

## EMPLOYABILITY SKILLS – Semester 1 Module 1 English Literacy

Reviewed and updated on: 01<sup>st</sup> November 2019 Version 1.0

**1** A resume should be \_\_\_\_\_

- A** short and precise
- B** fancy and colourful
- C** having long and detailed information
- D** having acronyms and abbreviation

**Ans :** A

**2** A written description of duties and responsibilities to be carried out in a job is called \_\_\_\_\_

- A** CV
- B** job description
- C** resume
- D** job application

**Ans :** B

**3** A written description of duties and responsibilities to be carried out in a job is called \_\_\_\_\_

- A** CV
- B** resume
- C** job description
- D** job application

**Ans :** C

**4** After receiving interview call, what is the next step?

- A** Send application letter
- B** Prepare the resume
- C** Appear at interview
- D** Send resume

**Ans :** C

**5** Choose suitable “wh” word for the given sentence “ \_\_\_\_\_ animal do you like?”

- A** Which
- B** Why
- C** Where
- D** When

**Ans :** A

**6** Choose the correct punctuation mark after the word “Rohan” in the given sentence “Rohan David and Ram are playing hide and seek”.

- A** Comma (,)
- B** Period (\_)
- C** Slash (/)
- D** Hyphen (-)

**Ans :** A

**7** Choose the correct response for the given question. “How have you been”?

- A** Very well, And you?
- B** Thank you, And you?
- C** Same to you
- D** On vacation, And you?

**Ans :** A

**8** Choose the correct response of the given question “When did the accident happen”?

- A** in the hotel
- B** during travelling
- C** At 10:30 last night
- D** On the table

**Ans :** C

**9** Choose the correct tense of the verb. “I \_\_\_\_\_ music when I was child.”

- A** learn
- B** am learning
- C** will learn
- D** learnt

**Ans :** D

**10** Curriculum Vitae (CV) is also known as \_\_\_\_\_

- A** resume
- B** job description
- C** cover letter
- D** application letter

**Ans :** A

**11** Curriculum vitae is also known as

- A** circular
- B** resume
- C** job application form
- D** leave application

**Ans :** B

**12** Fill in the blank with comparative adjective\_ “Your pencil is \_\_\_\_\_ than mine”.

- A** sharp
- B** sharper
- C** blunt
- D** thick

**Ans :** B



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**13** Fill in the blank with correct future tense of verb “We \_\_\_\_\_ to the zoo after Breakfast “

- A** went
- B** are going
- C** had gone
- D** will go

**Ans :** D

**14** Fill in the blank with correct word “They \_\_\_\_\_ good friends”

- A** is
- B** am
- C** are
- D** was

**Ans :** C

**15** Fill in the blank with present progressive tense of the verb “The train \_\_\_\_\_ through the tunnel”

- A** passed
- B** is passing
- C** had passed
- D** was passing

**Ans :** B

**16** Fill in the blank with proper interrogative adjective “ \_\_\_\_\_ are you going?”

- A** Who
- B** Where
- C** Which
- D** What

**Ans :** B

**17** Fill in the blank with proper pronoun “I made this cake \_\_\_\_\_”

- A** myself
- B** yourself
- C** himself
- D** itself

**Ans :** A

**18** Fill in the blank with proper pronoun. “She made this cake \_\_\_\_\_”

- A** itself
- B** myself
- C** herself
- D** himself

**Ans :** C

**19** Fill in the blank with proper reflexive pronoun. “She has hurt \_\_\_\_\_”

- A** myself
- B** herself
- C** himself
- D** itself

**Ans :** B

**20** Fill in the blank with suitable adjective for the given sentence “The little girl’s..... eyes revealed her mischief”

- A** chubby
- B** weak
- C** short sighted
- D** twinkling

**Ans :** D

**21** Fill in the blank with suitable place preposition “My house is \_\_\_\_\_ the third floor” ?

- A** at
- B** in
- C** on
- D** under

**Ans :** C

**22** Fill in the correct question word \_\_\_\_\_ is the speaker at the function” ?

- A** What
- B** When
- C** Why
- D** Who

**Ans :** D

**23** Low level language is also called

- A** source code
- B** middle ware
- C** machine language
- D** assembly language

**Ans :** C

**24** Pronunciation refers to \_\_\_\_\_

- A** diphthong
- B** consonant
- C** punctuation
- D** production of sound

**Ans :** D



## EMPLOYABILITY SKILLS – Semester 1 Module 1 English Literacy

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**25** Re-arrange the following set of words into meaningful sentence\_ “teacher / school / worked / she / a / as”

