English Literacy

EMPLOYABILITY SKILL

(1) Which one is a vowel ?

(a) j   (b) q   (c) u   (d) w

Ans. (c)

(2) Pronunciation refers to the ....

(a) spelling   (b) grammar

(c) punctuation   (d) Production of sound

Ans. (d)

(3) The word that is pronounced the same as another word but differs in meaning, is called ....

(a) dipthong   (b) consonant

(c) homograph   (d) homophone

Ans. (d)

(4) Which one is a consonant ?

(a) a   (b) f   (c) i   (d) u

Ans. (b)

(5) The word that shares the same written form as another word, but having different meaning is called ....

(a) diphtong   (b) consonant

(c) homograph   (d) homophone

Ans. (c)

(6) All English Alphabets, except vowels (a, e, i, o, u) are called ......

(a) dipthongs   (b) consonants

(c) homographs   (d) homophones

Ans. (b)

(7) Which is a silent letter in the word "WRITTEN".

(a) W   (b) T   (c) E   (d) N

Ans. (a)

(8) Fill in the blank with proper pronoun "He made this cake ......".

(a) itself   (b) myself   (c) herself   (d) himself

Ans. (d)

(9) Which is a silent letter in the word "ANSWER" ?

(a) R   (b) E   (c) W   (d) S

Ans. (c)

(10) Which one is an adjective ?

(a) Write   (b) Large   (c) Teach   (d) Learn

Ans. (b)

(11) Fill in the blank with suitable place preposition. "My house is _____ the third floor".

(a) at   (b) in   (c) on   (d) under

Ans. (c)

(12) Use the appropriate conjunction,

"Is this a sheep _____ a goat ?"

(a) as   (b) or   (c) and   (d) but

Ans. (b)

(13) Which one is an Exclamation mark ?

(a) !   (b) ?   (c) ,   (d) –

Ans. (a)

(14) Which one is in passive voice ?

(a) Rohan is painting a house

(b) She was reading a book

(c) Her birthday was celebrated by us

(d) I have seen that movies

Ans. (c)

(15) Which one is in active voice ?

(a) Ram has scored two goals

(b) The ball was caught by him

(c) The book was being read by her

(d) We were drew home by Dad

Ans. (a)

(16) Fill in the blank with correct simple past tense,

"The Princess's ball _____ into the well".

(a) will roll   (b) rolled

(c) is rolling   (d) has been rolled.

Ans. (b)

(17) Fill in the blank with present progressive tense,

"It _____ dark."

(a) got   (b) will get

(c) is getting   (d) was getting

Ans. (c)

(18) A resume should be _____.

(a) short and precise

(b) having acronyms and abbreviations

(c) having long and detailed information

(d) fancy and colourful

Ans. (a)

(19) When you greet higher officials such as Teacher, Instructor of Supervisor you should use ....

(a) "Good morning"   (b) "Hi"

(c) "Hello"   (d) "Hey"

Ans. (a)

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(20) Which one of the following is a good office eti-quette ?

(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)

(21) Which one is a cardinal number ?

(a) one   (b) fifth   (c) second (d) eighth

Ans. (a)

(22) Fill in the blanks with suitable comparative ad-jective, "Ram is _____ than Shyam."

(a) tall

(b) taller

(c) more tall

(d) tallest

Ans. (b)

(23) Fill in the blanks with suitable preposition from the given choices. _____ It was not possible _____ all trainees to attend the classes yesterday.

(a) of   (b) for   (c) to   (d) by

Ans. (b)

(24) Fill in the blanks with a suitable "wh" word for the given sentence. _____ are you living ?

(a) When   (b) What   (c) Where (d) Why

Ans. (c)

(25) Fill in the blanks with a suitable tense verb. I _____ (write) my final exam yesterday.

(a) written

(b) wrote

(c) will write

(d) shall write

Ans. (b)

(26) Fill in the blanks with suitable Preposition from the given choices. The books were kept _____ the table.

(a) at   (b) in   (c) on   (d) over

Ans. (c)

(27) Choose an appropriate 'wh — question' for the fol-lowing sentence. "I live in Bombay".

(a) What is your place

(b) When did you leave Bombay ?

(c) Why do you love living in Bombay ?

(d) Where do you live ?

Ans. (d)

(28) Fill in the blanks with suitable tense verb. Vinod _____ the length.

(a) measure   (b) will measure
(c) shall measure   (d) measured

Ans. (d)

(29) Which one is an Cardinal number ?

(a) XI   (b) 2nd   (c) 1st   (d) 1

Ans. (d)

(30) A written description of duties and responsibilities to be carried out in job is called _____

(a) Resume   (b) job description
(c) CV   (d) Job Application

Ans. (b)

Sentence Completion

(1) Deepak will be able to speak marathi well a year from now .... he works hard.

(a) through   (b) instead
(c) did   (d) provided

Ans. (d)

(2) He was charged ..... a whole series of crimes.

(a) for   (b) with   (c) by   (d) on

Ans. (b)

(3) Dilipkumar has ....the filmfare award for the best actor in several films.

(a) admired   (b) snatched
(c) conferred   (d) received

Ans. (d)

(4) Since Amit was an .... photographer he did not change any money for taking our picture.

(a) amateur   (b) professional
(c) useless   (d) unknown

Ans. (a)

(5) He had a .... shave when his car narrowly missed hitting the truck.

(a) clean   (b) bad   (c) close   (d) near

Ans. (c)

(6) You will be cured .... this disease at the earliest.

(a) for   (b) of   (c) off   (d) from

Ans. (b)

(7) In the well water is only 3 metres from the ....

(a) shallow   (b) surface (c) dive   (d) bottom

Ans. (d)

(8) You can .... into the well and take the bucket out.

(a) shallow   (b) surface (c) dive   (d) bottom

Ans. (c)

(9) Your heart and lungs .... the cage made for them by your ribs.

(a) breathe   (b) lungs   (c) occupy(d) immediately

Ans. (c)

(10) When you breathe in, your .... fill with air, in.

(a) breathe   (b) lungs   (c) occupy(d) immediately

Ans. (b)

(11) You .... out immediately after you breathed in.

(a) breathe   (b) lungs   (c) occupy(d) immediately

Ans. (a)

(12) On account of overwork, he is ....

(a) run down   (b) runs down

(c) run out   (d) run up

Ans. (a)

(13) Ram agreed to .... my orders.

(a) Carry away   (b) Carry on

(c) Carry out   (d) Carry off

Ans. (c)

(14) He .... air of dignity.

(a) puts out   (b) puts on

(c) puts off   (d) puts in

Ans. (b)

(15) It is difficult to .... her nonsense.

(a) put up with   (b) get along with

(c) pull through   (d) pull down

Ans. (a)

(16) His name has become a synonym .... evil.

(a) with   (b) for   (c) of   (d) in

Ans. (a)

(17) Genius does what it must, and talent does what it

....

(a) may   (b) should (c) can   (d) would

Ans. (c)

(18) If a speech is full of pompous, it is ....

(a) Verbose   (b) grandiose

(c) bombastic   (d) grandiloquent

Ans. (d)

(19) Even if it rains all day I will not be able to ....my journey.

(a) put away (b) put off (c) put out (d) put by

Ans. (b)

(20) Although he was tired, he .... working.

   (a) was going on   (b) is going on

   (c) goes on   (d) went on

Ans. (d)

(21) We shall finish the work before he .... back.

   (a) will come   (b) shall come

   (c) comes   (d) would come

Ans. (c)

(22) Perfect health depends on the ....of a few simple rules to health.

   (a) observation   (b) occurrence

   (c) observance   (d) adaptation

Ans. (c)

(23) The wounded soldiers were .... by their com-rades.

   (a) Enervated   (b) evacuated

   (c) appalled   (d) excavated

Ans. (b)

(24) A good teacher should not be .... with the students.

   (a) nervous   (b) excited

   (c) impassioned   (d) impatient

Ans. (d)

(25) I am disgusted .... their habits.

   (a) at   (b) of   (c) from   (d) with

Ans. (a)

(26) Hardwork has told .... his health, and now he cannot work for more than two hours.

   (a) on   (b) upon   (c) at   (d) down

Ans. (b)

(27) Teacher advised Nikhil to give .... bad com-pany.

   (a) up   (b) away   (c) off   (d) out

Ans. (a)

(28) There is an exception ....every rule.

   (a) for   (b) from   (c) to   (d) in

Ans. (c)

(29) He cut his finger .... a knife.

   (a) with   (b) by   (c) from   (d) into

Ans. (c)

(30) Ninenty members voted ....favour of the reso-lution.

   (a) in   (b) to   (c) for   (d) from

Ans. (a)

(31) I can't put up .... by this kind of treatment.

   (a) upon   (b) between

   (c) by   (d) with

Ans. (d)

(32) Brothers must live in harmony. They must never fall ....

   (a) off   (b) out   (c) apart   (d) away

Ans. (c)

(33) She has an a-version .... taking even onion and garlic.

   (a) with   (b) at   (c) against   (d) to

Ans. (d)

(34) The parliament invested the new organisation .... judicial authority.

   (a) by   (b) with   (c) from   (d) through

Ans. (b)

(35) Those who persist in their endeavour at long last triumph ....the odds of life.

   (a) over   (b) on   (c) upon   (d) about

Ans. (a)

(36) Fate smiles .... those who untiringly grapple with stock realities of life.

   (a) with   (b) over   (c) on   (d) round

Ans. (c)

(37) In many countries poor children face a grim ....for existense.

   (a) struggle   (b) attempt   (c) efforts   (d) toil

Ans. (a)

(38) .... is still common in many countries even though it is illegal.

   (a) Enslavement   (b) Slavery

   (c) Servility   (d) Slavering

Ans. (b)

(39) A large area of southern california has been .... by a major earthquake.

   (a) trembled   (b) shaken   (c) upset   (d) vibrated

Ans. (b)

(40) At the traffic lights there were poor people .... for money.

   (a) urging   (b) requesting

   (c) pleading   (d) begging

Ans. (d)

(41) Jawaharlal spent his childhood .... Anan
Bhawan.

(a) at   (b) in   (c) on   (d) across

Ans. (b)

(42) The boy was cured ....typhoid.

(a) from   (b) of   (c) for   (d) through

Ans. (b)

(43) The king .... the rebel.

(a) excused   (b) forgave

(c) pardoned   (d) none of these

Ans. (c)

(44) I saw a .... of cows in the field.

(a) group   (b) herd   (c) swarm (d) flock

Ans. (b)

(45) He was sent to the prison for his ....

(a) sin   (b) vice   (c) crime   (d) guilt

Ans. (c)

(46) To err is .... to forgive divide.

