

Duration: 60 Mins

Total Marks: 160

Q.ID: ITISKILL7982E8

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

**Answer: B) Right against exploitation**

2. 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

**Answer: A) a Prospecting**

3. Things that one is good at doing are \_\_\_\_\_.

- A) Passion                                B) Concerns  
C) Abilities                                D) Interests

**Answer: C) Abilities**

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

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

**Answer: D) Set timer**

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

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

**Answer: C) Nina, what is your summer plan?**

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

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

**Answer: A) Pollution**

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

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

**Answer: C) learn more and solve big problems**

8. Geetha has just completed her education. She joined a

basic English course to improve her \_\_\_\_skills.

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

**Answer: A) Communication**

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

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

**Answer: D) Exclamatory (!)**

10. Adjectives are \_\_\_\_\_ words.

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

**Answer: C) Describing**

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

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

**Answer: C) Naming words**

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

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

**Answer: B) honest & responsible**

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

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

**Answer: A) Coworker**

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

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

**Answer: C) blue**

15. Choosing between two or more options is known as \_\_\_\_\_ process.

- A) Decision-making                      B) Scientific  
C) Technical                                D) Manufacturing

**Answer: A) Decision-making**

16. 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 News
- C) Practicing Movements
- D) Practicing listening

**Answer: D) Practicing listening**

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

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

**Answer: C) Global warming**

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

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

**Answer: C) A strong admiration**

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

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

**Answer: B) speak and listen well**

20. Values decide the \_\_\_\_\_of a person.

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

**Answer: C) character**

21. What are Employability Skills?

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

**Answer: B) Skills needed to be successfully employed**

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

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

**Answer: D) Type of job & Company name**

23. English is a \_\_\_\_\_language.

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

**Answer: B) Common**

24. Every complete sentence has \_\_\_\_.

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

**Answer: B) 3 parts**

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

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

**Answer: D) Laws and rules**

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

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

**Answer: D) Radha**

27. A person who respects and follows the law of a country is a \_\_\_\_\_.

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

**Answer: B) Responsible Citizen**

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

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

**Answer: B) Full stop (.)**

29. Bhanu creates 25 minutes task planner and never gets distracted during the blocked time. Which method does she follow?

- A) Timing
- B) Blocktime
- C) Pomodoro
- D) Calendar

**Answer: C) Pomodoro**

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

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

**Answer: C) Voice**

31. Alpan does yoga in the morning. He follows Youtube classes to motivate himself. This is an example of\_\_\_\_\_.

- A) Problem- Solving
- B) Time Management
- C) Self-motivation
- D) Decision-Making

**Answer: C) Self-motivation**

32. 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

**Answer: B) Shyam**

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

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

**Answer: A) they help protect the environment**

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

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

**Answer: B) How to use MS Office**

**35.** 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

**Answer: D) Technical Skills & Employability Skills**

**36.** 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.

**Answer: A) After the meeting, we will go out.**

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

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

**Answer: B) Wh-**

**38.** 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) Shilpa - Job Position  
C) Pervious experience  
D) Shilpa - Age

**Answer: B) Shilpa - Job Position**

**39.** Neetu has excellent story telling skills. What type of intelligence is it?

- A) Logic Smart  
B) Picture Smart  
C) Body Smart  
D) Word Smart

**Answer: D) Word Smart**

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

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

**Answer: B) Break**

**41.** An employee is someone who\_\_\_\_\_.

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

**Answer: C) Works for a salary**

**42.** 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 blame his team- mates for all the problems.  
D) Yes, he should discuss all the arguments in detail.

