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Code: 0962

1. We can share our thoughts, ideas and feelings through ___?.

- A) Communication (Correct)** B) Reading
C) Watching D) Hearing

2. Effective communication needs to be -

- A) Simple B) Clear
C) Complete **D) All of these (Correct)**

3. Which among these is a type of communication?

- A) Verbal B) Non-Verbal
C) Visual **D) All of these (Correct)**

4. Nitya wanted to discuss an issue with her teammates. What type of communication is it?

- A) Written **B) Verbal (Correct)**
C) Image D) Video

5. The way we sit, our facial expression and body language show _____ communication.

- A) non- verbal** B) verbal
C) informal (Incorrect) D) written

6. Verbal communication is the use of ____.

- A) Sign **B) Words (Correct)**
C) Maths D) Images

7. Forms of verbal communication are ____.

- A) Making eye contact B) Thinking
C) Writing and Speaking (Correct) D) Dancing

8. Clear communication leads to ____.

- A) Different work B) Opposite work
C) Slow work **D) Faster work (Correct)**

9. Seetha is speaking to her customers to understand how to improve her business. What type of communication is this?

- A) Verbal Communication (Correct)** B) Non-Verbal Communication
C) No Communication D) Written communication

10. Raj and Tej talk to each other only on the phone. What

type of communication is this?

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

11. Letter is a form of _____ communication.

- A) Non-verbal B) Spoken
C) Written (Correct) D) Telephone

12. A formal letter can be used for _____ purposes.

- A) Boring **B) Official (Correct)**
C) Friendship D) Fighting

13. 'Reg' in the letter means ____.

- A) Regarding (Correct)** B) Subject
C) Greetings D) Body

14. Tom received a letter, but it did not have any details of who sent it. The letter was missing the _____ address.

- A) Receiver?s **B) Sender?s**
C) Greetings (Incorrect) D) Subject

15. 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) Brochure B) Leave
C) Formal **D) Resume (Correct)**

16. Which is not a type of non-verbal communication ?

- A) E-mail** B) Eye-contact
C) Hand movements (Incorrect) D) Facial expression

17. Shouting shows we are angry. Talking very slowly shows we are tired or sleepy. What part of non-verbal communication helps us understand this?

- A) Smile B) Hand movements
C) Tone of voice (Correct) D) Eye movements

18. Distance between yourself and the other person is called _____.

- A) Spatial distance** B) Relationship (Incorrect)
C) Informal D) Close

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

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

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

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

21. You can speak to your friend_____.

- A) Formally **B) Informally (Correct)**
C) By reading their mind D) By dancing

22. Which is not a type of communication?

- A) Verbal (Incorrect) B) Non-verbal
C) Written **D) Driving**

23. Formal communication is used at ___?.

- A) Friend B) House
C) Party **D) Workplace (Correct)**

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

- A) Thank **B) Introduce**
C) Appreciate D) Praise (Incorrect)

25. Whenever we are communicating we have to be dressed appropriately, maintain our body language and maintain ___?.

- A) a very loud volume B) make up
C) eye contact (Correct) D) silence

26. Exchange of ideas happen through _____.

- A) Communication (Correct)** B) Listening
C) Watching D) Singing

27. At workplace, communication must follow the _____.

- A) Ideas B) Text (Incorrect)
C) 6Cs D) Close

28. Organizations communicate mainly through _____.

- A) Letters **B) E-mails**
C) Project D) Unfamiliar words (Incorrect)

29. In a meeting, Surya speaks in Hindi. Some of his team members understand both English & Hindi, while others only know English. What should Surya do?

- A) Speak in Hindi B) Scold people

C) Stop talking

D) Speak in English (Correct)

30. Which communication method should be used to share confidential information and documents in the workplace?

- A) WhatsApp **B) Email (Correct)**
C) Instagram D) Phone

31. What can make it difficult to communicate in the workplace?

- A) Language differences B) Use of unfamiliar words
C) Differences in communication styles **D) All of these (Correct)**

32. The concept of _____ best describes importance of teamwork.

- A) Conflict **B) Synergy (Correct)**
C) Team D) Group

33. Sharing will help everyone feel involved and _____.

- A) Happy (Incorrect) B) Sad
C) Motivated D) Close

34. Ram, Vinay and Sandeep are working as a team to finish the geography project. Vinay is sharing his thoughts. What are Vinay and Sandeep supposed to do?

- A) Listen actively (Correct)** B) Play
C) Go around the school D) None of these

35. 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) Resist **B) Share responsibility (Correct)**
C) Fight D) Argue

36. Argument or disagreement between two groups of people is called_____.

- A) Teamwork (Incorrect) **B) Conflict**
C) Happiness D) Fun

37. Conflict usually creates _____?.

- A) Negative emotions (Correct)** B) Positive emotions
C) Happy emotions D) Enjoyment

38. Conflict in workplace affects _____?.

- A) ability to work (Correct)** B) salary
C) environment D) weather

39. 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) Poor communication (Correct)**
B) Typing error
C) Stress
D) Poor listening

40. Shwetha and Rakshit are coworkers. They are angry with each other because they have not completed a project properly. Which is a good way to resolve such conflicts in the workplace?

