

Duration: 150 Mins

Total Marks: 100

Q.ID: ITISKILL8217ZW

1. The beginning of a sentence should start with _____ letter

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

Answer: B) Capital

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

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

Answer: D) Naming words

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

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

Answer: C) Radha

4. English is a _____ language.

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

Answer: C) Common

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

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

Answer: C) Measurement

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

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

Answer: B) Maintaining a clean workspace

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

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

Answer: A) Yes, I know how to use Windows

8. Singular naming words are used when _____ person, place or thing is present.

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

Answer: D) One

9. What is workplace etiquette?

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

Answer: B) Proper behavior in the workplace based on respect and professionalism

10. The _____ is what or whom a sentence is about.

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

Answer: D) Subject

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

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

Answer: A) Naming words

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

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

Answer: D) Reasons why she is suitable for the role

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

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

Answer: D) Offer to help and support them to complete their task

14. Kim fell from her bike yesterday. The action in the sentence is in _____? tense.

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

Answer: C) Past

15. Choose the correct sentence.

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

Answer: C) The cat runs on the road.

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

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

Answer: B) Contact information, educational details, skills and work experience

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

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

Answer: D) All of these

18. Formal greetings are used in ____.

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

Answer: C) Workplace

19. Sentences are _____.

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

Answer: D) group of words with complete meaning

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

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

Answer: A) Declarative (.)

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

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

Answer: C) Conflict and argument

22. During a job interview, Ramesh is asked to describe his top three strengths. Which of the following responses shows

good formal communication?

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

Answer: A) My top three skills are problem- solving, teamwork, and attention to detail.

23. 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

Answer: C) Casual conversations outside of official work arrangements

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

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

Answer: C) Naveen

25. A poster presents information by using _____.

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

Answer: C) Images and colours

26. Adjectives are ____ words.

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

Answer: C) Describing

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

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

Answer: C) sharp

28. 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.
- C) You are wrong!
- D) I will just do it my way.

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

29. When you ask someone something it is ____.

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

Answer: A) Question

30. 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) His
- C) See
- D) Naming words

Answer: D) Naming words

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

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

Answer: D) Good morning/ afternoon. I am Parmeet and I want to thank you for considering me for this role.

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

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

Answer: D) A Naming Word

33. People can hear the emotions and see our facial expression when we _____.

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

Answer: D) Speak

34. 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) Recollect what she said
- C) Write
- D) Speak

Answer: B) Recollect what she said

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

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

Answer: C) large

36. Describing words add more information to the ____?

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

Answer: B) Naming words

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

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

Answer: A) travels

38. Things or activities that we enjoy are ____?

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

Answer: D) Likes

39. An exclamatory sentence ends with the _____.

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

Answer: C) Exclamatory mark (!)

40. 'The sea is blue'. In this sentence _____ is an adjective.

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

Answer: D) blue

41. Naming words are also called ____?

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

Answer: A) Nouns

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

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

Answer: D) Thank everyone in your group for helping.

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

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

Answer: B) Put her phone on silent mode and actively participate in the discussion

44. Which of the following statements shows good teamwork?

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

Answer: A) Working together towards a common goal

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

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

Answer: A) Tap repeatedly on the desk

46. 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.

47. ____ contact with the people we are speaking help us to communicate confidently.

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

Answer: D) Eye

48. Wow! The flowers in the park are beautiful. This is a _____ sentence.

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

Answer: C) Exclamatory (!)

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

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

Answer: C) Tell his coworkers that gossiping is inappropriate workplace behaviour

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

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

Answer: A) Long time, no see!

