

Student Name: _____ Roll No: _____

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

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

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

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

3. We should _____ instructions in the classroom.

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

4. Values decide the _____ of a person.

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

5. 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) Referral Cover Letter B) Letter of interest
C) Leave letter D) Letter of absence

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

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

7. The way we interact, manage and deal with our external environment is known as _____ skills.

- A) Teaching B) Behavioural
C) Technical D) Musical

8. Most of the government job calls will be in _____ format.

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

9. Soni is trying to fix the download problem on the laptop.

She did not succeed on the first attempt. What should she do?

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

10. An employee is someone who _____.

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

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

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

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

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

13. The way we manage/solve the problem is called _____.

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

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

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

15. Ryan wants to speak to HR about his work. He should specify the name of his job, place of work and _____.

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

16. Values and ethics help us build good _____.

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

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

- A) Positive attitude
- C) Negative attitude

- B) Scientific skill
- D) Technical skill

- C) Yes, why not!

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

18. Bijo is not good at MS excel. With his hard work, he learns to overcome weaknesses and turn them into a_____.

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

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

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

20. 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
- C) Teeth
- B) Dentist
- D) Tooth

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

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

22. An exclamatory sentence ends with the _____.

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

23. 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
- C) Yes
- B) Completed my degree
- D) No

24. Green Jobs are important because_____.

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

25. Things that one is good at doing are _____.

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

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

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

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

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

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

29. Cats is an example of _____word.

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

30. Finding a solution to any problem is known as _____skill.

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

31. Which of these is an informal greeting?

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

32. Naming words are also called ____?.

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

33. 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) Recollect what she said
- B) Speak
- D) Write

34. Zeena wants to enroll for an e-learning course. The most important thing she needs is a_____.

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

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

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

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

- A) Beliefs
- C) Strengths
- B) Weaknesses
- D) Skin colour

37. Job title is the name of _____.

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

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

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

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

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

40. Inability to do something well is one's ____.

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

41. Add comma wherever it is necessary. After the meeting we will go out.

- A) After the meeting, we will go out.
C) After the, meeting we will go, out.
- B) After, the meeting, we will go out.
D) After the meeting we will go, out.

42. Phone call has ___phases

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

43. _____is a way of thinking to solve a problem.

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

44. When we learn something online, it is called ____.

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

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

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

46. Describing words add more information to the ___?.

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

47. 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) Shilpa - Age
C) Pervious experience
- B) Education qualification
D) Shilpa - Job Position

48. Regular assessment of skills is necessary for the growth of ____.

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

49. 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
C) Video rental store
- B) Audio cassette shop
D) Online retail

50. 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) I don't know
C) Speak loud
- B) What is it?
D) Could you please repeat?

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

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

52. The_____?is what or whom a sentence is about.

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

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

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

54. The beginning of a sentence should start with _____letter

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

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

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

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

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

57. Indian constitution is a set of _____of our country.

- A) Languages
B) Laws and rules

C) Tools

D) Keys

C) Exclamation mark !

D) Full stop .

58. Major changes took place in the manufacturing world with_____.

A) White revolution

B) Industrial revolution

C) Green revolution

D) Milk revolution

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

A) Taste

B) Listen

C) See

D) Speak

60. 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 hate

B) I won?t

C) I don?t mind

D) I want

61. English is a ____language.

A) Evening

B) Common

C) Night

D) Day

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

A) Basic computer skills

B) Beautician skills

C) Wood cutting skills

D) Entrepreneuria l skills

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

A) Yes or No

B) Closed questions

C) No

D) Wh-

64. 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) Direction

C) None of these

D) Map

65. 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

66. Sentences are_____.

A) group of words with complete meaning

B) Nouns

C) Verbs

D) Letters

67. Question always end with a ____?.

A) Comma ,

B) Question mark ?

68. '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

69. Plural form of child is_____.

A) Kid

B) Children

C) Person

D) Infant

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

A) Time Management

B) Over thinking

C) Logical thinking

D) Online job

71. When you are interested in working for a company, you will write _____letter

A) a Prospecting

B) a Referral

C) a Leave

D) an Application

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

A) Land sliding

B) Global warming

C) Pollution

D) Deforestation

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

A) Calendar

B) Timing

C) Blocktime

D) Pomodoro

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

A) is

B) the

C) sea

D) blue

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

A) Improve his English

B) Friends

C) See

D) Play

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

A) Leg

B) Taste

C) Hand

D) Measurement

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

A) Wind

B) Pollution

C) Air

D) Storm

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

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

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

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

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

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

81. Meena likes to learn music in her free time. It is one of her ____to improve.

- A) Value
- B) Interests
- C) Weakness
- D) Logics

82. Kim fell from her bike yesterday. The action in the sentence is in_____?tense.

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

83. We can learn English by _____?.

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

84. If one is capable of finding solutions to problems, one will get better at _____.

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

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

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

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

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

87. 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) Play sports

C) Quit job

D) Watch news

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

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

89. Releasing chemicals, waste, plastics into the water is called _____.

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

90. Group discussion helps us ____?.

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

91. Location for the job means ____?.

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

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

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

93. 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) Complain
- D) Sell the mixer

94. Good time management helps in improving _____at work.

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

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

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

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

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

97. The punctuation in a sentence makes the meaning_____?to understand.

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

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

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

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

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

100. Malini is attending her new school today. She introduces herself as _____.

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

101. Receiver is a person who _____the call.

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

102. Verbs tell the action of the _____.

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

103. 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) Ram
- C) Shyam
- D) Both of them

104. Emotions can be expressed through your _____.

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

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

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

106. Every complete sentence has ____.

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

107. When you ask someone something it is ____.

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

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

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

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

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

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

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

111. An introduction letter is a _____.

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

112. _____greetings are used while speaking to friends and family.

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

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

114. Choose the correct sentence.

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

115. Formal greetings are used in _____.

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

116. Geetha has just completed her education. She joined a basic English course to improve her _____skills.

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

117. 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

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

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

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

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

120. Alpan does yoga in the morning. He follows Youtube classes to motivate himself. This is an example of _____.

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

121. The correct order for a sentence is _____.

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

122. Document which has details of a job is ____?.

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

123. Effective communication is to both _____.

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

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

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

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

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

126. A poster presents information by using _____.

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

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

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

128. The process of manufacturing has changed due to technology and _____ development.

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

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

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

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

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

131. I adore? phrase is used to express ____ of something.

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

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

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

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

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

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

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

135. Listening is important to _____ the information given.

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

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

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

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

138. 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) Negative attitude
- B) Decision- making
- C) Conflict resolution
- D) Positive attitude

160. Using Internet is easy if we learn ____?.

A) English

B) Science

C) Maths

D) Sports
