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Score: 93/100 (93.00%)

Code: 4807

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

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

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

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

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

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

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

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

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

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

6. What is formal communication?

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

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

- A) Hey there! I'm Parmeet, nice to meet you!
- B) Hi, I'm Parmeet. Thanks for having me!
- 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. (Correct)**

8. What is an example of formal written communication?

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

9. 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? (Correct)**
- B) Hey, can you repeat that? I wasn't paying attention
- C) I am lost. Can you say it again?
- D) Speak clearly and repeat the question.

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

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

11. What is 'informal communication'?

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

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

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

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

A) Helps people work together better (Correct)

C) Creates a strict environment at work

B) Makes things more official at work

D) Makes people talk less

14. 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

C) Ask about their salary

B) Ask about the TV shows/ sports they like to watch/ books they like to read or their weekend plans (Correct)

D) Ignore them and have your meal

15. 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) Sure, I can help. What do you need? (Correct)

B) I am too busy right now. Ask someone else.

D) Could you please submit a formal request via email?

16. What is workplace etiquette?

A) Everyday manners outside of work

C) Casual behavior with colleagues

B) Proper behavior in the workplace based on respect and professionalism (Correct)

D) None of these

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

A) Being late to work regularly

C) Talking loudly on the phone

B) Interrupting others during meetings

D) Maintaining a clean workspace (Correct)

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

A) Maintain a clean workspace

C) Tap repeatedly on the desk (Correct)

B) Speak in a polite and clear manner

D) Focus on tasks and avoid distractions from phone

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

A) Continuously check her phone and respond to messages

C) Interrupt the speaker to share her thoughts

B) Chat with her coworkers about non-work things

D) Put her phone on silent mode and actively participate in the discussion (Correct)

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

A) Tell his coworkers that gossiping is inappropriate workplace behaviour (Correct)

C) Tell another coworker about the gossip

B) Join the conversation and share his own opinion about the coworker

D) Listen to the gossip

21. Which of the following statements shows good teamwork?

A) Keeping all ideas to yourself

C) Working together towards a common goal (Correct)

B) Criticizing teammates' efforts

D) Ignoring others' ideas and opinions

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

A) Healthy communication

C) Conflict and argument (Correct)

B) Division of work

D) Trust

23. 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

C) Thinking he can never make a mistake

B) Sharing ideas to help the team work faster (Correct)

D) Not listening to his teammates' ideas and opinions

24. 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) Don't celebrate and start the next job.

B) Blame the group for any errors.

D) Thank everyone in your group for helping. (Correct)

25. 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

C) Criticize them for not being efficient

B) Offer to help and support them to complete their task (Correct)

D) Complain to the teacher about their lack of contribution

26. English is a _____ language.

A) Common (Correct)

C) Night

B) Day

D) Evening

27. Using Internet is easy if we learn _____.

A) Sports

B) English (Correct)

C) Maths

D) Science

28. We can learn English by ____?.

A) Cooking

B) Playing

C) Reading newspaper (Correct)

D) None of these

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

A) Play

B) Friends

C) See

D) Improve his English (Correct)

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

A) Latin

B) English (Correct)

C) Newspaper

D) Action

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

A) Person

B) Table

C) Naming words (Correct)

D) Key

32. Naming words are also called ____?.

A) Nouns (Correct)

B) Verbs

C) Action

D) Pronouns

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

A) A boring word

B) An action word

C) A cool word

D) A Naming Word (Correct)

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

A) Taste

B) Hand

C) Leg

D) Measurement (Correct)

35. 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

36. Cats is an example of ____word.

A) Words (Incorrect)

B) Plural

C) Singular

D) Opposite

37. Singular naming words are used when ____person, place

or thing is present.

