based on respect and professionalism | D) Casual behavior with colleagues |

7. Rahul spends 30 minutes everyday watching news. He writes down few sentences about what is said. What is he trying to do?

- | | |
|--------------------|-------------------------|
| A) Practicing News | B) Practicing Movements |
| C) None of these | D) Practicing listening |

8. The most effective way to get information is by

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

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

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

10. Which of the following actions by Aisha during the team meeting show appropriate workplace etiquette?

- | | |
|--|--|
| A) Interrupt the speaker to share her thoughts | B) Put her phone on silent mode and actively participate in the discussion |
| C) Chat with her coworkers about non-work things | D) Continuously check her phone and respond to messages |

11. Effective communication is to both _____.

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

12. Listening is important to _____ the information given.

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

13. Formal greetings are used in _____.

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

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

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

15. Which of the following is considered appropriate workplace behavior?

- | | |
|----------------------------------|--|
| A) Talking loudly on the phone | B) Interrupting others during meetings |
| C) Maintaining a clean workspace | D) Being late to work regularly |

16. Naming words are also called ___?

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

17. We should ____?instructions in the classroom.

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

18. The beginning of a sentence should start with _____letter

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

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

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

20. Which of the following statements shows good teamwork?

- A) Keeping all ideas to yourself
- B) Ignoring others? ideas and opinions
- C) Working together towards a common goal
- D) Criticizing teammates? efforts

21. What is 'informal communication'?

- A) Official communication following a set of rules
- B) Talking at official meetings
- C) Casual conversations outside of official work arrangements
- D) All verbal communication

22. 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?

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

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

24. Sita and I are friends. ____stays in Gandhi Bazar.

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

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

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

26. Which of the following is NOT needed for teamwork?

- A) Division of work
- B) Trust
- C) Healthy communication
- D) Conflict and argument

27. Plural form of child is_____.

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

28. Symbols gives us information through _____.

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

29. What are some advantages of informal communication at the workplace?

- A) Helps people work together better
- B) Makes people talk less
- C) Creates a strict environment at work
- D) Makes things more official at work

30. Sentences are_____.

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

31. 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.

32. Emotions can be expressed through your ____.

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

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

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

34. Dislikes are things towards which we have ___?.

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

35. Bats fly during the night. In this sentence the word Bat is_____

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

36. 'Arjun filled water into a large pot'. In this sentence the

describing word is _____.

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

37. Choose the correct sentence.

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

38. Pooja is applying for a Motor Mechanics position in an automobile company. What should she include in her cover letter?

- A) Her hobbies - cooking, gardening
- B) Education details
- C) Reasons why she is suitable for the role
- D) Salary expectations

39. Ravi is working on a project with two other teammates. Which of these make him a good team player?

- A) Getting angry when others don't listen
- B) Thinking he can never make a mistake
- C) Sharing ideas to help the team work faster
- D) Not listening to his teammates ideas and opinions

40. 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) Tooth
- D) Vinay

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

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

42. During a job interview, if you couldn't hear or understand a question, what would you say?

- A) Sorry! I didn't understand. Could you please repeat the question?
- B) Hey, can you repeat that? I wasn't paying attention
- C) Speak clearly and repeat the question.
- D) I am lost. Can you say it again?

43. Question always end with a ____?

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

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

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

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

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

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

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

47. Cats is an example of _____ word.

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

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

49. Using Internet is easy if we learn _____?

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

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

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

51. The correct order for a sentence is _____.

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

52. You have started a new job at a company. During lunch break, you notice some coworkers chatting. How would you start an informal conversation with them?

- A) Introduce yourself formally and inquire about their roles in the company
- B) Ask about the TV shows/ sports they like to watch/ books they like to read or their weekend plans
- C) Ignore them and have your meal
- D) Ask about their salary

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

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

54. When you ask someone something it is _____.

- A) Response
- C) Answer

- B) Question
- D) Blank

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

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

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

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

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

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

58. Every complete sentence has ____.

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

59. You are at work, and a coworker asks for your support/help with a task. How would you respond informally?

- A) I can help, but seriously, you don't even know this much? What's the problem?
- C) I am too busy right now. Ask someone else.
- B) Could you please submit a formal request via email?
- D) Sure, I can help. What do you need?