**Answer: B) No, he should avoid speaking negatively about his teammates.**

**43.** The process of manufacturing has changed due to technology and \_\_\_development.

- A) Teaching  
B) Facillitation  
C) Training  
D) Scientific

**Answer: D) Scientific**

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

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

**Answer: B) Bharat Skills Portal**

**45.** Which of the following is not a part of decision-making?

- A) Implement decision  
B) Identify problem  
C) Performance  
D) Generate options

**Answer: C) Performance**

**46.** 'It is going to be a sunny day tomorrow'. The action in this sentence is in \_\_\_\_\_tense.

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

**Answer: A) Future**

**47.** Action words are also called \_\_\_\_\_.

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

**Answer: A) Verbs**

**48.** 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 want  
C) I hate  
D) I won?t

**Answer: A) I don?t mind**

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

- A) Fun  
B) Boring

- C) Interesting                      D) Exciting

**Answer: B) Boring**

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

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

**Answer: B) Water Pollution**

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

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

**Answer: A) travels**

52. Kim fell from her bike yesterday. The action in the sentence is in \_\_\_\_\_ tense.

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

**Answer: B) Past**

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

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

**Answer: C) Time Management**

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

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

**Answer: A) Role you join**

55. 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) Anything is fine                      B) Online retail  
C) Video rental store                      D) Audio cassette shop

**Answer: B) Online retail**

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

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

**Answer: D) Images and colours**

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

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

**Answer: D) Should dispose it in recyclable items**

58. India is a Sovereign country. That means it can make its own \_\_\_\_.

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

**Answer: B) Rules and Decisions**

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

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

**Answer: A) One**

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

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

**Answer: B) Naming words**

61. Choose the correct sentence.

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

**Answer: A) The cat runs on the road.**

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

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

**Answer: B) English**

63. Tom tries to read the name boards, advertisements and posters that are in English. This helps him to \_\_\_\_\_.

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

**Answer: C) Improve his English**

64. Cats is an example of \_\_\_\_ word.

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

**Answer: C) Plural**

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

**Answer: C) I agree with your plan of action**

66. Which fundamental right allows us to freely visit a temple,

church, or mosque for prayer?

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

**Answer: B) Right to freedom of religion**

**67.** The correct order for a sentence is \_\_\_\_\_.

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

**Answer: B) Subject, Verb, Object**

**68.** When two or more people give their thoughts and views on a topic. It is called a\_\_\_\_\_.

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

**Answer: C) Group discussion**

**69.** Regular assessment of skills is necessary for the growth of \_\_\_\_\_.

- A) Career                                      B) Job  
C) Skill                                         D) Interview

**Answer: A) Career**

**70.** Receiver is a person who \_\_\_\_\_the call.

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

**Answer: D) Receives**

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

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

**Answer: B) Naveen**

**72.** Inability to do something well is one's \_\_\_\_\_.

- A) Strength                                    B) Weakness  
C) Aspiration                                 D) Value

**Answer: B) Weakness**

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

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

**Answer: A) fake news**

**74.** We should \_\_\_\_\_instructions in the classroom.

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

**Answer: C) listen to**

**75.** It is a \_\_\_\_\_knife. Fill in the correct adjective.

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

**Answer: B) sharp**

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

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

**Answer: D) Caller**

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

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

**Answer: A) Mobile phone or Computer**

**78.** Finding a solution to any problem is known as \_\_\_\_\_skill.

- A) Critical thinking                         B) Decision-making  
C) Over thinking                            D) Problem solving

**Answer: D) Problem solving**

**79.** 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) Positive attitude                         D) Scientific skill

**Answer: C) Positive attitude**

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

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

**Answer: A) E-learning**

**81.** The way we manage/solve the problem is called \_\_\_\_\_.

- A) Positive attitude                         B) Passion  
C) Conflict resolution                       D) Negative attitude

**Answer: C) Conflict resolution**

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

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

**Answer: A) I respectfully disagree with what you are saying.**

**83.** Phone call has \_\_\_\_\_phases

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

**Answer: B) Three**

**84.** Ryan wants to speak to HR about his work. He should specify the name of his job, place of work and \_\_\_\_\_.

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

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

- A) Title  
C) Place
- B) Name  
D) Description
- Answer: C) Place**

86. 'Arjun filled water into a large pot'. In this sentence the describing word is \_\_\_\_\_.

