

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

Employability Skill

- 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
 - A. All of the above**
22. "Right hand man" means
- A. An honest person
 - B. Most efficient assistant**
 - B. One who cannot use his left hand
 - C. A foolish person
23. Communication is a
- A. One way process
 - C. Two way process**
 - B. 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

Employability Skill

J. You are aggressive

32. Which one of the following is NOT a good listening skill?
- A. Listen openly and with empathy to the other person
 - B. Examine the purpose of communication
 - C. Don't attend to non-verbal cues
 - D. Describe your reactions objectively
33. The type of information exchanging information's without words
- A. Telephone
 - B. Class room
 - C. Traffic signal
 - D. Loud voice
34. Communication is the technology of transmitting and receiving
- A. Information
 - B. Money
 - C. Property
 - D. Award
35. Text book are one type of communication
- A. Media
 - B. Visual
 - C. Channel
 - D. Sound
36. The communication used by dogs by barking is
- A. Visual
 - B. Sound
 - C. Body language
 - D. Facial expression
37. The instructor instruct his trainee to clean the machine this communication is
- A. Verbal
 - B. Written
 - C. Action
 - D. Written
38. While you are in class you would like to clarify a doubt asking for repeat the request word is
- A. Pardon sir
 - B. Repeat sir
 - C. Not understand
 - D. Can you please repeat sir
39. What does ASAP stand for in SMS language?
- A. As silent as probable
 - B. As soon as possible
 - C. 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

- 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

- 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 fluoro 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 then you can apply one of the following.

A. Ice cream

B. Shampoo

C. Vinegar or Vaseline

D. Oil or ghee

Leadership and Motivation

95. The major factors of leadership comprise of

A. Leader only

B. Leader and follower only

C. Leader, follower and communication

D. Leader, follower, communication and situation

96. Leaders exert influence on environment via

A. Goals and performance standards

B. Organization values

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 coordinates

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. Intrinsic motivation

B. Intrinsic motivation

C. Intrinsic motivation

D. Intrinsic motivation

100. When a person is compelled to do something or act in a certain way because of factors 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