1 A resume should be	7 Choose the correct response for the given
A short and precise	question. "How have you been"?
	A Very well, And you?
,	
C having long and detailed information	B Thank you, And you?
D having acronyms and abbreviation	C Same to you
Ans: A	D On vacation, And you?
	Ans: A
2 A written description of duties and	
responsibilities to be carried out in a job is called	8 Choose the correct response of the given
	question "When did the accident happen"?
A CV	A in the hotel
B job description	B during travelling
C resume	C At 10:30 last night
D job application	D On the table
Ans: B	Ans: C
3 A written description of duties and	9 Choose the correct tense of the verb. "I
responsibilities to be carried out in a job is	music when I was child."
called	A learn
A CV	B am learning
B resume	C will learn
C job description	D learnt
D job application	Ans: D
	Alls:
Ans: C	40
	10 Curriculum Vitae (CV) is also known
4 After receiving interview call, what is the next	as
step?	A resume
A Send application letter	B job description
B Prepare the resume	C cover letter
C Appear at interview	D application letter
D Send resume	Ans: A
Ans: C	
	11 Curriculum vitae is also known as
5 Choose suitable "wh" word for the given	
sentence_ " animal do you like?"	A circular
A Which	B resume
B Why	C job application form
C Where	D leave application
D When	Ans: B
Ans: A	
	12 Fill in the blank with comparative adjective_
6 Choose the correct punctuation mark after the	"Your pencil is than mine".
word "Rohan" in the given sentence_ "Rohan David	A sharp
and Ram are playing hide and seek".	B sharper
A Comma (,)	C blunt
	D thick
B Period (_)	
C Slash (/)	Ans: B
D Hyphen (-)	
Ans: A	

13 Fill in the blank with correct future tense of	19 Fill in the blank with proper reflexive
verb "We to the zoo after Breakfast "	pronoun. "She has hurt"
A went	A myself
B are going	B herself
C had gone	C himself
D will go	D itself
Ans: D	Ans: B
A113. D	A113 . D
14 Fill in the blank with correct word "They	20 Fill in the blank with suitable adjective for the
good friends"	given sentence "The little girl's eyes revealed
A is	her mischief"
B am	A chubby
C are	B weak
D was	C short sighted
Ans: C	D twinkling
	Ans: D
15 Fill in the blank with present progressive	
tense of the verb "The train through	21 Fill in the blank with suitable place
the tunnel"	preposition_ "My house isthe third
A passed	floor"?
B is passing	A at
•	
C had passed	B in
D was passing	C on
Ans: B	D under
46 500 0 10 10 10 10	Ans: C
16 Fill in the blank with proper interrogative	
adjective " are you going?	22 Fill in the correct question word
A Who	is the speaker at the function"?
B Where	A What
C Which	B When
D What	C Why
Ans: B	D Who
	Ans: D
17 Fill in the blank with proper pronoun "I made	
this cake"	23 Low level language is also called
A myself	
B yourself	A source code
C himself	B middle ware
D itself	C machine language
Ans: A	D assembly language
7. A.	Ans: C
18 Fill in the blank with proper pronoun. "She	7.113.
made this cake	24 Pronunciation refers to
A itself	A diphthong
-	B consonant
· ·	
C herself	C punctuation
D himself	D production of sound
Ans: C	Ans: D

25 Re-arrange the following set of words into	31 Which one is a brain of computer?
meaningful sentence_ "teacher / school / worked /	A Keyboard
she / a / as"	B CPU
A School worked as a she teacher	C Monitor
B She worked as a school teacher	D Hard disk
C She teacher worked as a school	Ans: B
D Worked she as a school teacher	
Ans: B	32 Which one is a cardinal number?
	A 10
26 The word that expresses a sudden and strong	B V
feeling is called	C VII
A punctuation	D XI
B interjection	Ans: A
C conjunction	
D apostrophe	33 Which one is a cardinal number?
Ans: B	A X
	B II
When you greet higher official's such as	C IV
Teacher, Instructor or Supervisor, you should use	D 3
, , , , ,	Ans: D
A "Good morning"	
B "Hello"	34 Which one is a cardinal number?
C "Hey"	A IV
D "Hi"	B 10th
Ans: A	C 1st
7.11.5	D 1
28 Which is a silent letter in the word	Ans: D
"ANSWER"?	
A R	35 Which one is a cardinal number?
B E	A One
c s	B Fifth
D W	C Eighth
Ans: D	D Second
	Ans: A
29 Which one is a "Do's" of discussion	7413. //
etiquettes?	36 Which one is an exclamatory sentence?
A Loose your temper	A What a beautiful house it is!
B Listen to others	B It is a beautiful house
C Talk about irrelevant details	C Is it a beautiful house?
D Use impolite or rude language	D Your house is beautiful_
Ans: B	Ans: A
30 Which one is a "Don't" of discussion	37 Which one is in active voice?
etiquette?	A Ram has passed the exam_
A Be open minded	B The ball was caught by him_
B Use moderate tone	C The book was being read by her_
C Listen to others	
	, =
D Argue unnecessary	Ans: A
Ans: D	