- A** School worked as a she teacher
- B** She worked as a school teacher
- C** She teacher worked as a school
- D** Worked she as a school teacher

**Ans :** B

**26** The word that expresses a sudden and strong feeling is called\_\_\_\_\_

- A** punctuation
- B** interjection
- C** conjunction
- D** apostrophe

**Ans :** B

**27** When you greet higher official's such as Teacher, Instructor or Supervisor, you should use

- A** “Good morning”
- B** “Hello”
- C** “Hey”
- D** “Hi”

**Ans :** A

**28** Which is a silent letter in the word “ANSWER”?

- A** R
- B** E
- C** S
- D** W

**Ans :** D

**29** Which one is a “Do’s” of discussion etiquettes?

- A** Loose your temper
- B** Listen to others
- C** Talk about irrelevant details
- D** Use impolite or rude language

**Ans :** B

**30** Which one is a “Don’t” of discussion etiquette?

- A** Be open minded
- B** Use moderate tone
- C** Listen to others
- D** Argue unnecessary

**Ans :** D

**31** Which one is a brain of computer?

- A** Keyboard
- B** CPU
- C** Monitor
- D** Hard disk

**Ans :** B

**32** Which one is a cardinal number?

- A** 10
- B** V
- C** VII
- D** XI

**Ans :** A

**33** Which one is a cardinal number?

- A** X
- B** II
- C** IV
- D** 3

**Ans :** D

**34** Which one is a cardinal number?

- A** IV
- B** 10th
- C** 1st
- D** 1

**Ans :** D

**35** Which one is a cardinal number?

- A** One
- B** Fifth
- C** Eighth
- D** Second

**Ans :** A

**36** Which one is an exclamatory sentence?

- A** What a beautiful house it is!
- B** It is a beautiful house\_
- C** Is it a beautiful house?
- D** Your house is beautiful\_

**Ans :** A

**37** Which one is in active voice?

- A** Ram has passed the exam\_
- B** The ball was caught by him\_
- C** The book was being read by her\_
- D** We were driven home by dad\_

**Ans :** A



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**38** Which one is in passive voice?

- A** Mohan is painting a house
- B** She was reading a book
- C** Her birthday was celebrated by us
- D** I have seen that movie

**Ans :** C

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**39** Which one is NOT a conjunction?

- A** And
- B** Or
- C** But
- D** On

**Ans :** D

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**40** Which one is NOT a benefit of the role playing?

- A** Builds confidence
- B** Develops listening skill
- C** Develops creative problem-solving skill
- D** Develops boredom

**Ans :** D

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**41** Which one is NOT a vowel?

- A** a
- B** e
- C** f
- D** i

**Ans :** C

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**42** Which one of the following is a good office etiquette?

- A** One should dress formally
- B** One should not be punctual to work
- C** One should have fancy mobile ring tone
- D** One should litter one's work place

**Ans :** A

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**43** Word that is pronounced the same as another word but differs in meaning is called \_\_\_\_\_

- A** homophone
- B** homograph
- C** diphthong
- D** syllable

**Ans :** A

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## EMPLOYABILITY SKILLS – Semester 1 Module 2 I.T. Literacy

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**1** 1 Byte = \_\_\_\_\_

- A** 2 bits
- B** 4 bits
- C** 8 bits
- D** 16 bits

**Ans :** C

**2** A computer system consists of \_\_\_\_\_

- A** software and program
- B** hardware and software
- C** mouse and keyboard
- D** circuit diagram

**Ans :** B

**3** A program that infects other program by modifying them is called \_\_\_\_\_

- A** virus
- B** antivirus
- C** web page
- D** note pad

**Ans :** A

**4** A software application used to enable computer users to locate and access web page is called \_\_\_\_\_

- A** web browser
- B** web server
- C** web site
- D** email

**Ans :** A

**5** An illegal activity committed on the internet is called \_\_\_\_\_

- A** virus
- B** cyber crime
- C** search engine
- D** social networking

**Ans :** B

**6** Computer network that spans a regional, national or global area is called \_\_\_\_\_

- A** LAN
- B** MAN
- C** WAN
- D** CAN

**Ans :** C

**7** CPU consists of \_\_\_\_\_

- A** Control unit and ALU
- B** Storage device and ALU
- C** Input and output devices
- D** Input device and control unit

