



**C) Full stop (.) (Correct)**

D) Exclamatory mark (!)

C) You are wrong!

D) I will just do it my way.

20. An exclamatory sentence ends with the \_\_\_\_\_.

A) Full stop (.)

B) Comma (,)

C) Question mark (?)

**D) Exclamatory mark (!)  
(Correct)**

30. We should \_\_\_\_\_?instructions in the classroom.

A) learn

C) forget

**B) listen to (Correct)**

D) ignore

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

**A) Declarative (.) (Correct)**

C) Exclamatory (!)

B) Interrogative (?)

D) None of these

31. Listening is important to \_\_\_\_\_?the information given.

A) forget

**C) understand (Correct)**

B) overcome

D) disobey

22. The \_\_\_\_\_?is what or whom a sentence is about.

**A) Subject**

C) Object (Incorrect)

B) Predicate

D) Verb

32. 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**

C) Practicing Movements

B) Practicing News  
(Incorrect)

D) None of these

23. The correct order for a sentence is \_\_\_\_\_.

**A) Subject, Verb, Object  
(Correct)**

C) Verb, Object, Subject

B) Subject, Verb

D) Verb, Verb, Subject

33. 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)**

C) I want

B) I hate

D) I won't

24. Choose the correct sentence.

A) The road runs on cat.

C) Cat road runs.

**B) The cat runs on the  
road. (Correct)**

D) Runs on the road cat.

34. \_\_\_\_\_greetings are used while speaking to friends and family.

A) Formal

**C) Informal (Correct)**

B) Due

D) No

25. A poster presents information by using \_\_\_\_\_.

A) Novel

**C) Images and colours**

B) Story (Incorrect)

D) Exercise for practice

35. Malini is attending her new school today. She introduces herself as \_\_\_\_\_.

A) Good bye

C) What's up guys

**B) Hello everyone!  
(Correct)**

D) Longtime everyone

26. Symbols gives us information through \_\_\_\_\_.

A) Colours

C) Words

**B) Images (Correct)**

D) Posters

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

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

C) Thank you! (Incorrect)

B) What are you doing here?

D) Take care!

27. 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)**

37. When you ask someone something it is \_\_\_\_\_.

A) Answer

**C) Question**

B) Blank (Incorrect)

D) Response

28. \_\_\_\_\_contact with the people we are speaking help us to communicate confidently.

A) Nose

C) Ear

**B) Eye (Correct)**

D) Skin

38. \_\_\_\_\_questions give clear indication of the information the person wants to know.

**A) Wh-**

C) No

B) Yes or No

D) Closed questions  
(Incorrect)

29. 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.  
(Correct)**

39. A person who makes a call \_\_\_\_\_

- A) Keypad  
C) Phase  
**B) Caller (Correct)**  
D) Contacts

40. Receiver is a person who \_\_\_\_ the call.

- A) Blocks  
**C) Receives (Correct)**  
B) Dials  
D) Rejects

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

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

42. Document which has details of a job is \_\_\_\_?

- A) Letter  
**C) Job Description (Correct)**  
B) Resume  
D) Report

43. Location for the job means \_\_\_\_?

- A) Title  
C) Name  
B) Description  
**D) Place (Correct)**

44. Ravi read job description which specified ?Familiarity with MS office?. What should he know?

- A) How to write an email  
**C) How to use MS Office (Correct)**  
B) How to get certification  
D) How to study

45. 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) Ram  
C) Both of them  
**B) Shyam (Correct)**  
D) None of them

46. 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 blame his team- mates for all the problems.  
C) Yes, he should discuss all the arguments in detail.  
**B) No, he should avoid speaking negatively about his teammates. (Correct)**  
D) Yes, why not!

47. Ryan wants to speak to HR about his work. He should specify the name of his job, place of work and \_\_\_\_?

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

48. Most of the government job calls will be in \_\_\_\_format.

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

49. When you are interested in working for a company, you will write \_\_\_\_\_letter

- A) an Application (Incorrect)  
C) a Leave  
B) a Referral  
**D) a Prospecting**

50. 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) Education qualification  
**B) Shilpa - Job Position (Correct)**  
D) Pervious experience

51. Which among these is a type of communication?

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

52. Verbal communication is the use of \_\_\_\_.

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

53. Forms of verbal communication are \_\_\_\_.

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

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

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

55. A formal letter can be used for \_\_\_\_\_purposes.

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

56. 'Reg' in the letter means \_\_\_\_.