- A) Quit the job
B) **Find different ways to solve the problem (Correct)**
C) Ignore each other
D) File a police complaint

41. Negative comments made about our action or performance is called _____.

- A) Appreciation
B) Congratulations
C) **Criticism (Correct)**
D) Reward

42. If a person receives harsh, unfair and very negative criticism, they feel very unhappy. What type of criticism is this?

- A) Helpful criticism
B) Fair criticism
C) **Unfair criticism (Correct)**
D) Positive criticism

43. During criticism we must remain _____ and _____ to the person.

- A) happy and joyful
B) **calm and listen (Correct)**
C) shout and cry
D) fight and cry

44. Priya received constructive (helpful) criticism from her manager about her latest project. What should she do?

- A) Listen
B) Understand
C) Thank her manager (Incorrect)
D) **All of these**

45. Kishore's manager gave him positive and negative feedback. Kishore is feeling confused. What should he do next?

- A) Calm down and think
B) Try to understand the positive points given by his manager
C) Try to understand the negative points given by the manager
D) **All of these (Correct)**

46. We start communicating when we are _____.

- A) Adults
B) Parents
C) **Children (Correct)**
D) Old

47. Rita talks to her customers. But she is unable to understand what they say. What should she do?

- A) Improve her listening skills (Correct)**
B) Stop talking to them
C) Fight with customers
D) Stop her business

48. You are unable to share your message properly in an email. Which skill should you improve?

- A) Written communication (Correct)**
B) Speaking
C) Reading
D) Playing

49. You are scared to communicate with others. What are some ways to solve this problem?

- A) Find your strengths about communication
B) Find your weakness about communication
C) Find ways to improve & learn more about your weakness
D) **All of these (Correct)**

50. How should you respond to constructive feedback from someone?

- A) Listen and understand (Correct)**
B) Argue with the person
C) Feel nervous
D) Ignore the feedback

51. If one can use a computer and the internet comfortably. It is called _____?.

- A) Sports Literacy
B) **Digital Literacy**
C) Cultural Literacy
D) Language Literacy (Incorrect)

52. In which of the following tasks, do we need digital literacy?

- A) Finding information online
B) Creating a Resume
C) Communication through emails
D) **All of these (Correct)**

53. Which of the following can be done without the help of internet?

- A) Painting a wall (Correct)**
B) Searching for jobs online
C) Watching videos online
D) Creating a Digital Resume

54. Saleem needs to talk about digital skills that are required at work. Which of these works needs digital skills?

- A) Communicating through emails and chat
B) Creating and editing documents and worksheets (Incorrect)
C) Creating and editing worksheets
D) **All of these**

55. What does CPU stand for?

- A) Cost per unit
B) Central power unit

C) Central Processing Unit (Correct) D) Cutting power unit

56. Safeena wants to talk to her friend on a video call. Which of the following is necessary for a video call on a desktop computer?

- A) Trackpad B) Remote
C) Printer **D) Web Camera (Correct)**

57. Rashmi recently bought a new laptop after her old computer stopped working. Which part of the laptop works like a mouse?

- A) Trackpad** B) Speakers
C) Keyboard D) Desktop (Incorrect)

58. Where is the power button located on a desktop computer?

- A) On the Keyboard **B) On the CPU (Correct)**
C) On the Speaker D) On the Mouse

59. _____ is the most commonly used word for switching off a computer.

- A) Hang Up B) Switch On
C) Shut Down (Correct) D) Power On

60. Which of the following devices can be connected using bluetooth?

- A) Mouse B) Earphones
C) Speakers **D) All of these (Correct)**

61. Sonu wants to connect a device wirelessly to a computer. What technology can he use?

- A) Bluetooth (Correct)** B) Wire
C) Switch D) USB

62. Which of the following is the most common operating system?

- A) Printer B) MS Office
C) Router **D) Windows (Correct)**

63. Full form for OS is _____.

- A) Operating System (Correct)** B) Opening Screen
C) Opening Software D) Original System

64. Riya does not know which version of windows is installed on her laptop. How can she identify the version?

- A) By uninstalling the windows **B) By looking at the opening screen (Correct)**
C) By shutting down the computer D) By reinstalling the windows

65. Nayan wants to search for a file quickly on his computer. What should he do?

- A) Click on ?Type here to search? (Correct)** B) Search on Play Store
C) Restart the computer D) Use Bluetooth

66. On a computer, a file can be created using which of these applications?

- A) MS Word B) MS Excel
C) MS Powerpoint **D) All of these (Correct)**

67. What is the shortcut key to save a file?

- A) Ctrl+S (Correct)** B) Ctrl+X
C) Ctrl+V D) Ctrl+P

68. Nimal wants to transfer files from one location to another on her laptop. Which of the following actions can she take to do so?