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

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

Answer: C) Opinion Phrase

52. The correct order for a sentence is _____.

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

Answer: A) Subject, Verb, Object

53. What is an example of formal written communication?

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

Answer: C) Writing an email to your manager

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

Answer: D) Ask about the TV shows/ sports they like to watch/ books they like to read or their weekend plans

55. What is formal communication?

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

Answer: A) Official communication following a set of rules

56. They? is used when we want to refer to ____.

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

Answer: C) Many people

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

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

Answer: D) A strong admiration

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

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

Answer: A) Future

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

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

Answer: C) Writing an impressive cover letter

60. Emotions can be expressed through your ____.

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

Answer: A) Voice

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

- A) Maximum B) Less

C) Minimum

D) Plural

Answer: D) Plural

62. 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) Teeth

C) Dentist

D) Tooth

Answer: B) Teeth

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

A) That

B) He

C) What

D) It

Answer: B) He

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

A) ambiguous

B) unclear

C) clear

D) think

Answer: C) clear

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

A) Newspaper

B) Latin

C) English

D) Action

Answer: C) English

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

A) English

B) Sports

C) Maths

D) Science

Answer: A) English

67. 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) Practicing News

C) None of these

D) Practicing Movements

Answer: A) Practicing listening

68. Effective communication is to both _____.

A) speak and listen well

B) speak well

C) learn well

D) see well

Answer: A) speak and listen well

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

A) Ensure that the information provided is correct

B) All of these

C) Highlight skills and qualifications that match the job

D) Check for spelling and grammar mistakes

Answer: B) All of these

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

A) Due

B) No

C) Informal

D) Formal

Answer: C) Informal

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

A) Makes things more official at work

B) Helps people work together better

C) Makes people talk less

D) Creates a strict environment at work

Answer: B) Helps people work together better

72. Dislikes are things towards which we have ____?.

A) Negative emotion

B) Likes

C) Interests

D) Positive emotion

Answer: A) Negative emotion

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

A) Thinking he can never make a mistake

B) Sharing ideas to help the team work faster

C) Getting angry when others don't listen

D) Not listening to his teammates ideas and opinions

Answer: B) Sharing ideas to help the team work faster

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

A) Yes

B) No

C) Completed my degree

D) Yes, I have completed my degree

Answer: D) Yes, I have completed my degree

75. Symbols gives us information through ____.

A) Posters

B) Words

C) Images

D) Colours

Answer: C) Images

76. 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

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

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

Answer: A) Full stop (.)

78. Listening is important to _____ the information given.

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

Answer: C) understand

79. Verbs tell the action of the _____.

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

Answer: D) Naming words

80. _____ questions give clear indication of the information the person wants to know.

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

Answer: B) Wh-

81. We should _____ instructions in the classroom.

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

Answer: A) listen to

82. Question always end with a _____.

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

Answer: D) Question mark ?

83. 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 don't mind
- C) I won't
- D) I want

Answer: B) I don't mind

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

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

Answer: C) Group discussion

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

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

Answer: C) Direction

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

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

Answer: A) Sure, I can help. What do you need?

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

- A) All of these
- B) Long descriptions
- C) Dividing the text into shorter paragraphs
- D) Increasing the font size

Answer: C) Dividing the text into shorter paragraphs

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

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

Answer: B) Sorry! I didn't understand. Could you please repeat the question?

89. Action words are also called _____.

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

Answer: A) Verbs

90. Sita and I are friends. _____ stays in Gandhi Bazar.

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

Answer: B) She

91. Plural form of child is _____.

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

Answer: A) Children

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

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

Answer: D) Myself

93. Every complete sentence has _____.

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

Answer: D) 3 parts

94. Group discussion helps us _____.

A) create problems B) learn more and solve big problems

C) argue D) have fun

Answer: B) learn more and solve big problems

95. We can learn English by ____?.

A) Playing

B) Cooking

C) None of these

D) Reading newspaper

Answer: D) Reading newspaper

96. Cats is an example of ____word.

A) Plural

B) Words

C) Opposite

D) Singular

Answer: A) Plural

97. The most effective way to get information is by

A) Writing

B) Talking

C) Activity

D) Reading

Answer: D) Reading

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

A) None of these

B) Nina is your plan.

C) What Nina asked?

D) Nina, what is your summer plan?

Answer: D) Nina, what is your summer plan?

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

A) Improve his English

B) See

C) Friends

D) Play

Answer: A) Improve his English

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

A) Pair

B) Break

C) Capital letter

D) Full stop

Answer: B) Break