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

57. 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  
C) Formal (Incorrect)  
B) Leave  
**D) Resume**

58. 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

59. You can speak to your friend\_\_\_\_\_.

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

60. Which is not a type of communication?

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

61. Formal communication is used at \_\_\_?.

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

62. Vinod met his new manager at his workplace. He had to \_\_\_\_\_himself first.

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

63. Organizations communicate mainly through \_\_\_\_\_.

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

64. 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)**

65. The concept of \_\_\_\_\_best describes importance of teamwork.

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

66. Argument or disagreement between two groups of people is called\_\_\_\_\_.

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

67. 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

68. 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

69. 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)**

70. 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

71. A person who buys a product is a \_\_\_\_\_.

- A) Student  
B) **Customer (Correct)**  
C) Seller  
D) Servicer

72. Meena sells milk packets. One day, she got a dissatisfied (unhappy) customer because the milk was spoiled. What should Meena NOT do now?

- A) Say sorry to the customer  
B) Quickly give another packet of milk  
C) Make sure the customer is happy  
**D) Get angry with the customer (Correct)**

73. Caring for customers is key to growing your business. What does this mean?

- A) Care for what customers want (Correct)**  
B) Care for customers when they are sick  
C) Care for customers at their home  
D) Care for keys

74. Why is it important to use selling techniques?

- A) To look confident  
B) To make friends with customers  
C) To have fun  
**D) To connect with customers & make sure they make a purchase (Correct)**

75. Now or never close, summary close and question close are 3 important \_\_\_\_\_.

- A) Opening techniques  
B) Probing techniques  
**C) Closing Techniques (Correct)**  
D) Discount

76. Entrepreneurship means \_\_\_\_\_?

- A) Starting a new career      B) Managing career  
**C) Running your own business (Correct)**      D) Supporting a business person

77. What are the duties of an entrepreneur?

- A) Talking to customers      B) Managing finances and budgets  
C) Managing the business      **D) All of these (Correct)**

78. Which of the following is the BEST definition of profit?

- A) The total amount of money a business makes from selling goods or services.  
B) The money a business owner spends on personal expenses.  
**C) The revenue or earnings which remain with the business owner, after all the costs are paid.**      D) The total amount of money a business earns before paying taxes. (Incorrect)

79. Pratibha wants to start a Biryani Hotel. What will she need first?

- A) Business plan (Correct)**      B) Name Board  
C) Food Items      D) Kitchen Equipments

80. An Entrepreneur can help the society by\_\_\_\_\_.

- A) Seeking new opportunities      B) Marketing the product  
C) Working with a team      **D) Creating job opportunities (Correct)**

81. What are some of the qualities of a strong entrepreneur?

- A) Learning from failures      B) Building relationship with customers  
C) Working hard      **D) All of these (Correct)**

82. Raju wants to start a Textile shop. What should he do first?

- A) Rent a Shop      B) Purchase New Fabrics  
**C) Prepare a Business Plan (Correct)**      D) Hire Staff

83. How does Market Scan help with running a business?

- A) Gives an idea about the customers      B) Helps understand about other similar business  
C) Helps in making the business plan (Incorrect)      **D) All of these**

84. Lakshmi plans to start a beauty parlour. What kind of information should she NOT collect in the Market Scan?

- A) Information on clothes and shoes (Correct)**      B) Information on types of customers

C) Information on cost of materials for the beauty parlour

D) Information on shop location and rent

85. Product and service are two things that can be sold. Product is what can be seen, touched and used. Service is what we \_\_\_\_\_?

- A) Buy from vegetable shop      **B) Feel, Experience and Enjoy (Correct)**  
C) Pay with Gpay      D) Do not enjoy

86. Product is an object that can be\_\_\_\_\_.

- A) Seen      B) Touched  
**C) Seen, Touched and Used (Correct)**      D) Used

87. Sharvan serves as a delivery agent delivering tomatoes from a farmer to a company that makes tomato sauce. What is Sharvan's job?