(a) beastly   (b) human

(c) inhuman   (d) natural.

Ans. (b)

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(47) God is ....

(a) graceful   (b) gracious

(c) grateful   (d) grace

Ans. (b)

(48) Many countries have sent medicines for ....
of the latest fighting.

(a) injured   (b) wounded

(c) victims   (d) culprits

Ans. (c)

(49) His path was be set ....difficulties.

(a) with   (b) within   (c) among (d) by

Ans. (a)

(50) I have resigned myself .... my fate.

(a) at   (b) with   (c) on   (d) to

Ans. (d)

(51) The train is ....time.

(a) besides   (b) between

(c) behind   (d) by

Ans. (c)

(52) He was struck .... lightning.

(a) by   (b) with   (c) at   (d) from

Ans. (a)

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(53) As soon as he reached home .... to rain.

   (a) then it began   (b) when it began

   (c) it began   (d) than it began.

Ans. (c)

(54) These days everybody complains .... corruption in public life.

   (a) about   (b) on   (c) of   (d) against

Ans. (a)

(55) I complimented him .... his success in the examination.

   (a) at   (b) on   (c) about   (d) against

Ans. (b)

(56) .... cow is .... useful animal.

   (a) The, an   (b) The, a   (c) a, the   (d) a, an

Ans. (b)

(57) The chair of ....the arm is broken is to be repaired.

   (a) whose   (b) which   (c) whom   (d) that

Ans. (b)

(58) Their arguments being at cross .... will in no way lead to fruitful results.

   (a) purposes   (b) roads

   (c) intention   (d) bar

Ans. (a)

(59) The police finally cornered the thief in a .... alley.

   (a) wide   (b) lonely   (c) blind   (d) deserted

Ans. (c)

(60) It is time that India and pakistan buried the .... and become friends again.

   (a) dead   (b) guns   (c) hatchet   (d) snowman

Ans. (c)

(61) All arrangements have been made to .... the visit of students to the exhibition.

   (a) serve   (b) introduce

   (c) proceed   (d) facilitate

Ans. (d)

(62) Satish found that he needed more money to carry .... his business.

   (a) on   (b) about   (c) with   (d) down

Ans. (a)

(63) As ir way very dark in the room, he asked me t .... a candle.

   (a) put   (b) light   (c) switch (d) operate

Ans. (b)

(64) The Commission has suggested several measure to .... the basic rights of the women.

   (a) govern   (b) protect (c) award (d) control

Ans. (b)

(65) The peasant refused to grovel .... the fee of this master.

   (a) on   (b) about (c) upon (d) at

Ans. (d)

(66) It is dangerous to intrude .... the enemy's camp.

   (a) in   (b) into   (c) on   (d) throughd

Ans. (b)

(67) President saddam hussein has lived .... the gun all his life.

   (a) with   (b) for   (c) by   (d) on

Ans. (c)

(68) The mother was anxious .... the safety of her son.

   (a) at   (b) about (c) for   (d) upon

Ans. (b)

(69) A good judge never jumps .... the conclu-sions.

   (a) to   (b) at   (c) on   (d) for

Ans. (a)

(70) A light breeze .... the forest fire and made it more dangerous.

   (a) extinguished   (b) lit
   (c) fanned   (d) blew

Ans. (c)

(71) The judge used his .... power and let him off with reprimand.

   (a) legal   (b) discretionary
   (c) special   (d) absolute

Ans. (b)

(72) He failed to get the job though he was .... for the interview.

   (a) invited   (b) summoned
   (c) asked   (d) called

Ans. (d)

(73) We hold this truth to be .... that all men are created equal.

   (a) evident   (b) obvious

   (c) self-evident   (d) false

Ans. (c)

(74) Degrees were awarded in the annual ....

   (a) convention   (b) convocation

   (c) conference   (d) convolution

Ans. (b)

(75) I was very much upset on hearing the news.

   (a) sad   (b) good   (c) bad   (d) tragedy

Ans. (a)

(76) It is often seen that bad husband have very good ....

   (a) children   (b) consorts

   (c) parents   (d) wives

Ans. (d)

(77) With the .... she dropped hot coal on top of the iron lid.

   (a) shovel   (b) fingers (c) tongs (d) dropper

Ans. (c)

(78) On the death of his father, the house of sanjay's .... as he was the only child of parents.

   (a) mansion   (b) property

   (c) office   (d) residence

Ans. (b)

(79) I hope you .... your holidays.

   (a) praised   (b) rest

   (c) enjoyed   (d) seized

Ans. (c)

(80) I was upset on hearing the .... news.

   (a) tragedy (b) sad (c) good (d) mad

Ans. (b)

(81) I will dismiss you .... you are late again.

   (a) if   (b) then   (c) but   (d) until

Ans. (a)

(82) We furnished her .... a copy of that letter.

   (a) by   (b) for   (c) to   (d) with

Ans. (d)

(83) Tigers won't attack .... they are hungry.

   (a) if   (b) until

   (c) although   (d) unless

Ans. (d)

(84) I was so tired .... I at once fell asleep.

(a) that   (b) before

(c) in order that   (d) otherwise

Ans. (a)

(85) Mahmud of Ghazni .... a lot of wealth from India.

(a) plundered   (b) destroyed

(c) stole   (d) pillaged

Ans. (a)

(86) He failed in the examination because hardly any one of his answers was .... to the questions asked.

(a) referential   (b) contextual

(c) pertinent   (d) relative

Ans. (c)

(87) The answer was written .... blue ink.

(a) with   (b) by   (c) in   (d) on

Ans. (c)

(88) Affix a revenue stamp and put your signature .... it.

(a) on   (b) upon   (c) above   (d) over

Ans. (a)

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(89) The boy fell .... the bicycle.

(a) of   (b) off   (c) from   (d) under

Ans. (b)

(90) .... always haunts the mind of a person who is guilty.

(a) Hope   (b) Desire

(c) Conceit   (d) Suspicion

Ans. (d)

(91) Although the forces of Ibrahim lodhi .... most valiantly, they were defeated by Babar's forces in the first Battle of panipat which laid the foundation of the mughal Rule in India.

(a) battled   (b) fought   (c) armed   (d) suffered

Ans. (b)

(92) He is a great authority .... Indian history and nobody can challenge him in respect of what he has said.

(a) on   (b) of   (c) in   (d) about

Ans. (a)

(93) Rajni looks fresh as ....

(a) new day   (b) new moon

(c) rose   (d) cucumber

Ans. (c)

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(94) I searched the .... house.

(a) alive   (b) single   (c) all   (d) whole

Ans. (d)

(95) I did not find a single mouse ....

(a) alive   (b) single   (c) all   (d) whole

Ans. (a)

(96) ....of any kind is demoralising.

(a) addiction (b) habit   (c) custom(d) tradition

Ans. (a)

(97) My friend says that he drinks tea because it is the best .... in the world.

(a) fluid   (b) solution

(c) beverage   (d) liquid

Ans. (c)

(98) Her company is greatly sought ....

(a) with   (b) after   (c) by   (d) at

Ans. (b)

(99) They were .... that there was no danger.

(a) promised   (b) encouraged

(c) assured   (d) wished

Ans. (c)

(100) She was angry with him .... his faithlessness.

(a) for   (b) at   (c) on   (d) upon

Ans. (c)

(101) Students must .... their teachers whenever they meet them.

(a) recall   (b) greet   (c) regard (d) respect

Ans. (b)

(102) Judged by the results, the policy of the government was .... successful.

(a) miserably   (b) naturally

(c) delightedly   (d) eminently

Ans. (d)

(103) In the evening I strolled .... with Jayesh in his garden.

(a) around   (b) across (c) over   (d) towards

Ans. (a)

(104) Gokul .... me about the latest development in this case.

(a) informed   (b) analysed

(c) imparted   (d) divulged

Ans. (a)

(105) At last he yielded .... the temptation.

(a) for   (b) with   (c) at   (d) to

Ans. (d)

(106) The master dispensed .... the services of his servant. *

(a) off   (b) with   (c) from   (d) up

Ans. (b)

(107) The event came .... as he had predicted it.

(a) about   (b) up   (c) off   (d) on

Ans. (a)

(108) So many servants attended .... him during his illness.

(a) for   (b) at   (c) on   (d) with

Ans. (c)

(109) I am given to .... that you are retiring soon.

(a) secret   (b) predict (c) learn   (d) understand

Ans. (d)

(110) She completed the work first .... she had began late.

(a) though   (b) because

(c) for   (d) still

Ans. (a)

(111) The president .... the competitors on their success.

(a) propagated   (b) congratulated

(c) wished   (d) praised

Ans. (b)

(112) She insists .... leaving immediately.

(a) for   (b) at   (c) on   (d) upon

Ans. (c)

(113) Everyone is looking forward .... your co-operation.

(a) too   (b) for   (c) at   (d) to

Ans. (d)

(114) What do you make .... all this ?

(a) with   (b) of   (c) by   (d) for

Ans. (b)

(115) There is the book that you asked ....

(a) to   (b) after   (c) for   (d) from

Ans. (c)

(116) He plays cricket .... hockey.

(a) besided   (b) within (c) after   (d) besides

Ans. (d)

(117) You should start at down to reach the statio .... time.

   (a) upon   (b) by   (c) in   (d) into

Ans. (c)

(118) I am fired .... writing to him.

   (a) with   (b) of   (c) by   (d) from

Ans. (b)

(119) He is found .... reading novels.

   (a) before   (b) of   (c) at   (d) in

Ans. (b)

(120) My father gets up everybody .... 5 o'clock.

   (a) on   (b) at   (c) from   (d) upon

Ans. (b)

English Language

(1) .... Do you come every day ? By bus.

   (a) Where   (b) Who   (c) How   (d) What

Ans. (c)

(2) Which is not adjective from given below?

   (a) Brown   (b) fast   (c) space   (d) blue

Ans. (c)

(3) Which is the similor adjective of "good".

   (a) Bad   (b) better

   (c) good   (d) None of the above

Ans. (b)

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(4) The old man's .... face was very disturbing.

   (a) Bluish-green   (b) Wrinkled week

   (c) Beautiful   (d) All of the Above

Ans. (b)

(5) Your pencil is .... that mine?

   (a) sharp   (b) sharper

   (c) Rough   (d) None of the Above.

Ans. (b)

(6) Which adjective from the given below describe the person's Appearane ?

   (a) Smart   (b) Heplful

   (c) Beautiful   (d) Loyal

Ans. (c)

(7) Choose an appropriate 'wh' - question for the fol-lowing sentence.

