

# QUESTION PAPER - 2015 (SEMESTER - 1)

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| <p>01 What is the expansion of WAN ?<br/>         (A) Web awareness networking<br/>         (B) Wide Area Network<br/>         (C) Web Area Network<br/>         (D) Window Aided Network</p> <p>02 Which browser is an inbuilt browser in windows ?<br/>         (A) Internet Explorer<br/>         (B) Google chrome<br/>         (C) Firefox<br/>         (D) Netscape</p> <p>03 Which one of the following is not an external memory ?<br/>         (A) Pen drive (B) DVD<br/>         (C) Joy stick (D) CD</p> <p>04 Which one of the following is a brain of computer ?<br/>         (A) Bus (B) CPU<br/>         (C) Monitor (D) Hard disk</p> <p>05 The expansion of WWW is .....<br/>         (A) World Wide Web<br/>         (B) Web Wise World<br/>         (C) World Wise Web<br/>         (D) Word Wide Web</p> <p>06 Which one of the following is a social networking website ?<br/>         (A) Outlook express<br/>         (B) Lotus notes<br/>         (C) Gmail<br/>         (D) Facebook</p> | <p>07 work sheets are part of .....<br/>         (A) MS excel (B) MS word<br/>         (C) Paint &amp; Brush (D) Notepad</p> <p>08 Which one of the following is an example of an operating system ?<br/>         (A) Microsoft word<br/>         (B) Microsoft excel<br/>         (C) Desktop<br/>         (D) Microsoft Windows</p> <p>09 The deleted files are sent to .....<br/>         (A) Desktop<br/>         (B) Recycle bin<br/>         (C) never go to anywhere<br/>         (D) my computer</p> <p>10 The short cut key to copy the file is .....<br/>         (A) Ctrl + a (B) Ctrl + c<br/>         (C) Ctrl + y (D) Ctrl + v</p> <p>11 Which one of the following is not an 'Article' ?<br/>         (A) a (B) an (C) the (D) the</p> <p>12 Choose the correct preposition.<br/>         The author's name is ..... the cover of the book.<br/>         (A) in (B) on (C) at (D) above</p> <p>13 Fill in the blank. I ..... a movie yesterday.<br/>         (A) see (B) watch<br/>         (C) watched (D) look</p> |
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| <p>14 Expansion of CV is .....</p> <p>(A) Correspondance vitae<br/>(B) Common vitae<br/>(C) Combined Vitae<br/>(D) Curriculum Vitae</p> <p>15 Arrange words of the given sentence in correct sequence &amp; choose the correct answer ? 'are, coming, now, you'</p> <p>(A) Are you coming now ?<br/>(B) You are coming now ?<br/>(C) Coming now you are ?<br/>(D) Now you are coming ?</p> <p>16 When you greet your instructor you should use formal greeting .....</p> <p>(A) Good Morning (B) Hi<br/>(C) Hello (D) Hey</p> <p>17 Which one of the following describes and individual's appearance ?</p> <p>(A) Generous (B) Selfish<br/>(C) Ignorant (D) Fat</p> <p>18 Which one of the following comes under office etiquette ?</p> <p>(A) Punctual to work<br/>(B) Informal dress in office<br/>(C) Listening music in office<br/>(D) Litter one's work place</p> <p>19 Which one is a good communication ?</p> <p>(A) Sender attacks receiver<br/>(B) Receiver doesn't listen to sender<br/>(C) Message is ambiguous<br/>(D) Message is clear &amp; direct</p> | <p>20 Which one is not the reason to lose motivation ?</p> <p>(A) Lack of confidence<br/>(B) Lack of focus<br/>(C) Lack of direction<br/>(D) Determination</p> <p>21 Goals are categorized as .....</p> <p>(A) short term &amp; long term<br/>(B) intrinsic &amp; extrinsic<br/>(C) inner &amp; outer<br/>(D) good &amp; bad</p> <p>22 Which one of the following is a barrier to speaking ?</p> <p>(A) Confidence<br/>(B) Nervousness<br/>(C) Calmness<br/>(D) Friendliness</p> <p>23 Which one is a 'Don't' for an interview ?</p> <p>(A) Confidence<br/>(B) Informal dress<br/>(C) Proper eye contact<br/>(D) Calm approach</p> <p>24 Intrinsic motivation is .....</p> <p>(A) for money or reward<br/>(B) short lived<br/>(C) long lasting<br/>(D) to gain social acceptance</p> |
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25 which one of the following is not a part of 7C's effective communication ?