**Ans :** A

**8** CPU stands for \_\_\_\_\_

- A** Central Programming Unit
- B** Central Processing Unit
- C** Central Planning Unit
- D** Central Progress Unit

**Ans :** B

**9** For short distance, which network type should be used?

- A** LAN
- B** MAN
- C** WAN
- D** CAN

**Ans :** A

**10** In an email, where will you add the recipient email address whom you want to send the copy of an email?

- A** To
- B** CC
- C** Bcc
- D** Subject

**Ans :** B

**11** In Excel, the intersection of a row and column is called a \_\_\_\_\_

- A** cell
- B** label
- C** square
- D** worksheet

**Ans :** A

**12** In MS Excel, collection of work sheet is known as \_\_\_\_\_

- A** worksheet
- B** workbook
- C** excel book
- D** sheet work

**Ans :** B

## EMPLOYABILITY SKILLS – Semester 1 Module 2 I.T. Literacy

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**13** In MS Excel, to insert a formula in cell, we must begin the entry with an operator \_\_\_\_\_

- A** =
- B** \$
- C** @
- D** #

**Ans :** A

**14** In MS Paint, which extension is not supported \_\_\_\_\_

- A** .jpeg
- B** .doc
- C** .gif
- D** .png

**Ans :** B

**15** In which orientation, the text is printed length wise?

- A** Landscape
- B** Margin
- C** Portrait
- D** Width

**Ans :** C

**16** In which orientation, the text is printed width wise?

- A** Width
- B** Margin
- C** Portrait
- D** Landscape

**Ans :** D

**17** program that infects other programs by modifying them is called \_\_\_\_\_

- A** search engine
- B** virus
- C** antivirus
- D** cyber crime

**Ans :** B

**18** Spread sheets are saved with extension \_\_\_\_\_

- A** .xls
- B** .doc
- C** .pdf
- D** .mp3

**Ans :** A

**19** Spread sheets are saved with extension \_\_\_\_\_

- A** .pdf
- B** .doc
- C** .xls
- D** .mp3

**Ans :** C

**20** The expansion of LAN is \_\_\_\_\_

- A** Local Area Name
- B** Local Area Network
- C** Logical Area Network
- D** Legal Area Network

**Ans :** B

**21** The expansion of RAM is \_\_\_\_\_

- A** Read Octet Machine
- B** Random Access Memory
- C** Read Access Memory
- D** Random Access Machine

**Ans :** B

**22** The expansion of ROM is \_\_\_\_\_

- A** Read Octet Machine
- B** Read Only Memory
- C** Random Only Memory
- D** Rewrite Octet Machine

**Ans :** B

**23** The expansion of WAN is \_\_\_\_\_

- A** Wide Area Name
- B** Web Assigned Name
- C** Wide Area Network
- D** Web Aided Network

**Ans :** C

**24** What does 'ASAP' stand 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

**25** What is a shortcut key for "Copy" command?

- A** Ctrl + C
- B** Ctrl + V
- C** Ctrl + A
- D** Ctrl + X

**Ans :** A

## EMPLOYABILITY SKILLS – Semester 1 Module 2 I.T. Literacy

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**26** What is a shortcut key for “cut” command?  
**A** Ctrl +C  
**B** Ctrl+V  
**C** Ctrl+A  
**D** Ctrl+X  
**Ans :** D

**27** What is a shortcut key for “select all” command?  
**A** Ctrl +C  
**B** Ctrl+V  
**C** Ctrl+A  
**D** Ctrl+X  
**Ans :** C

**28** What is shortcut key for “Paste” command?  
**A** Ctrl + C  
**B** Ctrl + V  
**C** Ctrl + A  
**D** Ctrl + X  
**Ans :** B

**29** What is the cell address of 4th row and 4th column?  
**A** 4D  
**B** E4  
**C** D4  
**D** B4  
**Ans :** C

**30** What is the default name of newly created folder in windows?  
**A** Folder  
**B** New  
**C** New folder  
**D** Blank  
**Ans :** C

**31** What is the expansion of “FYI” SMS?  
**A** For Your Information  
**B** For Your Identification  
**C** For Your Internet  
**D** For Your Innocence  
**Ans :** A

**32** Where all deleted files will be stored?  
**A** CD  
**B** Official folder  
**C** Personal folder  
**D** Recycle bin  
**Ans :** D

**33** Which device is used to connect telephone line to a PC?  
**A** Modem  
**B** Monitor  
**C** Printer  
**D** Hard disk  
**Ans :** A