   (a) what is your place

   (b) when you lived mah

   (c) why do you living mah

   (d) where do you live

Ans. (d)

(8) Fill the blanks with a suitable tense verb I ....
(drink) the whole milk yesterday.

(a) drink
(b) drinking
(c) drunk
(d) shall drink

Ans. (c)

(9) Fill the blanks with a suitable comparative adjective.
This computer is ...., than others.

(a) smart
(b) smarter
(c) more smart
(d) smartes

Ans. (b)

(10) Fill the blanks with a suitable tense verb. I ....
to collage on 15th october.

(a) Going
(b) will go
(c) gone
(d) will gone

Ans. (b)

(11) Fill the blanks with suitable preposition from given
choices. The books were kept .... the table.

(a) at
(b) in
(c) on
(d) over

Ans. (c)

(12) Which is the suitable replay for speaker for
speaker A from speaker B. for given sentence.
Speaker A: Hello, This is a Network Maintenance
section, Can I help you ?

(a) Yes, please what is the complain
(b) Yes, I'm calling from Anand, I have a network
complaint to make.
(c) We are not able to pronto the bills.
(d) No, there is no error in network.

Ans. (b)

(13) Identify the adjectives.

(a) fast
(b) blue
(c) dirty
(d) all of the above

Ans. (d)

(14) Fill in the blanks with the suitable place, preposi-
tions. My house is .... the third floor.

(a) at
(b) in
(c) on
(d) the

Ans. (a)

(15) Seema is .... a meeting.

(a) at
(b) in
(c) on
(d) the

Ans. (b)

(16) There were a lot of people .... the party.

   (a) at   (b) in   (c) on   (d) the

Ans. (c)

(17) I normally go on holiday .... two weeks every year in september.

   (a) until   (b) for   (c) since   (d) from

Ans. (b)

(18) We have lived in this house .... I was a child.

   (a) until   (b) for   (c) since   (d) from

Ans. (c)

(19) The academic year is .... september to June in the UK.

   (a) until   (b) for   (c) since   (d) from

Ans. (d)

(20) This is the third time this week you .... late for your class. please don't do it again.

   (a) Arrive   (b) are arriving

   (c) arrived   (d) have arrived

Ans. (b)

(21) I .... want to know what happened.

   (a) exactly (b) purely (c) simply (d) highly

Ans. (a)

(22) I love .... to music.

   (a) listening   (b) watching

   (c) hearing   (d) looking

Ans. (a)

(23) Put the cheese and milk back in the ....

   (a) cooler (b) colder (c) fridge (d) cooker

Ans. (c)

(24) He lives in that new .... of flats near the centre.

   (a) Building (b) block (c) tower (d) high rise

Ans. (a)

(25) They've just .... into a house in quiet residential area.

   (a) Turned   (b) gone

   (c) changed   (d) moved

Ans. (d)

(26) How often do you see your parents ? when I ....

   (a) Do   (b) have   (c) am   (d) can

Ans. (a)

(27) Love's not time's fool, though rosy lips and chee
with in his bending sickle's compass come :
Love alters not with his brief hours and wee
But bears it out even to the edge of doom.
These lines are taken from shakespeare's :

    (a) sonnet 116   (b) sonnet 117

    (c) sonnet 118   (d) sonnet 119

Ans. (c)

(28) She's very good .... to what people say.

    (a) Listen   (b) At listening

    (c) hear   (d) None of the these

Ans. (b)

(29) We got into the house .... through a wi
dow.

    (a) climb   (b) by climbing

    (c) jump   (d) jumped

Ans. (b)

(30) Last night I went home and .... Tv for an hou

    (a) heared   (b) watched

    (c) listened to   (d) looked at

Ans. (b)

(31) Penny and Sally were sitting on the sofa and I was
in the .... chair.

    (a) leg   (b) arm   (c) head   (d) body

Ans. (b)

(32) It's very dark, please put the .... on.

    (a) light   (b) electricity

    (c) heat   (d) fire

Ans. (a)

(33) What time will you be back home ....

    (a) That's it   (b) After all

    (c) Around twelve   (d) Not at all

Ans. (c)

(34) Nice to meet you, see you tomorrow.

    (a) There you are   (b) sure enough

    (c) you will   (d) yes, see you

Ans. (d)

(35) The moon .... round the earth.

    (a) moves   (b) moving

    (c) will move   (d) can moving

Ans. (b)

(36) No Sooner did I reach the station .... the trai
started.

(a) then   (b) than   (c) only   (d) when

Ans. (d)

(37) .... I have your attention please.
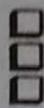
(a) can   (b) who   (c) what   (d) may

Ans. (d)

(38) Her .... nose gives her a little girl look.

(a) straight   (b) wavy   (c) sad   (d) silky

Ans. (a)

□ □ □

Topic 2 — IT Literacy

(1) Which one is an input device of the Computer ?

(a) Printers   (b) Monitors
(c) Key Boards   (d) CD/DVD

Ans. (c)

(2) Which one of the following is an example of operating system ?

(a) Microsoft word   (b) Microsoft Access
(c) Desktop   (d) Microsoft windows

Ans. (d)

(3) The short cut key to select the whole document in Ms-Word ?

(a) Ctrl + A   (b) Ctrl + C
(c) Ctrl + X   (d) Ctrl + V

Ans. (a)

(4) The expansion of WAN is ....

(a) World Area Network (b) Web Area Network
(c) Wide Area Network (d) Word Area Network

Ans. (c)

(5) The Short cut key to 'cut' the selected file/text is _____

    (a) Ctrl + A   (b) Ctrl + C

    (c) Ctrl + X   (d) Ctrl + V

Ans. (c)

(6) CPU stands for ....

    (a) Central Programme Unit

    (b) Central Processing Unit

    (c) Central Planning Unit

    (d) Central Progress Unit

Ans. (b)

(7) Interconnecting two or more computers in a single room is called as _____

    (a) LAN   (b) WAN   (c) MAN   (d) CAN

Ans. (a)

(8) Extension of MS Word file is _____

    (a) .doc   (b) .xls   (c) .text   (d) .ppt

Ans. (a)

(9) Which one of the command is used to close all windows operating system ?

    (a) Close   (b) Exit

    (c) Shut down   (d) Reset

Ans. (c)

(10) The advantage of USB connector is _____

    (a) web integration

    (b) multiple display support

    (c) power management

    (d) add devices without restarting

Ans. (d)

(11) The data is stored in a Hard disk as _____

    (a) analogue voltage   (b) analogue variables

    (c) zeros and ones   (d) dots

Ans. (c)

(12) Which of the following is NOT a mouse usage ?

    (a) Moving the curser   (b) Entering data

    (c) Drag and drop   (d) Selecting

Ans. (b)

(13) EPROM stands for _____

    (a) Electrically Programmable Random only Memory

    (b) Erasable Programmable Read only Memory

    (c) Electrically Programmable Read only Memory

    (d) Erasable Processors Read only Memory

Ans. (b)

(14) Which one is the Hard copy output device ?

    (a) Pen drive   (b) CPU

    (c) Joy stick   (d) Printer

Ans. (d)

(15) Which virus infects the important file of MS word ?

    (a) Macvo virus   (b) Trojan virus

    (c) Worm virus   (d) Anti virus

Ans. (a)

(16) Internet Explorer is a _____

    (a) web address   (b) web browser

    (c) web host   (d) web server

Ans. (b)

(17) Low level language is also called _____

    (a) assembly language   (b) machine language

    (c) middle ware   (d) source code

Ans. (b)

(18) Which of the following is a social networking website ?

    (a) Netscape   (b) Outlook

    (c) Face book   (d) Firefox

Ans. (c)

---

(19) Which device is used to connect telephone line to a PC ?

    (a) Modem   (b) Monitor

    (c) Printer   (d) Hard drive

Ans. (a)

(20) Which one of the following is a basic unit of MS Excel ?

    (a) Cell   (b) Row   (c) Word (d) Column

Ans. (a)

(21) Which browser is an inbuilt browser in windows ?

    (a) Internal explorer   (b) Google chrome

    (c) Netscape   (d) Firefox

Ans. (a)

(22) Which one of the following is brain of computer ?

    (a) Bus   (b) CPU

    (c) Monitor   (d) Hard disk

Ans. (b)

(23) Work sheet are part of _____

    (a) Ms excel   (b) MS Word

    (c) Paint & Brush   (d) Notepad

Ans. (a)

(24) The expansion of ROM is —————
   (a) Read octet Machine
   (b) Read only Memory
   (c) Random only Memory
   (d) Rewrite octet Machine

Ans. (b)

(25) 1 Byte = —————
   (a) 2 bits   (b) 4 bits   (c) 8 bits (d) 16 bits

Ans. (c)

(26) Where are the deleted files will be stored ?
   (a) Personal folder   (b) Official folder
   (c) Recycle bin   (d) CD

Ans. (c)

(27) In MS Paint, which extension is not supported ?
   (a) .jpeg   (b) .doc   (c) .gif   (d) .png

Ans. (b)

(28) What is the cell address of 4th row and 4th col-
   umn ?
   (a) 4D   (b) E4   (c) D4   (d) B4

Ans. (c)

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(29) Which one is a search engine ?
   (a) Flick   (b) Hotmail
   (c) Orkut   (d) Google

Ans. (d)

(30) Which one is a DON'T in Information security ?
   (a) Always use hard to guess passwords
   (b) Take backup data from your PC regularly
   (c) Encrypt laptop, hard drive & mobile devices
   (d) Disclose password to anyone

Ans. (d)

Basics of Computer

(1) What is Computer ?
   (a) Electronic machine   (b) Power machine
   (c) Electric machine   (d) All of these

Ans. (a)

(2) A .... is a electronic device that processes data
   and converts it into information.
   (a) processor   (b) case
   (c) computer   (d) styles

Ans. (c)

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(3) .... is Processed in information by compu
processor ?

(a) Number   (b) Processor

(c) Case   (d) Data

Ans. (d)

(4) C.P.U Stands for ....

(a) Cover processing Unit

(b) Control processing Unit

(c) Central processing Unit

(d) None of these

Ans. (c)

(5) ALU stands for ....

(a) Arithmetic logic unit (b) Arithmetic large unit

(c) Arithmetic long unit (d) None of these

Ans. (a)

(6) Capacity of computer is ....

(a) Low   (b) Unlimited

(c) Limited   (d) High

Ans. (c)

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(7) Main component of CPU is ....

(a) Control unit   (b) Memory

(c) ALU   (d) All

Ans. (d)

(8) Part of computer which does addition, subtraction, multiplication, division and comparison ?