- A) Arjun  
C) into
- B) water  
D) large
- Answer: D) large**

87. 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) Map
- B) Way  
D) None of these
- Answer: A) Direction**

88. Sita and I are friends. \_\_\_\_stays in Gandhi Bazar.

- A) What  
C) She
- B) And  
D) A
- Answer: C) She**

89. Major changes took place in the manufacturing world with\_\_\_\_\_.

- A) Green revolution  
C) White revolution
- B) Milk revolution  
D) Industrial revolution
- Answer: D) Industrial revolution**

90. 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  
C) Write
- B) Recollect what she said  
D) Speak
- Answer: B) Recollect what she said**

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

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

92. A child was working in the computer lab which had many computers. The word 'computers' is in the\_\_\_\_\_ form.

- A) Plural  
C) Maximum
- B) Minimum  
D) Less
- Answer: A) Plural**

93. The way we interact, manage and deal with our external environment is known as \_\_\_\_\_skills.

- A) Teaching  
C) Technical
- B) Behavioural  
D) Musical
- Answer: B) Behavioural**

94. Which of the following is not a part of one's personality?

- A) Weaknesses  
C) Strengths
- B) Beliefs  
D) Skin colour
- Answer: D) Skin colour**

95. Revathi got a job offer out of her town. She decided to refuse the offer after listing the pros and cons. She followed\_\_\_\_\_?process.

- A) Conflict resolution  
C) Decision- making
- B) Negative attitude  
D) Positive attitude
- Answer: C) Decision- making**

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

- A) Colours  
C) Images
- B) Words  
D) Posters
- Answer: C) Images**

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

- A) Unhealthy lifestyle  
C) Busy lifestyle
- B) Green lifestyle  
D) Modern lifestyle
- Answer: B) Green lifestyle**

98. An introduction letter is a \_\_\_\_\_.

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

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

- A) Make friends with classmates  
C) Learn anytime & anywhere
- B) No need to study  
D) Have shorter classes
- Answer: C) Learn anytime & anywhere**

100. 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  
C) See
- B) Naming words  
D) His
- Answer: B) Naming words**

101. The\_\_\_\_\_?is what or whom a sentence is about.

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

**Answer: D) Subject**

**102.** Using Internet is easy if we learn \_\_\_\_?.

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

**Answer: D) English**

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

- A) Job Description
- B) Letter
- C) Resume
- D) Report

**Answer: A) Job Description**

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

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

**Answer: B) Opinion Phrase**

**105.** The beginning of a sentence should start with \_\_\_\_\_letter

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

**Answer: B) Capital**

**106.** Verbs tell the action of the \_\_\_\_.

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

**Answer: D) Naming words**

**107.** 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

**Answer: A) Be prepared about the topic**

**108.** Ramesh is working in Chennai. \_\_\_\_likes the office environment.

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

**Answer: D) He**

**109.** What are the advantages of time management?

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

**Answer: D) All of these**

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

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

**Answer: C) Measurement**

**111.** Plural form of child is\_\_\_\_.

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

**Answer: D) Children**

**112.** \_\_\_greetings are used while speaking to friends and family.

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

**Answer: A) Informal**

**113.** We can learn English by \_\_\_\_?.

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

**Answer: C) Reading newspaper**

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

- A) Painting skills
- B) Acting skills
- C) Digital skills
- D) Dancing skills

**Answer: C) Digital skills**

**115.** Manu thinks about a problem well before making any decision. This is an example of;

- A) Self-motivation
- B) Logical thinking
- C) Critical thinking
- D) Time Management

**Answer: C) Critical thinking**

**116.** Which of the following options is an Employability Skill?

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

**Answer: C) All of these**

**117.** Things or activities that we enjoy are \_\_\_?.

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

**Answer: C) Likes**

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

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

**Answer: C) Listen to me**

**119.** The Constitution Of India is also called as \_\_\_\_.

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

**Answer: D) Bhartiya Samvidhan**

120. Listening is important to \_\_\_\_?the information given.

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

**Answer: B) understand**

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

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

**Answer: D) Naming words**

122. The time blocked for work is called a \_\_\_\_\_ technique.

- A) Doro
- B) Domo
- C) Pomodoro
- D) Pomo

**Answer: C) Pomodoro**

123. \_\_\_\_jobs help to reduce pollution, preserve the environment and the planet.