**34** Which is a shortcut key for ‘Copy’ command?  
**A** Ctrl + V  
**B** Ctrl + C  
**C** Ctrl + A  
**D** Ctrl + X  
**Ans :** B

**35** Which one is a “Don’t” of information security?  
**A** Use hard to guess passwords  
**B** Disclose password to anyone  
**C** Take backup data of your PC periodically  
**D** Encrypt laptop hard drive and mobile devices  
**Ans :** B

**36** Which one is a cyber crime?  
**A** Sending email  
**B** Online purchasing  
**C** Online gambling  
**D** Chatting with friends  
**Ans :** C

**37** Which one is a file management tool that comes with windows?  
**A** Control panel  
**B** Window explorer  
**C** Desktop  
**D** Notepad  
**Ans :** B

**38** Which one is a search engine?  
**A** Flickr  
**B** Hotmail  
**C** Facebook  
**D** Google  
**Ans :** D

**39** Which one is a search engine?  
**A** Flickr  
**B** Orkut  
**C** Hotmail  
**D** yahoo  
**Ans :** D

## EMPLOYABILITY SKILLS – Semester 1 Module 2 I.T. Literacy

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**40** Which one is a social networking site?

- A** Outlook express
- B** Face book
- C** Lotus notes
- D** Mozilla

**Ans :** B

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**41** Which one is a web browser?

- A** Face book
- B** Hot mail
- C** Internet explorer
- D** Outlook express

**Ans :** C

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**42** Which one is an input device?

- A** Speaker
- B** Joystick
- C** Monitor
- D** Printer

**Ans :** B

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**43** Which one is an output device of the computer?

- A** Printer
- B** MIC
- C** Mouse
- D** Keyboard

**Ans :** A

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**44** Which one is NOT a storage device?

- A** Printer
- B** Video tape
- C** USB flash drive
- D** Memory card

**Ans :** A

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**45** Which one is the disadvantage of social networking sites?

- A** Instant communication
- B** Make addictive
- C** Access to information
- D** Online marketing for business

**Ans :** B

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**46** Which one of the following options shows the synonyms for a word, we type in MS word?

- A** Thesaurus
- B** Spell check
- C** Hyperlink
- D** Style

**Ans :** A

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**47** You withdraw Rs\_500/- from an ATM\_ The ATM machine gives out Rs\_5000/-\_ Which of the following would be ethically correct?

- A** Make a complaint
- B** Take the money
- C** Drop the money near ATM
- D** Give the money to the poor

**Ans :** A

# EMPLOYABILITY SKILLS – Semester 1 Module 3 Communication

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**1** “KAIZEN” means \_\_\_\_\_

- A** self-discipline
- B** preventive maintenance
- C** sorting out
- D** continuous improvement

**Ans :** D

**2** Choose the correct context of the given expression in group discussion “Excuse me, I would \_\_\_\_\_”

- A** Interrupting
- B** Agreeing
- C** Summarising
- D** Emphasizing a point

**Ans :** A

**3** Communication that involves exchanging information without use of words is called

- A** verbal communication
- B** pictorial communication
- C** written communication
- D** non verbal communication

**Ans :** D

**4** Dedication to a particular work is called \_\_\_\_\_

- A** confidence
- B** commitment
- C** Intelligence
- D** integrity

**Ans :** B

**5** Dedication to a particular work is called \_\_\_\_\_

- A** integrity
- B** confidence
- C** commitment
- D** intelligence

**Ans :** C

**6** Expansions of SMS is \_\_\_\_\_

- A** Simple Message Service
- B** Short Mail Service
- C** Simple Memo Service
- D** Short Message Service

**Ans :** D

**7** For “SMART” Goal, S stands for \_\_\_\_\_

- A** social
- B** scientific
- C** specific
- D** strength

**Ans :** C

**8** Gesture “biting nails” shows \_\_\_\_\_

- A** boredom
- B** insecurity
- C** confidence
- D** defensiveness

**Ans :** B

**9** Gesture “Brisk & erect walking” shows

- A** boredom
- B** defensiveness
- C** confidence
- D** insecurity

**Ans :** C

**10** Gesture “Brisk erect walk” shows \_\_\_\_\_

- A** insecurity
- B** boredom
- C** confidence
- D** defensiveness

**Ans :** C

**11** Goals are categorized as \_\_\_\_\_

- A** good and bad
- B** inner and outer
- C** intrinsic and extrinsic
- D** short-term and long-term

**Ans :** D

**12** Goals are classified as \_\_\_\_\_

- A** big and small goal
- B** long term and short-term goal
- C** important and not important goal
- D** intrinsic and extrinsic goal