- A) Click on power off button **B) Select the file, press Ctrl X to cut and Ctrl V to paste it**
C) Click on escape button (Incorrect) D) Click on backspace button

69. Which of these is the short cut for making the text bold?

- A) Ctrl+S **B) Ctrl+B (Correct)**
C) Ctrl+U D) Ctrl+I

70. The _____ tab helps to change the type of page. (portrait or landscape)

- A) Layout (Correct)** B) Insert
C) Design D) Review

71. Joseph wants to make the letters in the words slant to one side. Which option should he use?

- A) Bold **B) Italic (Correct)**
C) Underline D) Numbered List

72. What is the shortcut key for Undo?

- A) Ctrl+Z** B) Ctrl+B
C) Ctrl+U D) Ctrl+I (Incorrect)

73. What is the shortcut key for Print?

- A) Ctrl+Z B) Ctrl+B
C) Ctrl+U **D) Ctrl+P (Correct)**

74. Krish made a typing mistake and wants to go back to the previous sentence. Which option should he use?

- A) Save B) Print
C) Undo (Correct) D) Cut

75. Paul is saving his Word document for a project. Which layout format should he use for official documents?

- A) **Portrait (Correct)** B) Landscape
C) Cut D) Undo

76. _____ is a tool to organize a large amount of data in an easy and understandable way.

- A) **Excel (Correct)** B) Chrome
C) Paint D) Print

77. Which of the following can be done using Excel?

- A) Save the document B) Make complicated calculations with numbers
C) Print the document **D) All of these (Correct)**

78. Harsha has selected a single line of cells from top to bottom. She has selected a _____?

- A) Page B) Row
C) Column D) Cell (Incorrect)

79. Mohit wants to move from one cell to another. He can do that by using the _____? on the keyboard.

- A) Ctrl+Z **B) Arrow keys (Correct)**
C) Ctrl+B D) A1,B1.C1 ...

80. What happens when we use this function? =SUM(B4:G4)

- A) The numbers in cells from B4 to G4 are added (Correct)** B) The number in B4 is deleted
C) The number from B4 will be copied D) The number from G4 will be copied

81. What happens when we use this function? =AVERAGE(B4:G4)

- A) The average of numbers in cells from B4 to G4 is calculated (Correct)** B) The number in B4 is deleted
C) The number from B4 will be copied D) The number from G4 will be copied

82. Which of the following is the symbol of AutoSum?

- A) ?** B) Z (Incorrect)
C) X D) Y

83. Trisha entered a number in E column and row 5. What is the name of that cell?

- A) E1 B) E
C) E5 (Correct) D) 5

84. Which of the following are the ways to connect your device to the internet?

- A) Use a mouse **B) Using a wifi or mobile data connection (Correct)**
C) Use a printer D) Use bluetooth

85. Which of the following tasks can be done using the internet?

- A) Finding Information about job openings B) Create a digital resume and forward it to different companies (Incorrect)
C) Learning new skills **D) All of these**

86. Which of the following are the top benefits of using the internet?

- A) Speed of communication B) Safety
C) Access to information **D) All of these (Correct)**

87. Jerry wants to use his mobile data to get the internet on other devices. Which devices can use mobile data?

- A) Tablet** B) Washing machine (Incorrect)
C) Gas oven D) Landline phone

88. _____ is called the library of internet.

- A) Software **B) Search Engine (Correct)**
C) Hardware D) Mouse

89. We need an _____ and a search engine to access the information on the web.

- A) Internet connection (Correct)** B) Mouse
C) Data cable D) Key board

90. It is very important to use the correct words to tell the search engine what to look for. These are called _____.

- A) Keywords (Correct)** B) Web page
C) Website D) Internet

91. Jyothi learned that all the information is stored in 'web pages'. What is the role of web pages?

- A) 'Web pages' act as a search engine **B) 'Web pages' act as a library (Correct)**
C) 'Web pages' act as internet D) None of these

92. Which of the following is a universal ID card?

- A) Bank Credit card B) PAN Card
C) Aadhaar Card (Correct) D) Employers ID card

93. Anju wants to upskill herself in designing and stitching, which of the following portals will be relevant for the same?

- A) http://www . swayam.gov.in / (Correct)** B) http: /www . igod.gov.in
C) http://www . india.gov.in/ D) None of these

94. Priya wants to apply for her Aadhaar Card as its an important document to be submitted while joining a new job. Which of the following government portals will be helpful for her?