(a) ALU   (b) Memory

(c) CPU   (d) Control

Ans. (a)

(9) Computer manipulate data in many ways, and this manipulation is called ....

(a) Utilizing   (b) Batching

(c) Upgrading   (d) Processing

Ans. (d)

(10) In production of I.C chip of computer what is needed in the following.

(a) chromium   (b) silicon

(c) platinum   (d) Gold

Ans. (b)

(11) In which generation did multiprograming start ?

(a) 1st Generation   (b) 2nd Generation

(c) 3rd Generation   (d) 4th Generation

Ans. (c)

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(12) Types of Computer on working style is ....

(a) Digital and Analog   (b) micro

(c) mini   (d) all of above

Ans., (a)

(13) Minicomputer is converted into super micro-com puter by using the ....

(a) 80586   (b) 80386   (c) 70508   (d) 70309

Ans. (b)

(14) Who developed Integrated chip ?

(a) C. V Raman   (b) Robet Nayak

(c) J. S Kilbi   (d) C. Babbage

Ans. (c)

(15) Which material is layered at magnetic disk ?

(a) Iron oxide   (b) Magnesium oxide

(c) Sodium Peroxide   (d) Phosphorus bentaoxide

Ans. (a)

(16) In a silicon chip of complete electronic circuit wit transistors and other the electronic devices called.

(a) work station   (b) CPU

(c) Integrated circuit   (d) Magnetic Disk

Ans. (c)

(17) The digital Computer is worked on the theory of

(a) Measurement   (b) Calculation

(c) Electric   (d) Logical

Ans. (b)

(18) The Super Computer is distinguish from other computers by ....

(a) High cost

(b) Problem of airconditions

(c) Large memory and Calculating power

(d) Many uses

Ans. (c)

(19) A modem digital computer uses .... number system.

(a) Binary   (b) Decimal

(c) Hexadecimal   (d) All of these

Ans. (a)

(20) The first computer was programmed using ....

(a) Source code   (b) Machine language

(c) Assembly language   (d) Source data

Ans. (b)

(21) Digital Computer use a .... system to en-code data and programs.

   (a) RAM   (b) Binary

   (c) Decimal   (d) None of these

Ans. (b)

(22) A computer falls into the .... category if it is at the time of construction, one of the fastest computers in the world.

   (a) Mini computer   (b) Super Computer

   (c) Micro Computer   (d) A and B

Ans. (b)

(23) Micro Computer Hardware consists of three basic categories of physical equipment.

   (a) Keyboard, monitor, Hard drive

   (b) System Unit, Input/Output, Memory

   (c) System Unit, Input/Output, Secondary storage

   (d) System Unit, Primary Storage, Secondary storage.

Ans. (c)

(24) A .... is a large and Expensive computer capable of simultaneously processing data for hundreds or thousands of users.

   (a) Handheld   (b) Mainframe computer

   (c) Personal Computer   (d) Tablet

Ans. (b)

(25) Who designed the first electronic computer ENIAC ?

   (a) VAN Nuemann

   (b) Joseph Jacquard

   (c) Presper Eckert & John Mouchly

   (d) Denic Ritchine

Ans. (c)

(26) PC stands for ....

   (a) Private Computer   (b) Public Computer

   (c) Personal Computer   (d) None of these

Ans. (c)

(27) In Motherboard information between components travels by ....

   (a) Flash Memory   (b) Bus

   (c) Port   (d) CMOS

Ans. (b)

(28) Main Circuit board of computer is called ....
  (a) Motherboard   (b) Keyboard
  (c) Father board   (d) None of these

Ans. (a)

(29) Accessories connect the system unit with ....
  (a) Port   (b) Ring   (c) Bus   (d) Zip

Ans. (a)

(30) What is the full form of UPS ?
  (a) Universal Power supply
  (b) Uninterruptible Power supply
  (c) Uninterrupted Power supply
  (d) Unit Power supply

Ans. (c)

(31) Information from one unit to anothre unit is carried by ....
  (a) Data Bus   (b) System
  (c) Address Bus   (d) Control Bus

Ans. (a)

(32) The .... is a box that houses the most important parts of a computer system.
  (a) Software   (b) Hardware
  (c) Input Drive   (d) System Unit

Ans. (d)

(33) A UPS ....
  (a) limits damage caused by fluctuating levels of electricity.
  (b) Provides battery backup for a limited time
  (c) delivers electronic messages via a bus
  (d) Conducts a power on self test or POST

Ans. (b)

(34) A disk on which you store information ....
  (a) Plate   (b) Data disk
  (c) Paper disk (d) TV disk

Ans. (b)

(35) Which of the following is a part of the system unit ?
  (a) Monitor   (b) CD-ROM
  (c) Floppy disk (d) CPU

Ans. (d)

(36) A Computer's hard disk is ....
  (a) An arithmatic and Logical unit
  (b) Computer Software
  (c) Compter Hardware
  (d) Operating System

Ans. (c)

(37) The Motherboard is the ....
(a) Circuit board that houses pheripheral devices
(b) The first chip that is accessed when the computer is turned on
(c) Same as the CPU chip
(d) Circuit board that contains a CPU and other chips

Ans. (d)

(38) These provide expansion capability for a computer system is ....
(a) sockets (b) slots (c) Bytes (d) bays

Ans. (b)

(39) The System component that controls and manipulates data in order to produce information is called the ....
(a) microprocessor (b) Mouse
(c) Keyboard (d) Monitor

Ans. (a)

(40) An Eample of a processing device would be ....
(a) a magnetic ink reader (b) Scanners
(c) Special function Cards(d) A tablet PC

Ans. (c)

(41) A .... is Hardware used to read disks
(a) Disk drive (b) Hardware
(c) Software (d) Floppy disk

Ans. (a)

(42) .... hard drives are permanently located inside the system unit and are not designed to be removed, unless they need to be repaired or replaced.
(a) Internal (b) External
(c) Static (d) Remove

Ans. (a)

(43) The .... controls communications for the entire computer system.
(a) coprocessor (b) semiconductor
(c) arithmetic - logic unit(d) Motherboard

Ans. (d)

(44) The unit KIPS is used to measure the speed of ....
(a) Processor (b) Printer
(c) Tape Drive (d) Disk Drive

Ans. (a)

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(45) IC are classified on the basis of ....
 (a) Type of computer
 (b) Number of Transistors
 (c) Manufacturing companies
 (d) All of these
Ans. (b)

(46) MDR (Memory Data Register) holds the
 (a) Segment Number
 (b) Address of the memory location
 (c) Number of companies
 (d) Numer of Trasistors
Ans. (d)

(47) Which device can understand difference betwee
 data and programs ?
 (a) Input Device (b) Memory
 (c) Micro processor (d) Memory
Ans. (c)

(48) The physical devices of a computer system are
 called called as ....
 (a) Hardware (b) Software
 (c) Firmware (d) Filimware
Ans. (a)

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(49) A Pixel is :
 (a) A Computer program that draws picture
 (b) The Smallest resolvable part of a picture
 (c) A Virus
 (d) A Picture stored in the secondary memory
Ans. (b)

(50) A Co-processor is used in :
 (a) enhance main memory
 (b) track errors in the CPU
 (c) improve performances of business applications
 (d) improve the speed of mathematical calculations
Ans. (d)

Computer Operating System

(1) Founder of microsoft company is ....
 (a) Pascal (b) Paul Allen
 (c) Bill Gates (d) a and b
Ans. (d)

(2) Microsoft is an ....
 (a) Organization to develop a software
 (b) Organization for micro engineering
 (c) Organization to manufacture hardware
 (d) Organization to manufacture a microchip
Ans. (a)

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(3) Which of the following refers to the rectangular area for displaying information and running program

   (a) Desktop   (b) Window

   (c) Dialog Box   (d) Icon

Ans. (b)

(4) A popular window environment windows launched by microsoft in ....

   (a) 1985   (b) 2000   (c) 1995   (d) 1990

Ans. (d)

(5) Technique to link two computers is called ....

   (a) Internet   (b) Interface

   (c) E-mail   (d) E-prom

Ans. (b)

(6) Windows software was developed by ....

   (a) IBM   (b) Apple corporation

   (c) Wipro   (d) All of these

Ans. (a)

(7) Which of the following type of software is MS Windows ?

   (a) CUI   (b) MUI   (c) LUI   (d) GUI

Ans. (d)

(8) Windows 98 was developed in ....

   (a) 1994   (b) 1998   (c) 2001   (d) 2004

Ans. (b)

(9) .... and .... Keys are used with the combination of other key for shortcut and other special functions.

   (a) Ctrl, Alt   (b) Delete, Insert

   (c) Function, Toggle (d) Capslock, Numlock

Ans. (a)

(10) Which is a graphical representation of an application ?

   (a) Windows 95   (b) Icon

   (c) Taskbar   (d) Windows Explorer

Ans. (b)

(11) Something which has easily - understood instructions is said to be ....

   (a) Analog data   (b) Digital data

   (c) Modem data   (d) Watts data

Ans. (a)

(12) What menu is selected to cut, copy, and paste ?

   (a) File   (b) Edit   (c) Tools   (d) Insert

Ans. (b)

(13) To move down a page in a document ....

(a) Jump
(b) Fly
(c) Wringgle
(d) Scroll

Ans. (d)

(14) .... is when the more power-hungry, components, such as the monitor and the hard drive are put in idle.

(a) The shutdown procedure
(b) Power down
(c) Stand by mode
(d) Restart

Ans. (c)

(15) What is windows Explorer ?

(a) A drive
(b) A file manager
(c) A web browser
(d) A network

Ans. (b)

(16) Files deleted from the hard disk are sent to the ....

(a) Recycle Bin
(b) Floppy disk
(c) Clipboard
(d) Motherboard

Ans. (a)

(17) The copy command saves to ....

(a) The desktop
(b) Printer
(c) Microsoft word
(d) The clipboard

Ans. (d)

(18) Windows 95, windows 98, and Windows NT are known as ....?

(a) processors
(b) operating systems
(c) domain names
(d) modems

Ans. (b)

(19) A blinking indicator that shows you where your next action will happen ....

(a) CPU
(b) Toolbar
(c) Cursor
(d) Boot

Ans. (c)

(20) Typical acronym of reuseable optical storage will be ....

(a) CD
(b) CD-RW
(c) DVD
(d) RPM

Ans. (b)

(21) Storage which stores or retain data after power off is called ....

(a) Volatile storage
(b) Sequential storage
(c) Non-volatile storage
(d) Direct storage

Ans. (c)

(22) Data gathering in computer means, they allow use .... data.

