

Communication skills

1. Motivation is categorized as
 - A. Good & Bad
 - B. Verbal & Non verbal
 - C. Intrinsic & Extrinsic
 - D. Long term & Short term
2. In SMART goal, S stands for
 - A. Specific
 - B. Sincere
 - C. Smartly
 - D. Scientific
3. Listening to the song falls under
 - A. Critical listening
 - B. Comprehensive listening
 - C. Appreciative listening
 - D. Therapeutic listening
4. Goals are categorized as
 - A. Short term & long term
 - B. Intrinsic & extrinsic
 - C. Inner & outer
 - D. Good & bad
5. Gesture "Quick tilt head" shows
 - A. Boredom
 - B. Confidence
 - C. Interest
 - D. Insecurity
6. Dedication to a particular work is called
 - A. Confidence
 - B. Commitment
 - C. Integrity
 - D. Intelligence
7. Intrinsic Motivation is
 - A. For money or reward
 - B. Long lived
 - C. to gain social acceptance
 - D. Short lived
8. Noise, physical discomfort of hotness or coldness comes under
 - A. Cultural barrier

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- B. Language barrier
- C. Perception barrier
- D. Environment barrier**

9. Communication that involves exchanging of information without use of words is called

- A. Verbal Communication
- B. Non verbal Communication**
- C. Written Communication
- D. Pictorial Communication

10. Which one of the following is a barrier to speaking?

- A. Confidence
- B. Friendliness
- C. Calmness
- D. Nervousness**

11. The messages that we send with our voice are called

- A. Pictorial Language
- B. Para Language**
- C. English Language
- D. Body Language

12. In face to face communication , body language accounts for

- A. 7%
- B. 38%
- C. 55%**
- D. 100%

13. Which of the following is a long term goal?

- A. Study for the exams
- B. Complete a given homework
- C. Become a manager in a big company**
- D. Complete the degree course successfully

14. "Hello Ketan. This is Nilesh. My colleague Jaimin told me that Kaushal called me at 11:00. Is he available? In this conversation, identify the sender and receiver of the message?

- A. Sender: Nilesh , Receiver: Ketan**
- B. Sender: Ketan, Receiver: Nilesh
- C. Sender: Kaushal, Receiver: Nilesh
- D. Sender: Jaimin, Receiver: Ketan

15. What does ASAP stands for in SMS Language?

- A. As Soon As Possible**
- B. As Silent As Probable
- C. As Simple As Possible
- D. As Soon As Probable

16. Identify the kind of communication used in the following: "Please find the assignment attached".

Employability Skill

- A. Telephone conversation
- B. Email
- C. SMS
- D. Memo

17. Which one is a DON'T for an Interview?

- A. Confidence
- B. Proper Eye Contact
- C. Calm APPROACH
- D. Informal Dress

18. Which one of the following is not a means of communication ?

- A. Phone
- B. SMS
- C. E-mail
- D. Bus

19. Which one is good communication?

- A. Sender attacks receiver
- B. Receiver doesn't listen to sender
- C. Message is ambiguous
- D. Message is clear and direct

20. Which one is not a part of Triple-A listening?

- A. Anxiety
- B. Attitude
- C. Attention
- D. Adjustment

21. Non verbal cues are

- A. Visual only
- B. Tactile only
- C. Vocal only
- D. All of the above

22. "Right hand man" means

- A. An honest person
- B. Most efficient assistant
- C. One who cannot use his left hand
- C. A foolish person

23. Communication is a

- A. One way process
- B. Two way process
- C. Either A or B
- C. Neither A nor B

Employability Skill

24. Which of the following is the role in which non –verbal communication may accept or underline a verbal message?

- D. Contradiction
- E. Substitution
- F. Accenting**
- G. Repetition

25. The synonym of "GRANDEUR" is

- A. Magnificence**
- A. Admiration
- B. Happiness
- C. Awe

26. Which of the following doesn't help in proper communication?

- A. Clarify your ideas before expressing
- B. Use complex language**
- B. Always be open and ready to receive feedback
- C. Be a good listener