- A) http://www . india.gov.in/ **B) https:/ myaadhaar.uidai.gov.in (Correct)**
C) http://www . swayam.gov.in/ D) All of these

95. _____ is a profile that can show your education qualifications, your skills and your experience.

- A) Google mail **B) LinkedIn**
C) WhatsApp (Incorrect) D) Telegram

96. Naina wants to take a few safety Measures on Social media. What does that refers to?

- A) Do not share information with unknown people B) Do not share personal information
C) Do not send a rude or mean comment **D) All of these (Correct)**

97. _____ is an organisation that uses digital technology to help people in rural India.

- A) Digital Empowermen t (DE) **B) Digital Empowermen t Foundation (DEF) (Correct)**
C) Digital Education Foundation (DEF) D) Digital Education Fund (DEF)

98. Rama has started using Social Media, as a responsible user what are the things she should not do?

- A) Posting personal information publicly** B) Connecting with professionals from her field
C) Searching jobs online **D) Use social media to find the latest information. (Incorrect)**

99. Laws related to activities on the internet are called _____.

- A) Labour laws **B) Cyber laws**
C) Environment protection laws (Incorrect) D) Criminal laws

100. What does SMART tips for internet safety stands for?

- A) Stay Simple Manageable Attractive Reasonable Timely **B) Stay Safe Don't Meet up Accepting Files Reliable Tell Someone**
C) Stay Simple Meet Up Acceptable Reachable Tell about yourself (Incorrect) D) None of these

101. _____ is a tool that blocks unsafe pages when you are using a search engine.

- A) Telegram B) Google
C) Safe search (Correct) D) Web page

102. The safe search tool can be switched on and off for any search engine by changing the _____.

- A) Settings (Correct)** B) Web page
C) Computer/ Device D) View Mode

103. Ritika received a message about a bank transaction she did not make. Her friends told her to report it as cybercrime. Which portal can she use to file her complaint?

- A) www. cybercrime.gov.in (Correct)** B) www.ccrime. gov.in
C) www. indiacybercrime. gov.in D) www. cybercrimeindia. gov.in

104. Which of the following is a correct Gmail id?

- A) xyz@gmail B) **xyz@gmail. com (Correct)**
C) xyz@ outlook.gmail D) gmail@xyz

105. Which of the following is used to send a copy of an email to another person without the main receiver of the email knowing?

- A) Attach file B) Subject
C) CC(Carbon Copy) **D) BCC (Blind Carbon Copy) (Correct)**

106. While creating a Gmail account 'Create an account for myself' option will be chosen to _____.

- A) Create a bussiness account **B) Create a Personal account (Correct)**
C) Create a company account D) None of these

107. The _____ is a few words that quickly tell what the email is about.

- A) Compose **B) Subject (Correct)**
C) Inbox D) ID

108. Azim has received a new mail from his teacher. Where can he check the mail received?

- A) Inbox (Correct)** B) Sent
C) Draft D) Compose

109. A mobile application or App is a software that is made to be used on a _____.

- A) Calculator B) Washing machine

C) smart device like a smartphone or tablet (Correct)

D) All of these

C) Everyone can turn on the camera on their own devices

D) After the meeting, the online meeting can be closed and ended.

110. _____ are the most convenient way to do something online.

A) Mobile apps (Correct)

B) Desktop

C) Monitor

D) Keypad

119. To find list of Participants in a Zoom meeting, click on participants option on _____ of the screen.

A) Top

B) Bottom

C) Left Side (Incorrect)

D) Right Side

111. Choose the mobile app form the following options.

A) LinkedIn

B) YouTube

C) Facebook (Incorrect)

D) All of these

120. Meena is using google meet for the first time. She can use the same login account details as her _____.

A) Amazon account

B) Bank account

C) Gmail account (Correct)

D) Zoho account

112. Kirti attended a guest lecture. How can she use her mobile phone to understand the difficult words?

A) Shopping app

B) Use a dictionary app

C) Grocery app (Incorrect)

D) Cosmetics store app

121. Which of the following websites is helpful in learning and career growth?

A) Codecademy

B) Khan Academy

C) Coursera

D) All of these (Correct)

113. Which of the following is a smart device?

A) Smart Watch

B) Smart Phone

C) Smart TV (Incorrect)

D) All of these

122. Sam wants to learn computer coding skills for free and his friend has recommended _____ website for the same.

A) Duolingo

B) Khan Academy

C) NPTEL

D) Codecademy (Correct)

114. Which of the following tasks can be performed by Alexa?

A) Check the weather

B) Call phones

C) Play music

D) All of these (Correct)

123. Khan Academy is the most recommended website for _____.

A) free online material on school subjects like economics, physics, algebra, etc. (Correct)

B) Online meetings

C) learning a new language for free

D) Job search

115. Which of the following is a voice- controlled digital assistant?

A) Alexa

B) Siri

C) Google Assistant

D) All of these (Correct)

116. Komal wants to regularly monitor her body conditions like temperature and heartbeat. Which of the following device can help her?