(a) Present   (b) Store   (c) Input   (d) Output

Ans. (b)

(23) A permanent memory, which halls data and in struction for start-up the compter and does erase data after power off.

(a) NIC (Network Interface card)

(b) CPU

(c) ROM

(d) RAM

Ans. (c)

(24) Memory visible in computer is ....

(a) RAM   (b) DSL   (c) USB   (d) LAN

Ans. (a)

(25) When We work on any document on PC, it stored temporarily on ....

(a) RAM

(b) ROM

(c) Flash Memory

(d) CPU

Ans. (a)

(26) How many types of memory does a computer have ?

(a) 4   (b) 1   (c) 8   (d) 2

Ans. (d)

(27) Main Momory of Computer is ....

(a) Internal

(b) External

(c) a and b

(d) Auxiliary

Ans. (c)

(28) Floppy disk is ....

(a) Internal   (b) External (c) Volatile(d) a and b

Ans. (b)

(29) The contents of memory will not be lost, when the power goes off in ....

(a) RAM

(b) EPROM

(c) EEPROM

(d) All of Above

Ans. (d)

(30) What is the permanent memory buillt into your computer called?

(a) ROM   (b) RAM   (c) CPU   (d) CD-ROM

Ans. (a)

(31) When you save to this, Your data will remain tact even when the computer is turned off ....

(a) RAM

(b) Mother board

(c) Secondary storage device

(d) Primary storage device

Ans. (c)

(32) With a CD you can ....

(a) write

(b) read

(c) Read and write

(d) either read or write

Ans. (b)

(33) For permanent memory in computer objects are ....

(a) Floppy disk

(b) Magnetic disk

(c) Hard disk

(d) All of these

Ans. (d)

(34) RAM is a .... memory

(a) External

(b) auxiliary

(c) internal

(d) main

Ans. (d)

(35) CD is an .... memory.

(a) internal

(b) external

(c) auxiliary

(d) a and b

Ans. (c)

(36) Unit of storage capacity ....

(a) Byte

(b) Bit

(c) Bug

(d) Cubic meter

Ans. (a)

(37) RAM is .... and ....

(a) volatile, temporary

(b) nonvolatile, permanent

(c) nonvaltile, temporary

(d) volatile, Permanent

Ans. (a)

(38) A CD-ROM disk ....

(a) Cannot be erased and rewritten

(b) has more storage capacity than a CD-R

(c) Can be written only once

(d) holds less data than a floppy disk

Ans. (a)

(39) This is a permanent storage device is ....

(a) Floppy disk

(b) Monitor

(c) RAM

(d) Hard disk

Ans. (d)

(40) Which is not a storage device ?

(a) A CD
(b) A DVD
(c) A printer
(d) A Harddisk

Ans. (c)

(41) The file system resides permanently on .... storage

(a) Primary
(b) Secondary
(c) Device
(d) Direct memory

Ans. (b)

(42) DVD stands for ....

(a) Digital video disk
(b) Dynamic video disk
(c) Digital versatile disk
(d) Dynamic versatile dis

Ans. (c)

(43) The common use of USB .... is to transp personal data or store personal file such as doc ments, pictures and video.

(a) CD
(b) DVD
(c) Pendrive
(d) RAM

Ans. (c)

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(44) Pendrive use a standard .... connection allowing plugging into a port on a personal computer.

(a) USB
(b) DVD
(c) Floopy Disk
(d) Hard disk

Ans. (a)

(45) Which of the following memory chip is faster ?

(a) There is no certainty
(b) DRAM
(c) DRAM is faster for large chips
(d) SRAM

Ans. (d)

(46) Storage and memory differ with respect to which of the following characteristics ?

(a) Price
(b) Reliability
(c) Speed
(d) All of these

Ans. (d)

(47) A removable magnetic disc that holds information ....

(a) Floppy disk
(b) Hard drive
(c) Monitor
(d) Portable

Ans. (a)

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(48) Which is the computer Application ?

(a) Education & Banks

(b) Railway stations & Airports

(c) Business & Defence

(d) All of Above

Ans. (d)

(49) The most common type of storage devices a

....

(a) Persistant (b) Optical

(c) Magnetic (d) Flash

Ans. (c)

(50) .... is the process of dividing the disk in tracks and sectors.

(a) Allocating (b) Tracking

(c) Formatting (d) Crashing

Ans. (b)

| Word Processing and Worksheet |

(1) What is MS word ?

(a) An operating system

(b) Typing tutor software

(c) Word processing software

(d) A game

ns. (c)

---

(2) MS-Word displays dots, they represent.

(a) beginning of a paragraph

(b) Space between words

(c) Saving has been done till the marked paragra

(d) None of these

Ans. (b)

(3) What program is used in MS-word to check the spellings ?

(a) Spellpro (b) Spellcheck

(c) Outlook Express (d) All of these

Ans. (b)

(4) Which of the following are valid minimum a maximum and minimum zoom sizes in MS-office ?

(a) 10, 100 (b) 10,1000(c) 10,500(d) 20,250

Ans. (c)

(5) What option is used to use a paragraph at another place without removing it from the first place ?

(a) Copy-Paste (b) Rotate

(c) Delete (d) Move

Ans. (a)

(6) What option is used to use a paragraph at another place after removing it completely from first place ?

(a) Rotate
(b) Cut-Paste
(c) Print
(d) Move

Ans. (b)

(7) Which of the following is not a Valid version of MS-Word ?

(a) Word-XP
(b) Word-97
(c) Word-98
(d) Word-95

Ans. (a)

(8) A letter, memo, report or other file prepared by Microsoft word is called a ....

(a) Worksheet
(b) Slide
(c) document
(d) database

Ans. (c)

(9) In MS word, RTF Stands for ....

(a) Real Time Formatting
(b) Real Time Fonts
(c) Really Text Files
(d) Rich Text Format

Ans. (d)

(10) A .... is a collection of information saved as a unit.

(a) folder
(b) file
(c) path
(d) file extension

Ans. (b)

(11) What is the overall term for creating, editing, formatting, storing, retrieving and printing a text document ?

(a) Web design
(b) Word processing
(c) Database management
(d) Presentation generation

Ans. (b)

(12) What is the main folder on a storage device called ?

(a) Root directory
(b) Interface
(c) Device driver
(d) Main directory

Ans. (a)

(13) The word wrap feature is ....

(a) Allows you to type over text
(b) Appears at the bottom of the document
(c) Automatically moves the text to next line when necessary
(d) None of Above

Ans. (c)

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(14) What is the default file extension for all word documents ?

(a) .DOC (b) .TXT (c) .WRD (d) .FIL

Ans. (a)

(15) You can start microsoft word by using ....but........ tion.

(a) New (b) Start

(c) Program (d) Control panel

Ans. (b)

(16) File extensions are used in order to ....

(a) Name the file

(b) Identify the file

(c) Answer the file name is not last

(d) Identify the file type

ns. (d)

) MS-word is an example of ....

(a) A processing device (b) An operating system

(c) Application software (d) An Input device

(a)

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(18) To add or put into your document such as a picture or text use ....

(a) TV (b) Insert (c) Push in(d) Squeeze in

Ans. (b)

(19) For creating a document, you can use ....command at file menu ?

(a) open (b) close (c) new (d) save

Ans. (c)

(20) Two different files can have the same name if ....

(a) They are in different folder

(b) They are on different drives

(c) Never

(d) All of the above

Ans. (a)

(21) A Command that takes what has been typed into the computer and can be seen on the screen and sends it to the printer for output on paper ....

(a) Print (b) Return

(c) Jump (d) Attention

Ans. (a)

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(22) A .... in text that you want printed at the bottom of the page

(a) Header   (b) Footer

(c) Footnote   (d) Endnote

Ans. (b)

(23) In order to e-mail a word document from with word ....

(a) Go to file/send to/Mail Recipient

(b) Save the file as an e-mail attachment

(c) Start outlook and attach the file while open in word

(d) This is an impossible operation

Ans. (a)

(24) The .... feature in word auto automatical corrects certain spelling, typing, capitalization, grammer errors.

(a) Auto fix   (b) Auto spell

(c) Automark   (d) Autocorrect

Ans. (d)

(25) A red wave line under a word indicates that the word ....

(a) is too long for the line of text

(b) is not in the dictionary file and therefore might be spelt incorrectly

(c) is not appropriate for that particular sentence

(d) is a verb

Ans. (b)

(26) A red wave underline in MS-word document indicates ....

(a) Spelling errors   (b) Address block

(c) Printing errors   (d) Grammer errors

Ans. (d)

(27) The default MS Excel file extension is ....

(a) .XLR   (b) .EXE   (c) .XLS   (d) .EXL

Ans. (c)

(28) An excel worksheet can have a maximum of .... number of rows.

(a) 65535   (b) 65536   (c) 65554   (d) 65630

Ans. (b)

(29) An excel worksheet can have a maximum of .... number of columns.

(a) 256   (b) 255   (c) 258   (d) 257

Ans. (a)

(30) MS Excel is a ....

(a) Window based word processor package
(b) Dos based spread sheet package
(c) Window based accounting package
(d) Window based spread sheet package

Ans. (d)

(31) In Excel the intersection of a column and a row is called : ....

(a) Grid   (b) Cell   (c) Table   (d) Box

Ans. (b)

(32) A Collection of worksheets is called ....

(a) Work book   (b) Excel book
(c) Excelsheets   (d) None of these

Ans. (a)

(33) An excel workbook is a collection of ....

(a) Charts   (b) Workbooks
(c) Worksheets   (d) Worksheets and charts

Ans. (d)

(34) In its default setting, an excel workbook is made up of sheets and the default number is ....

(a) 1   (b) 2   (c) 3   (d) 4

Ans. (c)

(35) A worksheet is made of columns and rows, where in

(a) Columns run horizontally and rows run vertically
(b) The run is dependent on the application being used
(c) Columns run vertically and rows run horizontaly
(d) None of these

Ans. (c)

(36) The formulas in Excel are made up of ....

(a) arithmetical operators and functions
(b) Only functions
(c) Only arithmetic operators
(d) Only symbols

Ans. (a)

(37) By which command attach another package file in Excel ....