38 Which one is in passive voice?	
A Mohan is painting a house	
B She was reading a book	
C Her birthday was celebrated by us	
D I have seen that movie	
Ans: C	
39 Which one is NOT a conjunction? A And B Or C But D On Ans: D	
 Which one is NOT a benefit of the role playing? Builds confidence Develops listening skill Develops creative problem-solving skill Develops boredom Ans: D 	
 41 Which one is NOT a vowel? A a B e C f D i Ans: C 	
 Which one of the following is a good office etiquette? A One should dress formally B One should not be punctual to work C One should have fancy mobile ring tone D One should litter one's work place Ans: A 	е
43 Word that is pronounced the same as another word but differs in meaning is called A homophone B homograph C diphthong D syllable Ans: A	

1 1 Byte = A 2 bits B 4 bits C 8 bits D 16 bits Ans: C	7 CPU consists of A Control unit and ALU B Storage device and ALU C Input and output devices D Input device and control unit Ans: A
2 A computer system consists of A software and program B hardware and software C mouse and keyboard D circuit diagram Ans: B	8 CPU stands for A Central Programming Unit B Central Processing Unit C Central Planning Unit D Central Progress Unit Ans: B
A program that infects other program by modifying them is called A virus B antivirus C web page D note pad Ans: A	 9 For short distance, which network type should be used? A LAN B MAN C WAN D CAN Ans: A
A software application used to enable computer users to locate and access web page is calledA web browser B web server C web site D email Ans: A	10 In an email, where will you add the recipient email address whom you want to send the copy of an email? A To B CC C Bcc D Subject Ans: B
5 An illegal activity committed on the internet is called A virus B cyber crime C search engine D social networking Ans: B	11 In Excel, the intersection of a row and column is called a A cell B label C square D worksheet Ans: A
6 Computer network that spans a regional, national or global area is called A LAN B MAN C WAN D CAN Ans: C	12 In MS Excel, collection of work sheet is known as A worksheet B workbook C excel book D sheet work Ans: B

13 In MS Excel, to insert a formula in cell, we	19 Spread sheets are saved with
must begin the entry with an operator	extension
	A .pdf
A =	B .doc
B \$	C .xls
C @	D .mp3
D #	Ans: C
Ans: A	
	20 The expansion of LAN is
14 In MS Paint, which extension is not supported	A Local Area Name
	B Local Area Network
A .jpeg	C Logical Area Network
B .doc	D Legal Area Network
C .gif	Ans: B
D .png	
Ans: B	21 The expansion of RAM is
	A Read Octet Machine
15 In which orientation, the text is printed length	B Random Access Memory
wise?	C Read Access Memory
A Landscape	D Random Access Machine
B Margin	Ans: B
C Portrait	
D Width	22 The expansion of ROM is
Ans: C	A Read Octet Machine
	B Read Only Memory
16 In which orientation, the text is printed width	C Random Only Memory
wise?	D Rewrite Octet Machine
A Width	Ans: B
B Margin	
C Portrait	23 The expansion of WAN is
D Landscape	A Wide Area Name
Ans: D	B Web Assigned Name
	C Wide Area Network
17 program that infects other programs by	D Web Aided Network
modifying them is called	Ans: C
A search engine	
B virus	24 What does 'ASAP' stand for, in SMS language'
C antivirus	A As Silent As Probable
D cyber crime	B As Soon As Probable
Ans: B	C As Soon As Possible
40 6 11 1 1 1 1	D As Simple As Possible
18 Spread sheets are saved with extension	Ans: C
	25 Miles in a character 5 "0 "
A .xls	25 What is a shortcut key for "Copy" command?
B .doc	A Ctrl + C
C .pdf	B Ctrl + V
D .mp3	C Ctrl + A
Ans: A	D Ctrl + X
	Ans: A