A) Mobile Phone

B) Calculator

C) Siri

D) Smart watch (Correct)

124. A person with a growth mindset is always willing to _____. | ಬೆಳವಣಿಗೆಯ ಮನಸ್ಥಿತಿ ಹೊಂದಿರುವ ವ್ಯಕ್ತಿಯು ಯಾವಾಗಲೂ _____ ಸಿದ್ಧರಿದ್ದಾರೆ.

A) relax | ವಿಶ್ರಾಂತಿ

B) grow, change, learn | ಬೆಳೆಯಿರಿ, ಬದಲಿಸಿ, ಕಲಿಯಿರಿ (Correct)

C) keep quiet | ಮೌನವಾಗಿರಿ

D) become rich | ಶ್ರೀಮಂತರಾಗುತ್ತಾರೆ

117. For online meetings, you can share ____ for the people to join the meeting.

A) Personal mobile number (Incorrect)

B) Location

C) email id

D) Meeting Link or ID

125. Jobs that have become outdated in the past 5 years _____. | ಕಳೆದ 5 ವರ್ಷಗಳಲ್ಲಿ ಹಳತಾದ ಕೆಲಸಗಳು _____

A) STD booth | STD ಬೂತ್ (Correct)

B) ola | ಓಲಾ (Incorrect)

C) uber | ಉಬರ್

D) swiggy | ಸ್ವಿಗ್ಗಿ

118. Which of the following feature in not available in online meeting tools?

A) Display Participants contact number (Correct)

B) Everyone can speak to each other and hear each other.

126. To be in a job or work is _____. | ಕೆಲಸ ಅಥವಾ ಕೆಲಸದಲ್ಲಿ ಇರುವುದು ಎಂದರೆ _____

A) employ | ಉದ್ಯೋಗಿ (Correct)

B) skill | ಕೌಶಲ್ಯ

C) knowledge | ಜ್ಞಾನ D) aptitude | ಯೋಗ್ಯತೆ

127. Ethics means _____. | ನೀತಿಶಾಸ್ತ್ರ ಎಂದರೆ _____

A) decide what is right and wrong for a human conduct | ಮಾನವ ನಡವಳಿಗೆ ಯಾವುದು ಸರಿ ಮತ್ತು ತಪ್ಪು ಎಂದು ನಿರ್ಧರಿಸಿ

B) name of a city | ಒಂದು ನಗರದ ಹೆಸರು (Incorrect)

C) employability skills | ಉದ್ಯೋಗ ಕೌಶಲ್ಯಗಳು

D) not relevant to society | ಸಮಾಜಕ್ಕೆ ಸಂಬಂಧಿಸಿಲ್ಲ

128. _____ is a brief statement about purpose and principles of the constitution. | _____ ಸಂವಿಧಾನದ ಉದ್ದೇಶ ಮತ್ತು ತತ್ವಗಳ ಸಂಕ್ಷಿಪ್ತ ಹೇಳಿಕೆಯಾಗಿದೆ.

A) Syllabus | ಪಠ್ಯಕ್ರಮ

B) Module | ಮಾಡ್ಯೂಲ್

C) The preamble | ಪೀಠಿಕೆ (Correct)

D) Unit | ಘಟಕ

129. Identify the improper term. | ಅಸಮರ್ಪಕ ಪದವನ್ನು ಗುರುತಿಸಿ.

A) Green pollution | ಹಸಿರು ಮಾಲಿನ್ಯ

B) Water pollution | ಜಲ ಮಾಲಿನ್ಯ

C) Air pollution | ವಾಯು ಮಾಲಿನ್ಯ (Incorrect)

D) Sound pollution | ಧ್ವನಿ ಮಾಲಿನ್ಯ

130. Values are _____. | ಮೌಲ್ಯಗಳು _____

A) not punctual | ಸಮಯಪ್ರಜ್ಞೆಯಿಲ್ಲ

B) motivates our attitude and action | ನಮ್ಮ ವರ್ತನೆ ಮತ್ತು ಕ್ರಿಯೆಯನ್ನು ಪ್ರೇರೇಪಿಸುತ್ತದೆ (Correct)

C) very costly | ಬಹಳ ದುಬಾರಿ

D) all have same value | ಎಲ್ಲಾ ಒಂದೇ ಮೌಲ್ಯವನ್ನು ಹೊಂದಿವೆ

131. To grow yourself you must _____. | ನೀವೇ ಬೆಳೆಯಲು ನೀವು ಮಾಡಬೇಕು _____

A) know your office | ನಿಮ್ಮ ಕಚೇರಿ ತಿಳಿದಿದೆ

B) know yourself | ನಿನ್ನನ್ನು ನೀನು ತಿಳಿಯಿರಿ

C) know your institute | ನಿಮ್ಮ ಸಂಸ್ಥೆಯನ್ನು ತಿಳಿಯಿರಿ

D) know your country | ನಿಮ್ಮ ದೇಶವನ್ನು ತಿಳಿಯಿರಿ (Incorrect)