(a) Object   (b) Comment
(c) Hyperlink   (d) Name

Ans. (c)

(38) By which option we can show and prin
gridlines.
(a) Page setup (b) Format
(c) Autoformat (d) Style

Ans. (a)

(39) Which menu kept the goal seek command.
(a) Data (b) Insert (c) Format (d) Tools

Ans. (d)

(40) In which table we find the pivot table comma
(a) Data (b) Win.. (c) Tools (d) Insert

Ans. (a)

(41) Which menu kept the Group and outline
mand.
(a) Format (b) Insert (c) Data (d) Tools

Ans. (c)

(42) Which sign is used to specify a cell range
(a) : (colon) (b) / (slash)
(c) * (asterisk) (d) – (hyphen)

Ans. (a)

(43) Which sign we use to enter formula.
(a) * (b) / (c) – (d) =

Ans. (d)

(44) How many chart types available in Excel.
(a) 12 (b) 14 (c) 18 (d) 20

Ans. (b)

(45) By which menu we can protect our worksheet.
(a) Tools (b) Data (c) Format (d) Window

Ans. (a)

(46) How many types of cell references are available
in Excel.
(a) 3 (b) 4 (c) 8 (d) 10

Ans. (a)

(47) Which menu has function wizard
(a) format (b) Tools (c) Data (d) Insert

Ans. (d)

(48) Legends are used in ....
(a) Function wizard (b) Auto sum
(c) Validation (d) Chart wizard

Ans. (d)

(49) In Excel, pie charts can be plotted on
(a) Multiple data series (b) Only three data series
(c) Only one data series (d) Only two data series

Ans. (c)

(50) A template is a ....
(a) Heading
(b) Theme
(c) Title
(d) Pattern of work sheet

Ans. (d)

(51) Comments put in cells are called ....
(a) Smart Tip
(b) Cell Tip
(c) Web Trip
(d) Soft Trip

Ans. (b)

(52) Which of the following is not a valid data type in excel ?
(a) Number
(b) Label
(c) Character
(d) Date/Tiwe

Ans. (c)

(53) A function in Excel ....
(a) Can be build using a function wizard
(b) is a shortcut formula
(c) is a readymade formula
(d) All of the above

Ans. (d)

(54) Excel can display upto .... fields of 9 data form:
(a) 16
(b) 64
(c) 32
(d) 128

Ans. (c)

(55) The Comparision operators used in excel to compute criteria's are.
(a) =, >,<, >=, <= and <>
(b) Only =
(c) Only > = and < =
(d) Only = , > and <

Ans. (a)

(56) When excel copies a formula from one cell to another, it identifies the number it needs by :
(a) Position
(b) Cell Address
(c) Cell Values
(d) any of the Above

Ans. (a)

(57) The purpose of Autosum is to ....
(a) total and range that we select
(b) Locate and total the rows and columns in a range nearest to the current cell
(c) add grand totals to a range containing other totals.
(d) All of the Above

Ans. (d)

(58) Scenario Manager in Excel is used to ....
(a) Create data
(b) Create graphic representation
(c) analyze data
(d) All of the above

Ans. (c)

(59) We can convert existing excel worksheet data and charts to an HTML document by using file.

(a) Internet Assistant wizard
(b) HTML Assistant wizard
(c) Linking Assistant wizard
(d) Intranet Assistant wizard

Ans. (a)

Computer Networking

(1) To create a .... Personal Computers can connect together.
(a) Server   (b) Super computer
(c) Network   (d) Enterprise

Ans. (c)

(2) The most powerful computer in a typical network is ....
(a) Desktop   (b) Network server
(c) Network client   (d) Network station

Ans. (b)

(3) A Combination of hardware and software, which provides facilities of sending and rationing of information between computer devices.
(a) Network   (b) Pheripheral
(c) Expansion slot   (d) Digital Device

Ans. (a)

One benefit of dial up internet access is ....
(a) It uses broadband technology
(b) It uses present telephone service
(c) It uses router for security
(d) Modem speed is very fast

ns. (a)

Two or more than two computers connected to each other for sharing an information forms a ....
(a) Network   (b) Tunnel (c) Router (d) Servers

ns. (b)

Computer connected with LAN ....
(a) Can share information or pheripheral devices
(b) work fast
(c) go online
(d) can e-mail

ns. (a)

LAN is useful for ....
(a) Railway   (b) Bank
(c) Businessman   (d) Transport office

ns. (c)

(8) Telephone broadcast is an example ....transmission.

(a) Simplex   (b) Full duplex

(c) Automatic   (d) Halfduplex

Ans. (d)

(9) Which of following internet connection uses bro band technique?

(a) Dial up connection   (b) Leased line connecti

(c) ISDN connection   (d) None of these

Ans. (a)

(10) The first computer network of the world is ....

(a) Inet   (b) Arpanet

(c) NSF Net   (d) Vnet

Ans. (b)

(11) Bank's ATM facility is an example of ....

(a) LAN   (b) WAN

(c) MAN   (d) Multipurpose network

Ans. (b)

(12) WAN is not useful for ....

(a) Ministry of foreign affair

(b) Foreign banks

(c) Municipality

(d) Airport department

Ans. (c)

(13) .... is a central computer which is con- cerned with collections of data and programs for PCs workstation and other computers.

(a) Super computer   (b) Minicomputer

(c) Laptop   (d) Server

Ans. (d)

(14) A device that connects to a network without the use of cables is said to be ....

(a) distributed   (b) Wireless

(c) Centralised   (d) Open-Source

Ans. (b)

(15) Several computers linked to a server to share pro- grams and storage space is ....

(a) Network   (b) Grouping

(c) Library   (d) Integrated system

Ans. (a)

(16) What type of resource is most likely to be a shared common resource in a computer Network ?

(a) Speakers   (b) Keyboards

(c) Floppy disk drive   (d) Printers

Ans. (d)

(17) The .... enables your computer to connect to other computer.

(a) Video card

(b) Network Interface card (NIC)

(c) Sound card

(d) Controller card

Ans. (b)

(18) A .... is a set of rules.

(a) Resource locator   (b) Hypertext

(c) domain   (d) protocol

Ans. (d)

(19) Terminal is a ....

(a) a device to give power supply to the computer

(b) Any input/output device

(c) the last instruction in a program

(d) A point at which data enters or leaves the computer

Ans. (d)

(20) Maximum bandwidth supported by any channel is ....

(a) 20 MB

(b) 1 GB

(c) 2 GB

(d) 100 GB (In Lab Conditions)

Ans. (d)

(21) 192.9.200.153 is an

(a) Ethernet Address   (b) IP Address

(c) Computer Address   (d) None of these

Ans. (b)

(22) Which of the following cables can transmit data at high speeds ?

(a) Optical Fibre Cable   (b) UTP

(c) Twisted pair cable   (d) Co-axial cable

Ans. (a)

(23) Which of the following is not network device.

(a) Router   (b) Modem(c) Switch (d) Bridge

Ans. (b)

(24) LAN stands for ....

(a) Local Area Network

(b) Logic Area Network

(c) Local Average Network

(d) None of these

Ans. (a)

(25) WAN stands for ....
- (a) Wide Animation Network
- (b) Wide Area Network
- (c) Wide Average Network
- (d) None of these

Ans. (b)

(26) MAN Stands for ....
- (a) Microwave Access Network
- (b) Micro Area Network
- (c) Metropolitan Area Network
- (d) None of these

Ans. (c)

Internet

(1) A word on a web page which opens other docu-ment when clicks on it is a ....
- (a) Anchor
- (b) Hyperlink
- (c) Reference
- (d) URL

Ans. (b)

(2) When sending an e-mail, the .... line de-scribes the contents of the message.
- (a) Subject
- (b) To
- (c) Contents
- (d) Cc

Ans. (a)

(3) .... is a device which uses for data transmis-sion through telecommunication line.
- (a) Drives
- (b) Platform
- (c) Modem
- (d) All of these

Ans. (c)

(4) Specialized programs that assist users in locating information on the web are called ....
- (a) Information Engines
- (b) Locator engines
- (c) Web browsers
- (d) Search Engines

Ans. (d)

(5) A Code of webpage has been written by using ....
- (a) Hyper Text markup Language
- (b) Winzip
- (c) Perl
- (d) None of these

Ans. (a)

(6) The first political party of india which created its own web-site on internet is ....
- (a) Rastriya Janta Dal
- (b) Lok Janshakti party
- (c) Bhartiya Janta Party
- (d) Samajwadi Party

Ans. (c)

(7) .... is a device that connects two or m[
networks.

   (a) Gateway (b) Pathway (c) Roadway (d) Bus

Ans. (a)

(8) Website is a collection of ....

   (a) Graphics card   (b) Lock key
   (c) HTML documents (d) All of these

Ans. (c)

(9) It helps to connect a computer from Internet

   (a) Windows - 95   (b) Browser
   (c) Netfit   (d) Cable

Ans. (b)

(10) .org is related to ....

   (a) Education   (b) Commercial
   (c) Non-commercial (d) Organization

Ans. (d)

(11) .com is related to ....

   (a) Art
   (b) Personal Characteristic
   (c) Commercial Organization
   (d) Information

Ans. (c)

(12) Internet was started in India at -

   (a) 9 August , 1995 (b) 15 August , 1995
   (c) 8 August , 1994 (d) 7 August 1996

Ans. (b)

(13) An Adress that starts from www is related to

   ....
   (a) Modem   (b) Website
   (c) Internet   (d) E-mail

Ans. (b)

(14) Address of a website is called an ....

   (a) URL   (b) User ID
   (c) Time stamp (d) None of these

Ans. (a)

(15) Internet Service is provided in India throug[
   ....

   (a) VSNL   (b) MTNL
   (c) A and B   (d) WLL

Ans. (c)

(16) Full name of E-mail is ....

   (a) Inter continental Network
   (b) International Network
   (c) Internal Network
   (d) Intercom Network

Ans. (b)

(17) E-mail Stands for ....

(a) English mail   (b) Electric mail

(c) Essential mail   (d) Electronic mail

Ans. (d)

(18) Inventor of e-mail

(a) Bill Gates   (b) Timothi Bil

(c) Ray Tomlinson   (d) Linkan Galitobery

Ans. (c)

(19) Full form of www is ....

(a) world working window

(b) window world wide

(c) world working web

(d) world wide web

Ans. (d)

(20) Sending an e-mail is similer to ....

(a) Writing a letter   (b) Narrating a store

(c) Petering an event   (d) Creating a drawing

Ans. (a)

(21) Output which is made up of pictures, sounds and video is called ....

(a) COM   (b) Multimedia

(c) Hard copy   (d) Graphics

Ans. (b)

(22) A .... is a software program used to view web pages.

(a) Site   (b) browser

(c) host   (d) link

Ans. (b)

(23) .... is the most popular internet activity.

(a) Communication   (b) Art

(c) Searching   (d) Entertainment

Ans. (a)

(24) A Computer hacker is ....

(a) A person who repairs computer

(b) A person responsible for safe computer operation

(c) A person who maintains computer security.