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What is a shortcut key for "cut" command? Which device is used to connect telephone 26 Α Ctrl +C line to a PC? Ctrl+V В Modem Α C Ctrl+A В Monitor D Ctrl+X C Printer Ans: D D Hard disk Ans: Α 27 What is a shortcut key for "select all" command? 34 Which is a shortcut key for 'Copy' command? Ctrl +C Ctrl + V Α Α Ctrl + C В Ctrl+V В C Ctrl+A C Ctrl + A Ctrl + X D Ctrl+X D Ans: C Ans: В Which one is a "Don't" of information What is shortcut key for "Paste" command? 35 28 Ctrl + C Α security? В Ctrl + V Α Use hard to guess passwords C Ctrl + A В Disclose password to anyone Ctrl + X C Take backup data of your PC periodically D Encrypt laptop hard drive and mobile devices Ans: В D Ans: В 29 What is the cell address of 4th row and 4th column? Which one is a cyber crime? 36 Α 4D Α Sending email E4 Online purchasing В В C D4 C Online gambling D **B4** D Chatting with friends Ans: C Ans: С 30 What is the default name of newly created 37 Which one is a file management tool that folder in windows? comes with windows? Folder Control panel Α Α В New В Window explorer C New folder C Desktop Blank Notepad D D Ans: C Ans: В What is the expansion of "FYI" SMS? 31 38 Which one is a search engine? Α For Your Information Α Flickr For Your Identification Hotmail В В C For Your Internet C Facebook For Your Innocence D D Google Ans: A Ans: D Where all deleted files will be stored? 32 39 Which one is a search engine? Α CD Α Flickr В Official folder В Orkut Personal folder C Hotmail D Recycle bin D yahoo Ans: D Ans: D

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- **40** Which one is a social networking site?
- A Outlook express
- B Face book
- C Lotus notes
- **D** Mozilla

Ans: B

- 41 Which one is a web browser?
- A Face book
- B Hot mail
- C Internet explorer
- D Outlook express

Ans: C

- 42 Which one is an input device?
- **A** Speaker
- **B** Joystick
- **C** Monitor
- **D** Printer

Ans: B

- **43** Which one is an output device of the computer?
- **A** Printer
- **B** MIC
- **C** Mouse
- **D** Keyboard

Ans: A

- 44 Which one is NOT a storage device?
- **A** Printer
- **B** Video tape
- C USB flash drive
- D Memory card

Ans: A

- **45** Which one is the disadvantage of social networking sites?
- A Instant communication
- B Make addictive
- **C** Access to information
- **D** Online marketing for business

Ans: B

- Which one of the following options shows the synonyms for a word, we type in MS word?
- **A** Thesaurus
- **B** Spell check
- C Hyperlink
- D Style

Ans: A

- 47 You withdraw Rs_500/- from an ATM_ The ATM machine gives out Rs_5000/-_ Which of the following would be ethically correct?
- A Make a complaint
- B Take the money
- **C** Drop the money near ATM
- **D** Give the money to the poor

Ans: A

EMPLOYABILITY SKILLS – Semester 1 Module 3 Communication

1	"KAIZEN" means	7	For "SMART" Goal, S stands for
Α	self-discipline	Α	social
В	preventive maintenance	В	scientific
С	sorting out	С	specific
D	continuous improvement	D	strength
Ans	·	Ans	_
2	Choose the correct context of the given	8	Gesture "biting nails" shows
exp	pression in group discussion" Excuse me, I	Α	boredom
	uld "	В	insecurity
Α	Interrupting	С	confidence
В	Agreeing	D	defensiveness
С	Summarising	Ans	
D	Emphasizing a point		
	s: A	9	Gesture "Brisk & erect walking" shows
		A	boredom
3	Communication that involves exchanging	В	defensiveness
	ormation without use of words is called	c	confidence
	or mation without use of words is called	D	insecurity
Α	verbal communication		s: C
В	pictorial communication	Alls	· · ·
C	written communication	10	Gesture "Brisk erect walk" shows
D	non verbal communication		insecurity
_	s: D	A B	boredom
Alls	5. D		confidence
4	Dedication to a particular work is	C	defensiveness
4 call	•	Ans	
A	confidence	Alls	· · · ·
_	commitment	11	Cools are categorized as
В			Goals are categorized as
C	Intelligence	A	good and bad
D Am	integrity s: B	В	inner and outer
Ans	ь: в	C	intrinsic and extrinsic
_	Dedication to a monticular word, is	D	short-term and long-term
5	Dedication to a particular work is	Ans	s: D
call		12	Goals are classified as
A	integrity confidence	12	
В	connitrent	A	big and small goal
C		В	long term and short-term goal
D Am	intelligence	C	important and not important goal
Ans	s: C	D	intrinsic and extrinsic goal
_	Firmanaiana af CNAC ia	Ans	s: B
6	Expansions of SMS is	40	In face to face annual control back in
Α	Simple Message Service	13	In face to face communication, body language
В	Short Mail Service		ounts for
C	Simple Memo Service	A	7%
D	Short Message Service	В	38%
Ans	s: D	С	55%
		D	100%
		Ans	s: C