132. Hard skill _____. | ಕಠಿಣ ಕೌಶಲ್ಯ _____

A) quick learner | ತ್ವರಿತ ಕಲಿಯುವವ

B) time management | ಸಮಯ ನಿರ್ವಹಣೆ (Incorrect)

C) 60 WPM typing speed | 60 WPM ಟೈಪಿಂಗ್ ವೇಗ

D) spoken english | ಇಂಗ್ಲೀಷ್ ಮಾತನಾಡುವ

133. Time management _____. | ಸಮಯ ನಿರ್ವಹಣೆ _____

A) complete your task on time | ನಿಮ್ಮ ಕೆಲಸವನ್ನು ಸಮಯಕ್ಕೆ ಪೂರ್ಣಗೊಳಿಸಿ (Correct)

B) managing time | ಸಮಯವನ್ನು ನಿರ್ವಹಿಸುವುದು

C) hard skill | ಕಠಿಣ ಕೌಶಲ್ಯ

D) problem solving | ಸಮಸ್ಯೆ ಪರಿಹರಿಸುವ

134. _____ is major changes takes place in manufacturing. | _____ ತಯಾರಿಕೆಯಲ್ಲಿ ಪ್ರಮುಖ ಬದಲಾವಣೆಗಳು ನಡೆಯುತ್ತವೆ.

A) Green revolution | ಹಸಿರು ಕ್ರಾಂತಿ (Incorrect)

B) Industry revolution | ಕೈಗಾರಿಕಾ ಕ್ರಾಂತಿ

C) Water revolution | ಜಲ ಕ್ರಾಂತಿ

D) Food revolution | ಆಹಾರ ಕ್ರಾಂತಿ

135. 1st industrial revolution started in _____. | 1 ನೇ ಕೈಗಾರಿಕಾ ಕ್ರಾಂತಿ ಪ್ರಾರಂಭವಾಯಿತು _____

A) 18th century | 18 ನೇ ಶತಮಾನ (Correct)

B) 19th century | 19 ನೇ ಶತಮಾನ

C) 20th century | 20 ನೇ ಶತಮಾನ

D) 21st century | 21 ನೇ ಶತಮಾನ

136. A resume should be _____. | ಪುನರಾರಂಭವು _____ ಆಗಿರಬೇಕು

A) short and precise | ಸಣ್ಣ ಮತ್ತು ನಿಖರ (Correct)

B) fancy and colourful | ಅಲಂಕಾರಿಕ ಮತ್ತು ವರ್ಣಮಯ

C) having long and detailed information | ದೀರ್ಘ ಮತ್ತು ವಿವರವಾದ ಮಾಹಿತಿಯನ್ನು ಹೊಂದಿದೆ

D) having acronyms and abbreviation | ಸಂಕ್ಷಿಪ್ತ ರೂಪಗಳು ಮತ್ತು ಸಂಕ್ಷೇಪಣವನ್ನು ಹೊಂದಿದೆ

137. When is capital letter used? | ದೊಡ್ಡ ಅಕ್ಷರವನ್ನು ಯಾವಾಗ ಬಳಸಲಾಗುತ್ತದೆ?

A) Beginning of a sentence | ಒಂದು ವಾಕ್ಯದ ಆರಂಭ

B) Names of persons | ವ್ಯಕ್ತಿಗಳ ಹೆಸರುಗಳು (Incorrect)

C) Names of places | ಸ್ಥಳಗಳ ಹೆಸರುಗಳು

D) All the above | ಮೇಲಿನ ಎಲ್ಲಾ

138. When you greet higher official's such as Teacher, Instructor or Supervisor, you should use _____. | ಶಿಕ್ಷಕ, ಬೋಧಕ ಅಥವಾ ಮೇಲ್ವಿಚಾರಕನಂತಹ ಉನ್ನತ ಅಧಿಕಾರಿಗಳನ್ನು ನೀವು ಸ್ವಾಗತಿಸಿದಾಗ, ನೀವು _____ ಅನ್ನು ಬಳಸಬೇಕು

A) Good morning (Correct)

B) Hello

C) Hey

D) Hi

139. The word □ when □ denotes _____. | when (ಯಾವಾಗ) □ ಎಂಬ ಪದವು _____ ಅನ್ನು ಸೂಚಿಸುತ್ತದೆ

A) place | ಸ್ಥಳ

B) thing | ವಿಷಯ

C) person | ವ್ಯಕ್ತಿ

D) time | ಸಮಯ (Correct)

140. Which one is a "Don't" of discussion etiquette? | ಮುಕ್ತ

ಮನಸ್ಸಿನವರಾಗಿರಿ?