(d) A person who violate computer security with malicious intention for personal gain

Ans. (d)

(25) What is a URL ?

(a) A computer software program

(b) A piece of hardware

(c) An acronym for unlimited resource for learning

(d) The address of document or 'page' on the world wide web.

Ans. (d)

(26) .... is a windows utility programs that cates and eliminates unnecessary fragments a rearranges files and unused disk space to op mize operations.

(a) Backup
(b) Disk Defragmenter
(c) Disk Cleanup
(d) Disk Cleanup files

Ans. (b)

(27) Which one of the following is an example of a w browser ?

(a) Opera
(b) Star works
(c) Google Apps
(d) Odilla

Ans. (a)

(28) Which of the following is a valid domain nar extension ?

(a) .com
(b) .gov
(c) .net
(d) All of the Above

Ans. (d)

□□□

Communication Skills

(1) Communication that involves exchanging of in- formation without use of words is called ____

(a) verbal communication
(b) Non verbal communication
(c) Written communication
(d) Pictorial communication

Ans. (b)

(2) Gesture "Quick tilt head" shows ____

(a) boredom
(b) confidence
(c) interest
(d) insecurity

Ans. (c)

(3) What does ASAP stands for in SMS language ?

(a) As Silent As Probable
(b) As Soon As Probable
(c) As Soon As Possible
(d) As Simple As Possible

Ans. (c)

(4) Listening to the song falls under ____

(a) critical listening
(b) comprehensive listening
(c) appreciative listening
(d) therapeutic listening

Ans. (c)

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Topic 3   Communication Skills

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  (c) apprectiative listening(d) therapeutic listening

Ans. (c)

(5) Which of the following is a long term goal ?

(a) Study for the exams

(b) Become a manager in a big company

(c) Complete a given homework

(d) Complete the diploma course successfully

Ans. (b)

(6) Noise, physical discomfort of hotness or coldness comes under _____

(a) Cultural barrier (b) language barrier

(c) perception barrier (d) environment barrier

Ans. (d)

(7) Identify the kind of communication used in the following :

"Please find the assignment attached".

(a) Memo (b) SMS

(c) Telephone conversation(d) Email

Ans. (d)

(8) The messages that we send with our voice are called _____

(a) Para language (b) Body language

(c) English language (d) Pictorial language

Ans. (a)

(9) Which one is NOT a part of Triple – A listening ?

(a) Anxiety (b) Attitude

(c) Attention (d) Adjustment

Ans. (a)

(10) Dedication to a particular work is called _____

(a) Confidence (b) Commitment

(c) Integrity (d) Intelligence

Ans. (b)

(11) Which one is a good communication ?

(a) Sender attacks receiver

(b) Receiver doesn't listewn to sender

(c) Message is ambiguous

(d) Message is clear & direct

Ans. (d)

(12) Intrinsic motivation is _____

(a) for money or reward (b) short lived

(c) long lived (d) to gain social acceptance

Ans. (c)

(13) Which one is a DON'T for an interview ?

(a) Confidence (b) Informal dress

(c) Clam approach (d) Proper eye contact

Ans. (b)

(14) Which one of the following is a barrier to speaking?

(a) confidence
(b) nervousness
(c) calmness
(d) friendliness

Ans. (b)

(15) Goals are categorized as _____

(a) short term and long term
(b) intrinsic & extrinsic
(c) inner & outer
(d) good & bad

Ans. (a)

(16) Which one of the following is not a means of communication?

(a) Phone
(b) SMS
(c) E-mail
(d) Bus

Ans. (d)

(17) In face to face communication, body language accounts for _____

(a) 7 %
(b) 38 %
(c) 55 %
(d) 100 %

Ans. (c)

(18) "Hello Pradeep. This is Sulaiman. My colleague John told me that Raja called me at 11 :00. Is he available ?" In this conversation, identify the sender and receiver of the message ?

(a) Sender: Sulaiman, Receiver : Pradeep
(b) Sender: Pradeep, Receiver : Sulaiman
(c) Sender : Raja, Receiver : Sulaiman
(d) Sender : John, Receiver : Pradeep

Ans. (a)

(19) In SMART goal, S stands for _____

(a) Specific
(b) Sincere
(c) Smartly
(d) Scientific

Ans. (a)

(20) Motivation is categorised as _____

(a) Good & Bad
(b) Intrinsic & Extrinsic
(c) Verbal & Non verbal
(d) long term & short term

Ans. (b)

Communication skill

(1) The word communication comes from the .... language.

(a) German
(b) English
(c) Latin
(d) Italian

Ans. (d)

(2) The Communication means ....
   (a) to share
   (b) to talk
   (c) to tackle
   (d) to discuss

Ans. (a)

(3) The basic purpose of communication is ....
   (a) to inform
   (b) to form
   (c) to confirm
   (d) to reform

Ans. (b)

(4) The process of foussing on some details is called
   ....
   (a) abstracting
   (b) inferring
   (c) choosing
   (d) deciphering

Ans. (a)

(5) Conclusion made by reasoning from evidence are
   called ....
   (a) Results
   (b) ideas
   (c) inferences
   (d) opinions

Ans. (c)

(6) The meanings on which most people agree are
   called ....
   (a) Connotative
   (b) figurative
   (c) responsive
   (d) denotative

Ans. (d)

---

(7) The meanings that arouse personal reaction are
   called ....
   (a) Cannotative
   (b) denotative
   (c) active
   (d) Creative

Ans. (b)

(8) The problems in which words any symbols convey
   different meanings to different people are called
   ....
   (a) Bypassing
   (b) Communication
   (c) Slanting
   (d) Stereotyping

Ans. (a)

(9) Communication from higher to lower rank is called
   ....
   (a) Backward flow
   (b) Outward
   (c) downward
   (d) forward

Ans. (b)

(10) Communication between peers is called ....
   (a) Horizontal
   (b) equal
   (c) upward
   (d) downward

Ans. (b)

(11) The latin word communication means ....

(a) to care   (b) to share

(c) to start   (d) to stare

Ans. (b)

(12) Communication is a process of conveying ....

(a) message   (b) money (c) books (d) parcel

Ans. (a)

(13) Communication is to persuade the ....

(a) sender   (b) receiver

(c) customer   (d) buyer

Ans. (b)

(14) Communication is .... of every organisation.

(a) life blood   (b) process

(c) warning   (d) reality

Ans. (a)

(15) Communication is necessary for ....

(a) promotion   (b) progress

(c) prosperity   (d) All of the Above

Ans. (d)

(16) The first step in communication process is ....

(a) conception   (b) encoding

(c) transmission   (d) reception

Ans. (a)

(17) The last step in communication process is ....

(a) conception   (b) encoding

(c) transmission   (d) feedback

Ans. (d)

(18) Attributing different meanings to same word is called ....

(a) by passing   (b) slanting

(c) stereotyping   (d) fact

Ans. (a)

(19) Frozen evaluation is called ....

(a) gap   (b) stereotyping

(c) slanting   (d) ideology

Ans. (b)

(20) Biased statements in presenting facts is called ....

(a) slanting   (b) bypassing

(c) encoding   (d) feedback

Ans. (a)

(21) The person who sends the message is ....

    (a) encoder   (b) decoder

    (c) receiver   (d) postman

Ans. (a)

(22) There are .... components of communication process.

    (a) four   (b) five   (c) six   (d) seven

Ans. (d)

(23) The process of putting ideas into the message is called ?

    (a) encoding   (b) decoding

    (c) reading   (d) listening

Ans. (a)

(24) Listeners and readers are ....

    (a) Encoders   (b) Mode

    (c) decoders   (d) channel

Ans. (a)

(25) Feedback is the response of the ....

    (a) sender   (b) receiver

    (c) source   (d) encoder

Ans. (b)

(26) Success of message is evaluated through ....

    (a) channel   (b) sender

    (c) language   (d) feedback

Ans. (d)

(27) Factors that block the way of communication are called ....

    (a) problems (b) barriers(c) system (d) sources

Ans. (b)

(28) Verbal communication conveys message through ....

    (a) words (b) gestures(c) touch (d) postures

Ans. (b)

(29) In verbal communication words are used as

    (a) weapons (b) helpers (c) guides (d) medium

Ans. (d)

(30) In oral communication words are ....

    (a) spoken (b) written (c) deleted (d) selected

Ans. (a)

(31) Non-verbal communication is a communication without ....

    (a) words (b) gestures(c) forms (d) touch

Ans. (a)

(32) The study of body language is called ....

    (a) kinesics   (b) proximics

    (c) chronomics   (d) phonetics

Ans. (a)

(33) The study of time is called ....

    (a) kinesics   (b) proximics

    (c) chronomics   (d) phonetics

Ans. (c)

(34) The study of space is called ....

    (a) kinesics   (b) proximics

    (c) chronomics   (d) phonetics

Ans. (a)

(35) Principles of effective communication are called ....

    (a) C qualities   (b) 5 C'S

    (c) 6 C'S   (d) 8 C'S

Ans. (a)

(36) Clarity is achieved by choosing .... words.

    (a) easy   (b) hard   (c) long   (d) difficult

Ans. (a)

(37) A concise message is complete without being ....

    (a) clear   (b) brief   (c) wordy (d) correct

Ans. (c)

(38) Completeness of message depends on ....

    (a) 2 w's   (b) 5 w's   (c) 7 w's   (d) W and h

Ans. (b)

(39) Consideration is also called ....

    (a) we attitude   (b) you attitude

    (c) he attitude   (d) I attitude

Ans. (b)

(40) If we want to be concrete we must be ....

    (a) general   (b) vague   (c) indirect(d) definite

Ans. (d)

(41) Old orthodox and tired phrases are called ....

    (a) statements   (b) idioms

    (c) clauses   (d) cliches

Ans. (d)

(42) A letter written in courteous way seems ....