**Ans :** B

**13** In face to face communication, body language accounts for \_\_\_\_\_

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

**Ans :** C

## EMPLOYABILITY SKILLS – Semester 1 Module 3 Communication

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**14** Intrinsic motivation is.....  
A short lived  
B long lasting  
C for money or reward  
D to gain social acceptance

Ans : B

**15** Listening to Railway or Flight announcement, teacher's lecture comes under \_\_\_\_\_

A critical listening  
B appreciative listening  
C therapeutic listening  
D comprehensive listening

Ans : D

**16** Listening to songs only to derive pleasure comes under \_\_\_\_\_

A critical listening  
B therapeutic listening  
C appreciative listening  
D comprehensive listening

Ans : C

**17** Motivation is categories into \_\_\_\_\_

A intrinsic and extrinsic  
B good and bad  
C inner and outer  
D high and low

Ans : A

**18** Noise, physical discomfort of hotness or coldness comes under \_\_\_\_\_

A culture barrier  
B language barrier  
C perception barrier  
D environment barrier

Ans : D

**19** Rise and fall of pitch of voice is called \_\_\_\_\_

A vowel  
B intonation  
C consonant  
D pronunciation

Ans : B

**20** The study of right and wrong in human endeavours is called \_\_\_\_\_

A motivation  
B self-awareness  
C ethics  
D goal

Ans : C

**21** What is a drawback of role playing?

A Builds confidence  
B Develops listening skills  
C Doesn't provide real situation  
D Develop creative problem solving

Ans : C

**22** What should come next after "selecting the solution" in problem solving process?

A Look for alternate  
B Root cause analysis  
C Identify the problem  
D Implement the solution

Ans : D

**23** Which factor helps to motivate people?

A Lack of focus  
B Lack of confidence  
C Lack of direction  
D Lack of nervousness

Ans : D

**24** Which one is 3P's of public speaking?

A Possess, present, practice  
B Prepare, Practice, perform  
C Publish, pleasant, perfect  
D Perfection, Performance, painstaking

Ans : B

**25** Which one is a "Do's" for interview etiquette?

A Nervousness  
B Informal dress  
C Clam approach  
D Excessive gesture

Ans : C

**26** Which one is a "don't" in interview etiquette?

A Be confident  
B Dress appropriately  
C Proper eye contact  
D Lie about your abilities to get job

Ans : D

## EMPLOYABILITY SKILLS – Semester 1 Module 3 Communication

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**27** Which one is a barrier to speaking?

- A** Poor listening
- B** Lack of time
- C** Nervousness
- D** Reluctant to read

**Ans :** C

**28** Which one is a Do's in interview etiquette?

- A** Dress too casually
- B** Lie about abilities to get job
- C** Be confident
- D** Too excessive in gesture

**Ans :** C

**29** Which one is a good communication?

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

**Ans :** A

**30** Which one is an email etiquette?

- A** Keep email short
- B** Send virus infected mail
- C** Forward false messages
- D** Use all caps or small letter in email

**Ans :** A

**31** Which one is considered to be a good communication?

- A** Message is ambiguous
- B** Sender is positive towards receiver
- C** Receiver doesn't listen to sender
- D** Sender attacks receiver

**Ans :** B

**32** Which one is considered to be a poor communication?

- A** Message is ambiguous
- B** Message is clear and direct
- C** Receiver is open to listen
- D** Sender is positive towards receiver

**Ans :** A

**33** Which one is NOT a benefit of oral communication?

- A** It is quick
- B** It is for record
- C** It is direct
- D** Feedback is immediate

**Ans :** B

**34** Which one is NOT a part of Triple 'A' listening?

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

**Ans :** A

**35** Which one is NOT an article?

- A** a
- B** an
- C** in
- D** the

**Ans :** C

**36** Which one is NOT an element of 3P's of public speaking?

- A** Prepare
- B** Practice
- C** Posses
- D** Perform

**Ans :** C

**37** Which one is NOT an essential characteristic to achieve success?

- A** Commitment
- B** Integrity
- C** Confidence
- D** Unethical work

**Ans :** D

**38** Which one is NOT the outcome of positive attitude?

- A** enthusiasm
- B** creativity
- C** boredom
- D** problem solving attitude

**Ans :** C

**39** Which one is the latest and effective means of modern communication?

- A** Fax
- B** Postal mail
- C** Electronic mail
- D** Message through TV

**Ans :** C