A) Be open minded | ಮುಕ್ತ
ಮನಸ್ಸಿನವರಾಗಿರಿ (Incorrect)

B) Use moderate tone |
ಮಧ್ಯಮ ಸ್ವರವನ್ನು ಬಳಸಿ

C) Listen to others | ಇತರರ
ಮಾತುಗಳನ್ನು ಕೇಳಿ

D) Argue unnecessary |
ಅನಗತ್ಯವಾದ

141. Fill in the blank with proper pronoun. "She made this
cake _____". | ಸರಿಯಾದ ಸರ್ವನಾಮದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿ.

"She made this cake _____"

A) itself

B) myself

C) herself (Correct)

D) himself

142. After receiving interview call, what is the next step? |
ಸಂದರ್ಶನ ಕರೆ ಸ್ವೀಕರಿಸಿದ ನಂತರ, ಮುಂದಿನ ಹಂತ ಯಾವುದು?

A) Send application letter |
ಅರ್ಜಿ ಪತ್ರ ಕಳುಹಿಸಿ

B) Prepare the resume |
ಪುನರಾರಂಭವನ್ನು ತಯಾರಿಸಿ
(Incorrect)

C) Appear at interview |
ಸಂದರ್ಶನದಲ್ಲಿ ಕಾಣಿಸಿಕೊಳ್ಳಿ

D) Send resume |
ಪುನರಾರಂಭವನ್ನು ಕಳುಹಿಸಿ

143. Fill in the blank with comparative adjective. "Your pencil
is _____ than mine". | ತುಲನಾತ್ಮಕ ವಿಶೇಷಣದೊಂದಿಗೆ ಖಾಲಿ
ತುಂಬಿ. "Your pencil is _____ than mine"

A) sharp

B) sharper

C) blunt (Incorrect)

D) thick

144. Fill in the blank with suitable adjective for the given
sentence "The little girl's _____ eyes revealed her
mischief". | ಕೊಟ್ಟಿರುವ ವಾಕ್ಯಕ್ಕೆ ಸೂಕ್ತವಾದ ವಿಶೇಷಣದೊಂದಿಗೆ ಖಾಲಿ
ತುಂಬಿರಿ "The little girl's _____ eyes revealed her mischief"

A) chubby

B) weak

C) short sighted (Incorrect)

D) twinkling

145. Which one is an exclamatory sentence? | ಆಶ್ಚರ್ಯಕರ ವಾಕ್ಯ
ಯಾವುದು?

A) What a beautiful house
it is! (Correct)

B) It is a beautiful house.

C) Is it a beautiful house?

D) Your house is beautiful.

146. Fill in the blank with proper interrogative adjective.
_____ are you going | ಸರಿಯಾದ ಪ್ರಶ್ನಾರ್ಥಕ ವಿಶೇಷಣದೊಂದಿಗೆ
ಖಾಲಿ ತುಂಬಿರಿ. _____ are you going?

A) Who (Incorrect)

B) Where

C) Which

D) What

147. Which one of the following is a describing word? |
ಕೆಳಗಿನವುಗಳಲ್ಲಿ ಯಾವುದು ವಿವರಿಸುವ ಪದವಾಗಿದೆ?

A) Eat | ತಿನ್ನು

B) Repair | ದುರಸ್ತಿ

C) Hot | ಬಿಸಿ

D) Soup | ಸೂಪ್ (Incorrect)

148. Which one is NOT a benefit of the role playing? | ಪ್ರಾಕ್ತ
ನಿರ್ವಹಣೆಯ ಪ್ರಯೋಜನ ಯಾವುದು?

A) Builds confidence |
ಆತ್ಮವಿಶ್ವಾಸವನ್ನು ಹೆಚ್ಚಿಸುತ್ತದೆ

B) Develops listening skill |
ಕೇಳುವ ಕೌಶಲ್ಯವನ್ನು
ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ

C) Develops creative
problem-solving skill |
ಸೃಜನಾತ್ಮಕ ಸಮಸ್ಯೆ ಪರಿಹರಿಸುವ
ಕೌಶಲ್ಯವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ
(Incorrect)

D) Develops boredom |
ಬೇಸರವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ

149. Which one is NOT a vowel? | ಯಾವುದು ಸ್ವರ ಅಲ್ಲ?

A) a

B) e (Incorrect)