- A) Seller      **B) Service Provider (Correct)**  
C) Buyer      D) Distributor

88. A business idea should\_\_\_\_\_?

- A) Satisfy only my needs      **B) Fulfill customer needs or solve their problems (Correct)**  
C) Save the world      D) None of these

89. A good business idea for a young or new entrepreneur should be sustainable. This means\_\_\_\_\_.

- A) It is easy to use      B) It has many details (Incorrect)  
C) It has budget      **D) It is planned for the present and future business growth**

90. A \_\_\_\_\_ is a short and effective presentation to describe the business.

- A) Customer Analysis      B) Communication  
C) Return on Investment      **D) Business Pitch (Correct)**

91. Who can support Entrepreneurs by providing business schemes and loans at low interest rates?

- A) Customers      B) Startup Investors  
**C) Banks (Correct)**      D) Friends

92. Price is an important part of marketing. Price means\_\_\_\_\_

- A) Marketing      **B) Rate of a product in rupees (Correct)**  
C) Promotion      D) Raw Materials

93. Sahil is giving festival offers, free samples and price discounts at the opening of his business. This is called \_\_\_\_\_.

- A) Market scan  
B) Packaging  
C) Promotion (Correct)  
D) Selling

94. Marketing helps the customer to learn about

- A) Price  
B) Availability  
C) Special Discounts  
D) All of these (Correct)

95. Wahid wants to register his product under a trademark. What is the benefit of getting a trademark for your product?

- A) He can sell it at higher rate  
B) No one else can use the same product name (Correct)  
C) He will get a lot of success  
D) He can take many loans and not repay

96. 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

97. Jobs that have become outdated in the past 5 years \_\_\_\_\_. | ಕಳೆದ 5 ವರ್ಷಗಳಲ್ಲಿ ಹಳತಾದ ಕೆಲಸಗಳು \_\_\_\_\_

- A) STD booth | STD ಬೂತ್ (Correct)  
B) ola | ಓಲ  
C) uber | ಉಬರ್  
D) swiggy | ಸ್ವಿಗ್ಗಿ

98. To be in a job or work is \_\_\_\_\_. | ಕೆಲಸ ಅಥವಾ ಕೆಲಸದಲ್ಲಿ ಇರುವುದು ಎಂದರೆ \_\_\_\_\_

A) employ | ಉದ್ಯೋಗಿ (Correct)

C) knowledge | ಜ್ಞಾನ

B) skill | ಕೌಶಲ್ಯ

D) aptitude | ಯೋಗ್ಯತೆ

99. Ethics means \_\_\_\_\_. | ನೀತಿಶಾಸ್ತ್ರ ಎಂದರೆ \_\_\_\_\_

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

C) employability skills | ಉದ್ಯೋಗ ಕೌಶಲ್ಯಗಳು

D) not relevant to society | ಸಮಾಜಕ್ಕೆ ಸಂಬಂಧಿಸಿಲ್ಲ

B) name of a city | ಒಂದು ನಗರದ ಹೆಸರು

D) not relevant to society | ಸಮಾಜಕ್ಕೆ ಸಂಬಂಧಿಸಿಲ್ಲ

100. \_\_\_\_\_ is a brief statement about purpose and principles of the constitution. | \_\_\_\_\_ ಸಂವಿಧಾನದ ಉದ್ದೇಶ ಮತ್ತು ತತ್ವಗಳ ಸಂಕ್ಷಿಪ್ತ ಹೇಳಿಕೆಯಾಗಿದೆ.

A) Syllabus | ಪಠ್ಯಕ್ರಮ

C) The preamble | ಪೀಠಿಕೆ (Correct)

B) Module | ಮಾಡ್ಯೂಲ್

D) Unit | ಘಟಕ

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

A) Green pollution | ಹಸಿರು ಮಾಲಿನ್ಯ (Correct)

C) Air pollution | ವಾಯು ಮಾಲಿನ್ಯ

B) Water pollution | ಜಲ ಮಾಲಿನ್ಯ

D) Sound pollution | ಧ್ವನಿ ಮಾಲಿನ್ಯ

102. Values are \_\_\_\_\_. | ಮೌಲ್ಯಗಳು \_\_\_\_\_

A) not punctual | ಸಮಯಪ್ರಜ್ಞೆಯಿಲ್ಲ

C) very costly | ಬಹಳ ದುಬಾರಿ

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

D) all have same value | ಎಲ್ಲಾ ಒಂದೇ ಮೌಲ್ಯವನ್ನು ಹೊಂದಿವೆ