27. When making a phone call what is the first thing you should do?

- A. Enquire who is there on the other hand
- B. State the message
- C. Ask questions
- C. Identify yourself**

28. While communicating with someone, you fiddle with a pen or something else. It indicates that

- D. You are bored**
- A. You are anxious to leave
- B. You are aggressive
- C. You are timid

29. While communicating on Phone , it is NOT good to

- A. Let the background music go on
- B. Ask the other party to hold
- C. Carry on parallel communication with someone else
- E. All the above**

30. The antonym of "MYTH" is

- A. Truth
- F. Fact**
- B. False hood
- C. Story

31. While communicating with someone, you continuously stare at him without blinking, what does it convey?

- G. You lack confidence
- H. You are not interested
- I. You are in a hurry

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J. You are aggressive

32. Which one of the following is NOT a good listing skill?

- Listen openly and with empathy to the other person
- Examine the purpose of communication
- Don't attend to non-verbal cues**
- Describe your reactions objectively

33. The type of information exchanging information's without words

- Telephone
- Class room
- Traffic signal**
- Loud voice

34. Communication is the technology of transmitting and receiving

- Information**
- Money
- Property
- Award

35. Text book are one type of communication

- Media
- Visual**
- Channel
- Sound

36. The communication used by dogs by barking is

- Visual
- Sound**
- Body language
- Facial expression

37. The instructor instruct his trainee to clean the machine this communication is

- Verbal**
- Written
- Action
- Written

38. While you are in class you would like to clarify a doubt asking for repeat the request word is

- Pardon sir**
- Repeat sir
- Not understand
- Can you please repeat sir

39. What does ASAP stand for in SMS language?

- As silent as probable
- As soon as possible**
- As soon as probable

D. As simple as possible

40. Which are among the following should not include in your job resume?

- A. Your name
- B. Your eating habit**
- C. Your address
- D. Your mobile no

Entrepreneurship, SWOT Analysis

41. What an entrepreneur contributes includes

- A. Employment creation
- B. Development of new market
- C. Introduction of new technology
- D. All of above**

42. As per the latest notification of 2006 an enterprise falls in the category of micro enterprise if its investment in equipment does not exceedand.....for manufacturing and services.

- A. Rs 25 lakh, RS 10 lakh**
- B. Rs 50 lakh, RS 10 lakh
- C. Rs 25 lakh, RS 20 lakh
- D. Rs 50 lakh, RS 20 lakh

43. As per the latest notification of 2006 an enterprise falls in the category of small enterprise if its investment in equipment does not exceedand.....for manufacturing and services.

- A. Rs 10 caror, RS 5 caror
- B. Rs 5 caror, RS 2 caror**
- C. Rs 10 caror, RS 2 caror
- D. Rs 5 caror, RS 3 caror

44. As per the latest notification of 2006 an enterprise falls in the category of medium enterprise if its investment in equipment does not exceedand.....for manufacturing and services.

- A. Rs 20 caror, RS 5 caror
- B. Rs 20 caror, RS 10 caror
- C. Rs 10 caror, RS 5 caror**
- D. Rs 10 caror, RS 2 caror

45. SWOT is primarily a

- A. Planning tool**
- B. Marketing tool
- C. Banking tool
- D. Insurance tool

46. A planned cluster of enterprise is called

- A. Industrial organization
- B. Industrial estate**

C. Industrial development organization
D. Industrial service organization

47. In SWOT analysis, the factors, which are internal to the organization are
A. Threats and Opportunities
B. Strengths and Opportunities
C. Strengths and Weaknesses
D. Weaknesses and Opportunities

48. In SWOT analysis, the factors, which are presented by the external environment are
A. Threats and Opportunities
B. Strengths and Opportunities
C. Strengths and Weaknesses
D. Weaknesses and Opportunities

49. The business which is dependent on Natural factors called
A. Mining Industry
B. Craft Industry
C. Natural Industry
D. Mechanical Industry