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

**Answer: D) Green**

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

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

**Answer: C) Negative emotion**

125. 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) Find courses: online or offline
- C) Quit job
- D) Play sports

**Answer: B) Find courses: online or offline**

126. Bijo is not good at MS excel. With his hard work, he learns to overcome weaknesses and turn them into a\_\_\_\_\_.

- A) Leader
- B) Value
- C) Belief
- D) Strength

**Answer: D) Strength**

127. If one is capable of finding solutions to problems, one will get better at \_\_\_\_\_.

- A) Problem-solving
- B) Self-motivation
- C) Career
- D) Painting

**Answer: A) Problem-solving**

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

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

**Answer: A) Workplace**

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

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

**Answer: B) Hello everyone!**

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

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

**Answer: B) Question**

131. Soni is trying to fix the download problem on the laptop. She did not succeed on the first attempt. What should she do?

- A) Try another way
- B) Never solve the problem
- C) Quit the task
- D) Quit the job

**Answer: A) Try another way**

132. 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

**Answer: B) Yes, I have completed my degree**

133. \_\_\_\_\_is a way of thinking to solve a problem.

- A) Negative attitude
- B) Time Management
- C) Self confidence
- D) Critical thinking

**Answer: D) Critical thinking**

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

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

**Answer: D) Yes, I know how to use Windows**

135. Steve?s mother told him that the mixer grinder is not working. What should be his first step in order to solve the problem?

- A) Identify the problem
- B) Throw it
- C) Sell the mixer
- D) Complain

**Answer: A) Identify the problem**

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

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

**Answer: A) Many people**

137. \_\_\_\_\_ contact with the people we are speaking help us to communicate confidently.

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

**Answer: A) Eye**

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

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

**Answer: A) Speak**

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

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

**Answer: C) Nouns**

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

- A) games
- B) behavior
- C) studies
- D) rent

**Answer: B) behavior**

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

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

**Answer: D) Paper format**

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

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

**Answer: A) Growth mindset**

143. 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

**Answer: D) Greet the person**

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

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

**Answer: C) Deforestation**

145. 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) Vinay
- B) Dentist
- C) Teeth
- D) Tooth

**Answer: C) Teeth**

146. Good time management helps in improving \_\_\_\_\_ at work.

- A) Stress
- B) Pressure
- C) Weakness
- D) Performance

**Answer: D) Performance**

147. 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) Leave letter
- C) Referral Cover Letter
- D) Letter of interest

**Answer: C) Referral Cover Letter**

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

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

**Answer: C) clear**

149. An exclamatory sentence ends with the \_\_\_\_\_.

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

**Answer: C) Exclamatory mark (!)**

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

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

**Answer: C) A Naming Word**

151. The most effective way to get information is by \_\_\_\_\_

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

**Answer: D) Reading**

152. 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?

**Answer: D) Could you please repeat?**

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

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

**Answer: A) Long time, no see!**

154. Which of these is an informal greeting?

- A) Hey
- B) Good morning

C) Good evening

D) Good day

**Answer: A) Hey**

**155.** Swaraj is looking for internet-based/data entry jobs. What is the most important skill he needs?

A) Wood cutting skills

B) Beautician skills

C) Entrepreneuria I skills

D) Basic computer skills

**Answer: D) Basic computer skills**

**156.** \_\_\_\_\_ is one of the behavioral skills that is required to organize work efficiently and complete it on time.

A) Time Management

B) Dancing

C) Painting

D) Cooking

**Answer: A) Time Management**

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

A) Other

B) Myself

C) That

D) Many

**Answer: B) Myself**

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

A) Interrogative (?)

B) Exclamatory (!)

C) Declarative (.)

D) None of these

**Answer: C) Declarative (.)**

**159.** Meena likes to learn music in her free time. It is one of her \_\_\_\_\_ to improve.

A) Interests

B) Logics

C) Weakness

D) Value

**Answer: A) Interests**

**160.** Sentences are \_\_\_\_\_.

A) Nouns

B) Letters

C) Verbs

D) group of words with complete meaning

**Answer: D) group of words with complete meaning**