A) Many

B) Few

C) One (Correct)

D) More

38. Plural form of child is_____.

A) Person

B) Infant

C) Kid

D) Children (Correct)

39. A child was working in the computer lab which had many computers. The word ?computers? is in the_____form.

A) Less

B) Plural (Correct)

C) Minimum

D) Maximum

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) Teeth

B) Tooth

C) Vinay

D) Dentist (Incorrect)

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

A) Spellings

B) Adjective

C) Verb

D) Naming words (Correct)

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

A) He

B) She

C) Many people (Correct)

D) Our

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

A) Many

B) Myself (Correct)

C) Other

D) That

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

A) He

B) It

C) That (Incorrect)

D) What

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

A) What

B) She (Correct)

C) A

D) And

46. Action words are also called ____.

A) Center

B) Are

C) Verbs (Correct)

D) Is

47. Verbs tell the action of the ____.

A) Cow

B) Change

C) Act (Incorrect)

D) Naming words

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

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

49. 'It is going to be a sunny day tomorrow'. The action in this sentence is in _____tense.

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

50. Arun travels to school by bus. The action word in the sentence is ____.

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

51. Adjectives are ____words.

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

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

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

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

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

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

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

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

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

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

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

57. The beginning of a sentence should start with _____letter

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

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

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

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

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

60. 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. (Correct)
D) After the meeting we will go out.

61. Sentences are_____.

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

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

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

63. An exclamatory sentence ends with the ____.

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

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

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

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

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

66. Every complete sentence has ____.

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

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

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

68. The correct order for a sentence is _____.

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

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

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

70. Choose the correct sentence.

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

71. The most effective way to get information is by

- A) Writing
C) **Reading (Correct)**
B) Talking
D) Activity

72. A poster presents information by using_____.

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

73. Symbols gives us information through _____.

- A) Colours
C) Words
B) **Images (Correct)**
D) Posters

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

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

75. 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 (Correct)**
C) Way
B) Map
D) None of these

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

- A) **Speak (Correct)**
C) Taste
B) Listen
D) See

77. _____contact with the people we are speaking help us to communicate confidently.

- A) Nose
C) Ear
B) **Eye (Correct)**
D) Skin

78. Emotions can be expressed through your _____.

- A) Height
C) **Voice (Correct)**
B) Weight
D) Situation

79. Sudha says, "I feel that these lights are too bright". What

is she communicating?

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

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

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

81. Effective communication is to both _____.

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

82. We should _____?instructions in the classroom.

- A) learn
C) forget
B) **listen to (Correct)**
D) ignore

83. Listening is important to _____?the information given.

- A) forget
C) **understand (Correct)**
B) overcome
D) disobey

84. 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 (Correct)**
C) Practicing Movements
B) Practicing News
D) None of these

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

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

86. Things or activities that we enjoy are _____.

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

87. Dislikes are things towards which we have _____.

- A) **Negative emotion (Correct)**
C) Likes
B) Positive emotion
D) Interests

88. I adore? phrase is used to express _____of something.

- A) A dislike
B) A bad feeling

**C) A strong admiration
(Correct)**

D) A poor admiration

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

A) Sheetal

B) Naveen (Correct)

C) Both Sheetal and Naveen D) Dog

90. 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 (Correct)

B) I hate

C) I want

D) I won't

91. Formal greetings are used in ____.

A) Family

B) Workplace (Correct)

C) House

D) Friends

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

A) Formal

B) Due

C) Informal (Correct)

D) No

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

**A) Long time, no see!
(Correct)**

B) What are you doing here?

C) Thank you!

D) Take care!

94. When you ask someone something it is ____.

A) Answer

B) Blank

C) Question (Correct)

D) Response

95. Question always end with a ____?.

A) Comma ,

**B) Question mark ?
(Correct)**

C) Exclamation mark !

D) Full stop .

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

A) Wh- (Correct)

B) Yes or No

C) No

D) Closed questions

97. 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) Yes, I have completed
my degree (Correct)**

D) Completed my degree

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

A) Done

**B) Yes, I know how to use
Windows (Correct)**

C) Yup

D) I will know

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

A) Speaking

B) Listening

C) Reading

**D) Group discussion
(Correct)**

100. Group discussion helps us ____?.

A) argue

B) have fun

C) create problems

**D) learn more and solve
big problems (Correct)**