

16. Sam wanted to apply for a job. He thought of writing a cover letter to the company. But his friend suggested to attach _____ with the cover letter.

- A) Leave
- B) Formal
- C) Resume
- D) Brochure

Answer: C) Resume

17. 'Reg' in the letter means ____.

- A) Regarding
- B) Greetings
- C) Body
- D) Subject

Answer: A) Regarding

18. When talking to our co-workers, we should not stand or sit _____ to them.

- A) next to
- B) In front of
- C) too close
- D) opposite

Answer: C) too close

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

Answer: D) Online retail

20. James had to meet his team members Suraj, Reena and Nagma on Friday. James called Suraj and Reena. But he did not inform Nagma. This is an example of _____.

- A) Stress
- B) Poor listening
- C) Typing error
- D) Poor communication

Answer: D) Poor communication

21. Vinod met his new manager at his workplace. He had to _____ himself first.

- A) Praise
- B) Introduce
- C) Appreciate
- D) Thank

Answer: B) Introduce

22. 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

23. Cherry is going for an interview. What should she not do?

- A) Take her resume
- B) Apply too much makeup or perfume
- C) Wear clean clothes
- D) Wear formal dress

Answer: B) Apply too much makeup or perfume

24. 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

Answer: A) Technical Skills & Employability Skills

25. Geetha has just completed her education. She joined a basic English course to improve her _____ skills.

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

Answer: A) Communication

26. Tina and Lyra's team are working together to finish the school painting project. What should both the teams do to finish the project?

- A) Argue
- B) Fight
- C) Resist
- D) Share responsibility

Answer: D) Share responsibility

27. Zeena wants to enroll for an e-learning course. The most important thing she needs is a _____.

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

Answer: B) Mobile phone or Computer

28. Raj and Tej talk to each other only on the phone. What type of communication is this?

- A) Sign communication
- B) Written communication
- C) Non-Verbal Communication
- D) Verbal Communication

Answer: D) Verbal Communication

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

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

Answer: A) Digital skills

30. When we learn something online, it is called _____.

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

Answer: A) E-learning