60. Comma is used to show a ____within the sentence.

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

61. Christy is working at her desk. Which of the following behaviors is inappropriate in the workplace?

- A) Tap repeatedly on the desk
- C) Focus on tasks and avoid distractions from phone
- B) Speak in a polite and clear manner
- D) Maintain a clean workspace

62. An exclamatory sentence ends with the ____.

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

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

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

64. Raghav is applying for a job at a marketing firm. What will make his cover letter easy to read?

- A) Increasing the font size
- C) All of these

- B) Dividing the text into shorter paragraphs
- D) Long descriptions

65. ____contact with the people we are speaking help us to communicate confidently.

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

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

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

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

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

68. During a lunch break, Arjun overhears his coworkers gossiping about another coworker. What should Arjun do?

- A) Listen to the gossip
- C) Tell another coworker about the gossip
- B) Tell his coworkers that gossiping is inappropriate workplace behaviour
- D) Join the conversation and share his own opinion about the coworker

69. Which of the following is a formal introduction in a job interview?

- A) Yo, I'm Parmeet. Let's get started!
- C) Hi, I'm Parmeet. Thanks for having me!
- B) Hey there! I'm Parmeet, nice to meet you!
- D) Good morning/afternoon. I am Parmeet and I want to thank you for considering me for this role.

70. 'The sea is blue'. In this sentence ____is an adjective.

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

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

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

72. I adore? phrase is used to express ____of something.

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

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

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

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

75. Which of these is an informal greeting?

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

76. Which of the following are some informal situations within the workplace?

- A) Waiting or walking in the lobby/hallways
C) Having a meal in the canteen/ cafeteria
- B) Drinking water near the water cooler
D) All of these

77. Verbs tell the action of the ____.

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

78. ____greetings are used while speaking to friends and family.

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

79. Your team has completed a challenging project successfully. How should you celebrate the success?

- A) Say you did everything and don't praise others.
C) Blame the group for any errors.
- B) Don't celebrate and start the next job.
D) Thank everyone in your group for helping.

80. Ramesh is working in Chennai. ____likes the office environment.

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

81. What is an example of formal written communication?

- A) Texting a friend
C) Writing an email to your manager
- B) Sending a WhatsApp message
D) Posting on social media platforms

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

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

83. During a job interview, Ramesh is asked to describe his top three strengths. Which of the following responses shows good formal communication?

- A) Uh, I guess I can do a little bit of everything.
C) My top three skills are problem-solving, teamwork, and attention to detail.
- B) I don't know, I never really thought about it.
D) I'm pretty good at a lot of things.

84. Which of the following are included in a resume?

- A) Contact information, educational details, skills and work experience
C) Daily routine, favorite movies, and vacation plans
- B) Hobbies, favorite foods, and personal interests
D) Childhood memories, dreams, and aspirations

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

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

86. Action words are also called ____.

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

87. People can hear the emotions and see our facial expression when we ____.

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

88. Words that are used to name people, places, animals and things are ____.

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

89. Things or activities that we enjoy are ____?

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

90. English is a ____language.

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

91. The____?is what or whom a sentence is about.

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

92. Kim fell from her bike yesterday. The action in the sentence is in____?tense.

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

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

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

94. A poster presents information by using_____.

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

95. Pranav is working on his resume. While reviewing his resume, what should Pranav keep in mind?

- A) All of these
- B) Ensure that the information provided is correct
- C) Check for spelling and grammar mistakes
- D) Highlight skills and qualifications that match the job

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

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

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

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

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

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

99. During a group project, one of your teammates is struggling to complete their assigned task. What should you do?

- A) Criticize them for not being efficient
- B) Ignore their struggle and focus on your own tasks
- C) Complain to the teacher about their lack of contribution
- D) Offer to help and support them to complete their task

100. Adjectives are _____ words.

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