EMPLOYABILITY SKILLS – Semester 1 Module 3 Communication

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14 Intrinsic motivation is A short lived B long lasting C for money or reward D to gain social acceptance Ans: B	 20 The study of right and wrong in human endeavours is called A motivation B self-awareness C ethics D goal Ans: C
Listening to Railway or Flight announcement, teacher's lecture comes under A critical listening B appreciative listening C therapeutic listening D comprehensive listening Ans: D	 What is a drawback of role playing? A Builds confidence B Develops listening skills C Doesn't provide real situation D Develop creative problem solving Ans: C
 Listening to songs only to derive pleasure comes under A critical listening B therapeutic listening C appreciative listening D comprehensive listening Ans: C 	 What should come next after "selecting the solution" in problem solving process? A Look for alternate B Root cause analysis C Identify the problem D Implement the solution Ans: D
A intrinsic and extrinsic B good and bad C inner and outer D high and low Ans: A	23 Which factor helps to motivate people? A Lack of focus B Lack of confidence C Lack of direction D Lack of nervousness Ans: D
 Noise, physical discomfort of hotness or coldness comes under A culture barrier B language barrier C perception barrier D environment barrier Ans: D 	 Which one is 3P's of public speaking? A Possess, present, practice B Prepare, Practice, perform C Publish, pleasant, perfect D Perfection, Performance, painstaking Ans: B
19 Rise and fall of pitch of voice is called A vowel B intonation C consonant D pronunciation Ans: B	25 Which one is a "Do's" for interview etiquette? A Nervousness B Informal dress C Clam approach D Excessive gesture Ans: C 26 Which one is a "don't" in interview etiquette? A Be confident B Dress appropriately C Proper eye contact D Lie about your abilities to get job

Ans: D

EMPLOYABILITY SKILLS – Semester 1 Module 3 Communication

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- Which one is a barrier to speaking? 27
- Α Poor listening
- В Lack of time
- C Nervousness
- D Reluctant to read

Ans: C

- 28 Which one is a Do's in interview etiquette?
- Α Dress too casually
- Lie about abilities to get job В
- C Be confident
- Too excessive in gesture D

Ans: C

- 29 Which one is a good communication?
- Message is clear and direct Α
- Message is ambiguous В
- C Sender attacks receiver
- D Receiver doesn't listen to sender

Ans: Α

- 30 Which one is an email etiquette?
- Α Keep email short
- Send virus infected mail В
- C Forward false messages
- Use all caps or small letter in email D

Ans: A

- Which one is considered to be a good 31 communication?
- Message is ambiguous
- Sender is positive towards receiver В
- Receiver doesn't listen to sender C
- Sender attacks receiver

Ans: В

- 32 Which one is considered to be a poor communication?
- Α Message is ambiguous
- В Message is clear and direct
- C Receiver is open to listen
- D Sender is positive towards receiver

Ans:

- Which one is NOT a benefit of oral 33 communication?
- Α It is quick
- В It is for record
- It is direct
- D Feedback is immediate

Ans: B

- Which one is NOT a part of Triple 'A" 34 listening?
- Α Anxiety
- В Attitude
- C Attention
- D Adjustment

Ans: Α

- 35 Which one is NOT an article?
- Α а
- В an
- C in
- D the

Ans: C

- Which one is NOT an element of 3P's of public 36 speaking?
- Α Prepare
- В **Practice**
- C **Posses**
- D Perform

Ans: C

- Which one is NOT an essential characteristic 37 to achieve success?
- Commitment Α
- В Integrity
- C Confidence
- Unethical work

Ans: D

- 38 Which one is NOT the outcome of positive attitude?
- Α enthusiasm
- В creativity
- C boredom
- D problem solving attitude

Ans: C

- Which one is the latest and effective means of 39 modern communication?
- Α Fax
- В Postal mail
- C Electronic mail
- D Message through TV

Ans: C