50. What is full form of SISI?
A. Small Investment Service Institute
B. Small Industry Service Institute
C. Small Investment Small Institute
D. Small Innovation Service Institute

51. How much Nationalize Bank exist in India?
A. 22
B. 40
C. 20
D. 10

52. In which category of business Personal Tuition comes?
A. Manufacturing
B. Financial Service
C. Personal Service
D. Insurance Service

53. When Identification of self analysis by strengths using internal situation and outer environment is done the process is called
A. Self Analysis
B. SEIRI Analysis
C. SWOT Analysis
D. Attitude Analysis

54. How much is the limitation of SISI in helping financially?
A. 50 Thousand

B. 25 Lac
C. 2.5 Lac
D. 2.5 crore

55. Capital used to purchase fixed and long term assets are called
A. Working Capital
B. Non-Working capital
C. **Fixed capital**
D. Moving capital

56. Short term capital or Present Investment capital is called
A. **Working capital**
B. Non-Working capital
C. Capital
D. Fixed capital

57. One of the activity in following is not included in Craft Industry?
A. Iron works
B. **Cement**
C. Wood works
D. Emboss

58. The services which give insurance of hazard for various accidents are called
A. Go down Service
B. **Insurance Service**
C. Banking Service
D. Agency Service

59. How many owners will be sole proprietorship business?
A. 1
B. 2
C. 5
D. 4

60. Give the full form of NSIC.
A. National Security India Corporation
B. National State Insurance Corporation
C. Non Secretarial Industry Corporation
D. **National small industries Corporation**

61. What is the full form of GSFC
A. General security force corporation
B. Gujarat state fuel corporation
C. **Gujarat state finance corporation**
D. Gujarat state force corporation

62. The sort form of district industries center
A. DEC

Employability Skill

- B. DIC
- C. DBP
- D. GUC

63. A person who is associated with the starting is called

- A. Merchant
- B. Entrepreneur
- C. Businessman
- D. Sales executive

64. MSME stands for

- A. Micro, scale and medium enterprises
- B. Macro, Small and medium enterprise
- C. Micro, Small and medium enterprise
- D. Minor, Small and medium enterprise

65. A product life cycle divided into

- A. 4 stage
- B. 5 stage
- C. 3 stage
- D. 2 stage

66. In SWOT analysis 's' stands for

- A. Success
- B. Strength
- C. Survey
- D. Service

67. Which one is indirect promotion technique?

- A. Publicity
- B. Advertisement
- C. Display and models
- D. Public relations

68. Fixed capital is also known as

- A. Long term capital
- B. Short term capital
- C. Revolving capital
- D. Working capital

69. Which investment is considered for deciding the status of manufacturing enterprises?

- A. Working capital
- B. Building and land
- C. Plant and machinery
- D. Salary of employ

70. The expansion of SIDO is.....

- A. Small industries development organization

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- B. Small income development organization
- C. Small investment development organization
- D. Small industry development organization

71. Which stage is a period of rapid revenue growth?

- A. Growth stage
- B. Maturity stage
- C. Decline stage
- D. Introduction stage**

72. Paid form of ideas, goods and service are called

- A. Publicity
- B. Good will
- C. Public relation
- D. Advertisement**

Occupational Safety, Health Hazard, Basic Principle

73. Vibration and radiation come under

- A. Chemical hazards
- B. Physical hazards**
- C. Electrical hazards
- D. Psychological hazards

74. Head protection is done through

- A. Helmet**
- B. Goggles
- C. Gloves
- D. Mask

75. The unsafe condition to work is

- A. Oily floor**
- B. Good light
- C. Proper tool
- D. Adequate ventilation

76. ABC of first aid stands for

- A. Air way, bleeding and circulation
- B. Air way, breathing and circulation**
- C. Air way, bleeding and compression
- D. Air way, breathing and compression

77. To put off fire due to electrical sources, Class C fire extinguisher uses

- A. Water
- B. Carbon dioxide**
- C. Dry powder

D. Foam

78. In fire fighting method 'Starvation' is

- A. Limitation of oxygen
- B. Pouring water
- C. Elimination of fuel
- D. Reduction of temperature