    (a) smiling   (b) crying

    (c) walking   (d) talking

Ans. (a)

Listening

(43) Listening is an acquired ....
- (a) skill
- (b) quality
- (c) Feature
- (d) thing

Ans. (a)

(44) skill is a practised ....
- (a) growth
- (b) ability
- (c) programme
- (d) scheme

Ans. (b)

(45) Listening is complex and selective process of
....
- (a) 4 elements
- (b) 5 elements
- (c) 6 elements
- (d) 7 elements

Ans. (b)

(46) We spend on listening nearly ....
- (a) 30%
- (b) 40%
- (c) 50%
- (d) 60%

Ans. (c)

(47) Our ability to hear voices is called ....
- (a) speaking
- (b) deciphering
- (c) storing
- (d) receiving

Ans. (d)

(48) Limiting our attention to specific voice is called
....
- (a) focusing
- (b) deciphering
- (c) storing
- (d) receiving

Ans. (c)

(49) Assigning meanings to the words received is called
....
- (a) speaking
- (b) deciphering
- (c) storing
- (d) receiving

Ans. (d)

(50) People wrongly think that hearing is ....
- (a) Listening
- (b) Speaking
- (c) reading
- (d) writing

Ans. (b)

(51) Understanding speaker's feeling is called ....
....
- (a) Sympathy
- (b) empathy
- (c) telepathy
- (d) antipathy

Ans. (b)

(52) Of all communication skills the most used skill is
....
- (a) listening
- (b) writing
- (c) reading
- (d) speaking

Ans. (d)

(53) Listening is an active process of receiving stimuli
named ....
- (a) qural
- (b) oral
- (c) visual
- (d) nasal

Ans. (b)

(54) Semantic stereotypes are words that are ....
  (a) pleasing   (b) annoying
  (c) curt   (d) polite

Ans. (b)

(55) Monotone bore the ....
  (a) speaker   (b) listener (c) orator (d) writer

Ans. (b)

(56) Psuedo listening is ....
  (a) attentive   (b) inattentive
  (c) intensive   (d) extensive

Ans. (b)

Speaking

(57) Speech is an index of ....
  (a) face   (b) body (c) mind (d) man

Ans. (a)

(58) Extemporaneous method is a method of ....
  (a) writing   (b) speaking
  (c) listening   (d) reading

Ans. (b)

(59) Focussing on voice during speech adds to ....
  (a) verbal   (b) non-verbal impression
  (c) formal   (d) negative

ns. (b)

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(60) Speaking in vast context mans ....
  (a) inquiry   (b) speech
  (c) interview   (d) dialogue

Ans. (b)

(61) All speech is ....
  (a) persuasion   (b) amusement
  (c) comfort   (d) request

Ans. (a)

(62) Physical behaviour means how you ....
  (a) talk   (b) sound (c) write (d) look

Ans. (d)

(63) Vocal behaviour means ....
  (a) look   (b) sound (c) talk   (d) walls

Ans. (b)

Vocal behaviour means

(64) First step of preparing oral presentation is to determine the ....
  (a) audience (b) purpose(c) message (d) topic

Ans. (b)

(65) Practice for best performance is called ....
  (a) attempt   (b) preparation
  (c) rehearsal   (d) grooming

Ans. (c)

(66) The kinds of speech are ....
    (a) 4   (b) 5   (c) 7   (d) 2
Ans. (a)

(67) The best way of oral presentation is ....
    (a) impromptu   (b) memorised
    (c) reading   (d) extemporaneous
Ans. (d)

(68) Making speech with help of notes is called ....
    (a) reading   (b) memorised
    (c) impromptu   (d) extemporaneous
Ans. (d)

(69) Speech without prior preparation is called ....
    (a) impromptu   (b) memorised
    (c) reading   (d) extemporaneous
Ans. (a)

(70) Stress on important words may impress the
    (a) speaker (b) listener (c) reader (d) writer
Ans. (b)

(71) Highness or lowness of speakers voice is called
....
    (a) pitch   (b) tone   (c) speed (d) quality
Ans. (a)

(72) Body movement should be used as aid not as
....
    (a) barrier   (b) distraction
    (c) dance   (d) movement
Ans. (b)

(73) Loudness or softness of speakers voice is called
....
    (a) volume (b) pitch (c) quality (d) sound
Ans. (a)

(74) Move your eyes not head during ....
    (a) writing   (b) reading
    (c) listening   (d) dancing
Ans. (b)

(75) Reading by phrase is better than reading by
....
    (a) words   (b) letters
    (c) sentences   (d) pages
Ans. (a)

(76) Carefull and slow reading is called ....
    (a) intensive   (b) extensive
    (c) fast   (d) scanning
Ans. (a)

(77) Extensive reading is a sort of ....

(a) outside reading   (b) inside

(c) indoor   (d) outdoor

Ans. (a)

(78) Reading a passage very quickly is called ....

(a) scanning   (b) skimming

(c) reviewing   (d) studying

Ans. (b)

(79) A student needs ....

(a) extensive   (b) intensive

(c) skimming   (d) scanning

Ans. (b)

(80) Looking for a specific piece of information in a text is called ....

(a) scanning   (b) skimming

(c) reviewing   (d) studying

Ans. (a)

(81) The word comprehension means ....

(a) listening   (b) understanding

(c) speaking   (d) answering

Ans. (b)

(82) Answer in comprehension should be ....

(a) complete   (b) sketchy

(c) disorganised   (d) faulty

Ans. (a)

(83) Words or sentences around given word are

(a) preface   (b) reference

(c) context   (d) explanation

Ans. (c)

(84) Comprehension passage requires intensive ....

(a) listening   (b) speaking

(c) writing   (d) reading

Ans. (d)

(85) In vast context comprehension means answering ....

(a) letters   (b) calls

(c) question   (d) reports

Ans. (c)

(86) Answer should be according to ....

(a) passage content   (b) your knowledge

(c) book   (d) time

Ans. (a)

Writing

(87) Write to express not to ....
  (a) compress   (b) depress
  (c) impress   (d) suppress

Ans. (d)

(88) People spend on writing ....
  (a) 9%   (b) 19%   (c) 29%   (d) 39%

Ans. (a)

(89) The first step in writing process is ....
  (a) proof-reading   (b) prewriting
  (c) presenting   (d) revising

Ans. (b)

(90) The least used communication skill is ....
  (a) speaking (b) writing (c) reading (d). write

ns. (b)

1) Before writing your ideas first ....
  (a) analyse   (b) organise
  (c) assess   (d) evaluate

s. (b)

) Forming sentences with words is called ....
  (a) mainpulation   (b) structuralization
  (c) comprehension   (d) communication

. (b)

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(93) In block format each line begins at the ....
  (a) right   (b) left   (c) centre   (d) below

Ans. (b)

(94) The first part of letter is ....
  (a) body   (b) salutation
  (c) letterhead   (d) date

Ans. (c)

(95) Complimentary close should be in accordance with ....
  (a) salutation   (b) body
  (c) heading   (d) subject

Ans. (a)

(96) To enclose some document with letter we use ....
  (a) copy notation   (b) attention
  (c) subject   (d) enclosure

Ans. (d)

(97) A letter pointing some defect in purchased goods is called ....
  (a) claim   (b) enquiry (c) order   (d) sales

Ans. (a)

(98) A letter asking for payment of overdue amount is called ....

(a) claim
(b) enquiry
(c) collection
(d) sales

Ans. (c)

(99) Sales promotion letters are kind of ....

(a) personal
(b) business
(c) friendship
(d) informal

Ans. (b)

(100) Semi block style letter each paragraph is ....

(a) underlined
(b) indented
(c) closed
(d) spaced

Ans. (b)

(101) Every part of letter is punctuated in ....

(a) closed punctuation
(b) open
(c) formal
(d) personal letter

Ans. (a)

| Job Application |

(102) A written request for job is called ....

(a) inquiry
(b) employment letter
(c) order letter
(d) complaint

Ans. (b)

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(103) Summary of personal, educational and profes-sional life is called ....

(a) CV
(b) reference
(c) compliments
(d) regards

Ans. (a)

(104) Application for the job in response to advertise-ment is called ....

(a) solicated
(b) unsolicited
(c) valid
(d) due

Ans. (a)

(105) Application for the job written without the an-nounce of the vacancies is called ....

(a) solicited
(b) unsolicated
(c) valid
(d) due

Ans. (b)

(106) CV is also called ....

(a) resume   (b) story   (c) service (d) letter

Ans. (a)

(107) Through job application we sell our ....

(a) services   (b) goods (c) things (d) products

Ans. (a)

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Communication skill

(108) The three necessary elements necessary when someone communicates are ....

(a) concept, symbol, referent

(b) speaker, interpreter, symbol

(c) object, referent, interpreter

(d) symbol, referent, interpreter

Ans. (a)

....

(109) Geeta is sitting in class analyzing how well she understands the lecture. geeta is communicating

(a) Intrapersonally

(b) publicly

(c) mpersonally

(d) Interpersonally

Ans. (d)

(110) Which of the following levels of communication is most formal ?

(a) Intrapersonal

(b) public

(c) Group

(d) Interpersonal

Ans. (b)

(111) How does knowing how your body reacts to stressful situations helps you ?

(a) Allows the speaker to cope with reactions

(b) Allows the speaker to be comfortable with the re action

(c) Allows the speaker to avoid reactions

(d) knowledge of body reactions does not help the speaker.

Ans. (c)

(112) Which of the following is the first step in the listening process ?

(a) select

(b) Interpret

(c) understand

(d) Receive

Ans. (d)

(113) An opinion about the merits of a speech is a ....

(a) Norm

(b) Judgment

(c) Reason

(d) Belief

Ans. (b)

(114) It is important to see the message because ....

   (a) Makes the speaker comfortable because he/she has gained your attention.

   (b) Gives the appearance that you understand the message.

   (c) Validates the speaker's physical appearance

   (d) It allows the listener to detect nonverbal messages.

Ans. (a)

(115) When receiving feedback, you should first ....those comments.

   (a) Record and correct   (b) Summarize and record

   (c) Summarize and rank (d) Record and rank

Ans. (a)

(116) The most time consuming type of interview is ....

   (a) Phone   (b) Instant messaging

   (c) Face-to-face   (d) Email

Ans. (d)

(117) Which type of Interview provides the most thoughful responses?

   (a) Instant messaging   (b) Face-to-face

   (c) Email   (d) Phone

Ans. (b)

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(118) An example of an abstract noun is ....

   (a) Death   (b) Eat   (c) Write   (d) Come

Ans. (a)

(119) Yesterday I met .... European.

   (a) an   (b) on   (c) a   (d) of

Ans. (a)

(120) The antonum of the word "Pessimism".

   (a) Hopeless   (b) Optimism

   (c) Mysticism   (d) Classicism

Ans. (b)

(121) Identify the correct spelling.

   (a) Possesion   (b) Pocession

   (c) Possession   (d) Posseciun

Ans. (c)

(122) I have not met him .... a long time.

   (a) since   (b) for   (c) in   (d) on

Ans. (a)

(123) I prefer milk .... water.

   (a) than   (b) on   (c) to   (d) at

Ans. (a)

(124) He is my .... brother.

    (a) older   (b) eld

    (c) elder   (d) None of these

Ans. (c)

(125) How .... money do you want ?

    (a) more   (b) much   (c) many   (d) any

Ans. (c)

□ □ □