C) f

D) i

150. A written description of duties and responsibilities to be
carried out in a job is called _____. | ಕೆಲಸದಲ್ಲಿ
ನಿರ್ವಹಿಸಬೇಕಾದ ಕರ್ತವ್ಯಗಳು ಮತ್ತು ಜವಾಬ್ದಾರಿಗಳ ಲಿಖಿತ ವಿವರಣೆಯನ್ನು
_____ ಎಂದು ಕರೆಯಲಾಗುತ್ತದೆ

A) CV

B) job description | ಕೆಲಸದ
ವಿವರ (Correct)

C) resume | ಪುನರಾರಂಭ

D) job application | ಕೆಲಸದ
ಅರ್ಜಿ

151. Choose the correct punctuation mark after the word
"Rohan" in the given sentence. "Rohan David and Ram are
playing hide and seek" | ಕೊಟ್ಟಿರುವ ವಾಕ್ಯದಲ್ಲಿ □ರೋಹನ್□ ಪದದ
ನಂತರ ಸರಿಯಾದ ವಿರಾಮ ಚಿಹ್ನೆಯನ್ನು ಆರಿಸಿ. □ರೋಹನ್ ಡೇವಿಡ್ ಮತ್ತು
ರಾಮ್ ಆಡಗಿಕೊಂಡು ಆಡುತ್ತಿದ್ದಾರೆ□

A) Comma (,) (Correct)

B) Period (.)

C) Slash (/)

D) Hyphen (-)

152. Fill in the blank with suitable place preposition. "My
house is _____ the third floor". | ಸೂಕ್ತವಾದ ಸ್ಥಳ ಪೂರ್ವಭಾವಿ
ಸ್ಥಾನದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿ. "My house is _____ the third
floor"

A) at

B) in

C) on (Correct)

D) under

153. Choose the odd word. | odd (ಬೆಸ) ಪದವನ್ನು ಆರಿಸಿ.

A) please

B) sorry

C) paper (Correct)

D) thanks

154. Re-arrange the following set of words into meaningful
sentence. "teacher / school / worked / she / a / as" _____
| ಕೆಳಗಿನ ಪದಗಳ ಗುಂಪನ್ನು ಅರ್ಥಪೂರ್ಣ ವಾಕ್ಯವಾಗಿ ಮರು ಜೋಡಿಸಿ.
"teacher / school / worked / she / a / as" _____

A) school worked as a she
teacher | ಶಾಲೆ ಅವಳು
ಶಿಕ್ಷಕಿಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು

B) she worked as a school
teacher | ಅವಳು ಶಾಲಾ
ಶಿಕ್ಷಕಿಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು

C) she teacher worked as a school | ಅವಳು ಶಿಕ್ಷಕ ಶಾಲೆಯಾಗಿ teacher | ಅವಳು ಶಾಲಾ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು (Incorrect) D) worked she as a school teacher | ಅವಳು ಶಾಲಾ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು

155. Which punctuation mark should be used in the following sentence? Is there any site engineer here. | ಕೆಳಗಿನ ವಾಕ್ಯದಲ್ಲಿ ಯಾವ punctuation mark (ವಿರಾಮಚಿಹ್ನೆಯನ್ನು) ಬಳಸಬೇಕು? Is there any site engineer here

- A) ? (question mark) (Correct) B) , (comma)
C) . (full stop) D) ! (exclamation)

156. Fill in the correct question word. "_____ is the speaker at the function". | ಸರಿಯಾದ ಪ್ರಶ್ನೆ ಪದವನ್ನು ಭರ್ತಿ ಮಾಡಿ. "_____ is the speaker at the function?"

- A) What B) When
C) Why D) Who (Correct)

157. Fill in the blank with proper pronoun. "I made this cake _____". | ಸರಿಯಾದ ಸರ್ವನಾಮದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿಸಿ. "I made this cake _____"

- A) myself B) yourself

C) himself D) itself (Incorrect)

158. Choose the correct tense of the verb. "I _____ music when I was child". | ಕ್ರಿಯಾಪದದ ಸರಿಯಾದ ಉದ್ವಿಗ್ನತೆಯನ್ನು ಆರಿಸಿ. "I _____ music when I was child"

- A) learn B) am learning
C) will learn D) had learnt (Correct)

159. Fill in the blank with correct future tense of verb. "We _____ to the zoo after Breakfast ". | ಭವಿಷ್ಯದ ಭವಿಷ್ಯದ ಕ್ರಿಯಾಪದದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿರಿ. "We _____ to the zoo after Breakfast "

- A) went B) are going (Incorrect)
C) had gone D) will go

160. Fill in the blank with present progressive tense of the verb. "The train _____ through the tunnel". | ಕ್ರಿಯಾಪದದ ಪ್ರಸ್ತುತ ಪ್ರಗತಿಶೀಲ ಉದ್ವಿಗ್ನತೆಯೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿರಿ. "The train _____ through the tunnel"

- A) passed B) is passing (Correct)
C) had passed D) was passing