79. Earthquake is measured with an instrument called

- A. Telegraph
- B. Seismograph
- C. Oscillograph
- D. Bargraph

80. Which one is a man included hazards?

- A. Landslide
- B. Cyclone
- C. Volcano
- D. Earthquake

81. Which one of the following not part of 3 R's?

- A. Reduce
- B. Recycle
- C. Regenerate
- D. Reuse

82. Ozone layer is made up of

- A. One oxygen atom
- B. Two oxygen atoms
- C. Three oxygen atoms
- D. Four oxygen atoms

83. Risk management involves

- A. Identifying and monitoring risk
- B. Hiring an employee with the job of managing risk
- C. Eliminating all workplace hazards
- D. Identify risk, assessing risk and eliminate/control risks

84. In water cycle, the transformation of water vapour to liquid water droplets is called

- A. Evaporation
- B. Condensation
- C. Transpiration
- D. Precipitation

85. Which one of the following is not an ergonomic hazard?

- A. Awkward position
- B. Poor house keeping
- C. Emotional disturbances

D. Wrong layout of machinery

86. What is the expansion of CFC?

- A. Chloro fluro carbon
- B. Carbon fiber composite
- C. Cold fusion component
- D. Chlorine fiber carbons

87. Which disease of lung is possible because of silica particles?

- A. Arthritis
- B. Silicosis
- C. Penicillin
- D. Sulfosis

88. What are the reasons for pneumoconiosis in factory?

- A. Oil
- B. Particles
- C. mechanical accident
- D. More voice

89. The scientific study of the relationship between men and his working environment is called

- A. Economics
- B. Engineering
- C. Machine science
- D. Ergonomics

90. Most countries usetechnique to prevent accident.

- A. 5 E
- B. HB
- C. 4 B
- D. SYTEC

91.is the united organization for favoring labour for all world.

- A. International nodal agency
- B. Indian labour welfare
- C. International worker agency
- D. International labour organization

92. Which number should be dialed when a person met an accident and injury is severe?

- A. 105
- B. 108
- C. 100
- D. 208

93. Which one of the following activity should not be done if a person has burn injury?

- A. Wash with water
- B. Take medicine to reduce pain
- C. Use ice

D. Apply aloe vera gel on wound

94. If someone in the house has small wound on his body and there is no medicine at home than u can apply one of from following.

- A. Ice cream
- B. Shampoo
- C. Vinegar or Vaseline
- D. Oil or ghee

Leadership and Motivation

95. The major factor of leadership comprise of

- A. Leader only
- B. Leader and follower only
- C. Leader, follower and communication
- D. Leader,follower,communication and situation

96. Leader exert influence on environment via

- A. Goals and performance standards
- B. Organization value
- C. Business concept
- D. All of the above

97. The managerial grid model of leadership considers two aspects, which are

- A. Concern for people
- B. Concern for task
- C. Concern for task and concern for people
- D. Concern for boss

98. The impoverished style of leadership when represented on a managerial grid has the co ordinates

- A. 9,1
- B. 1,9
- C. 9,9
- D. 1,1

99. When someone is internally motivated to do something it is called

- A. Inter motivation
- B. Intrinsic motivation
- C. Intra motivation
- D. Intractable motivation

100. When a person is compelled to do something or act certain way because of factor external to him it is called

- A. Extrinsic motivation
- B. Extrovert motivation
- C. Extrude motivation
- D. Exuberant motivation

101. One's need for food ,water, air, and sleep fall under the category of

- A. Psychological needs
- B. Physiological needs**
- C. Physiotherapy needs
- D. Physique needs

102. According to Maslow's hierarchy of needs the need at the highest level is called

- A. Belonging needs
- B. Loving needs
- C. Esteem needs
- D. Self actualization needs**

103. Fredrick Herzberg's two factor theory distinguish between motivators and

- A. Physical factors
- B. Psychological factors
- C. Hygiene factors**
- D. Environmental factors