- (A) Concise (B) Correct (C) Clear (D) Comfort

**Answers**

1	2	3	4	5	6	7	8	9	10
B	A	C	B	A	D	A	D	B	B
11	12	13	14	15	16	17	18	19	20
D	B	C	D	A	A	D	A	D	D
21	22	23	24	25					
A	B	B	C	D					

**QUESTION PAPER - 2015 (SEMESTER - 1)**

01- Which device is used to connect telephone line to a PC ?

- (A) Modem (B) Monitor  
(C) Printer (D) Hard Drive

02 Which one of the following is a hard copy device ?

- (A) Printer (B) Keyboard  
(C) Joystick (D) Scanner

03 The expansion of ROM is .....

- (A) Recoverable Only Memory  
(B) Read Octet Memory  
(C) Read Only Memory  
(D) Recoverable Octet Memory

04 We can create document using .....

- (A) MS word (B) Excel  
(C) Paint & Brush (D) Power Point

05 Expansion of LAN is .....

- (A) Locally Arranged Network  
(B) Local Area Network  
(C) Legal Area Network  
(D) Large Area Network

06- What is the short cut of printing a file ?

- (A) Ctrl + s (B) Ctrl + c  
(C) Ctrl + v (D) Ctrl + p

07 which of the following is a social networking website ?

- (A) Netscape (B) Outlook  
(C) Facebook (D) Firefox

08 Which one of the following is a basic unit of MS excel ?

- (A) Cell (B) Row  
(C) Column (D) Word.

09 Which one of the given device is input device ?

- (A) keyboard (B) scanner  
(C) Printer (D) Modem

10 Deleted file goes to .....

- (A) my computer (B) working directory  
(C) recycle bin (D) CD

11 Intonation is a .....

- (A) rise & fall of pitch of voice  
(B) pronunciation  
(C) greeting  
(D) change of tense

<p>12 Arrange the below words in the correct order "Angry, the, is, teacher"</p> <p>(A) Teacher is the angry ?          (B) Angry is the teacher ?          (C) Is teacher the angry ?          (D) Is the teacher angry ?</p>	<p>17 which one of the following is a preposition?</p> <p>(A) Old (B) beautiful          (C) Spacious (D) On</p>
<p>13 Choose the correct answer in response to the mentioned question.          "When did the accident happen?"</p> <p>(A) at 10:30 late night ?          (B) By e-mail          (C) On the table          (D) Because I was sick</p>	<p>18 Which one of the following adjective describes an individual's character ?</p> <p>(A) Beautiful (B) Fat          (C) Talkative (D) Thin</p>
<p>14 Fill in the blank with comparative adjective "My pen writes..... (good) than yours"</p> <p>(A) good (B) better          (C) best (D) bad</p>	<p>19 Which one is a 3P of public speaking ?</p> <p>(A) Prepare, Practice, Perform          (B) Prepare, Perfection, Play          (C) Practice, Perfection, Play          (D) Present, Past, Participle</p>
<p>15 choose the correct sequence of job application process.</p> <p>(i) Prepare resume          (ii) Get the job          (iii) Read job advertisement          (iv) Appear at interview</p> <p>(A) (i) (ii) (iii) (iv)          (B) (iv) (ii) (iii) (i)          (C) (iii) (i) (iv) (ii)          (D) (i) (iv) (iii) (ii)</p>	<p>20 Which one the following is a poor communication ?</p> <p>(A) Sender is positive towards receiver          (B) Message is ambiguous          (C) Message is clear and direct          (D) Receiver is open to other's point of view</p>
<p>16 Fill in the blanks with suitable adjective.          "The little girl's ..... eyes revealed her mischief"</p> <p>(A) twinkling (B) beautiful          (C) week (D) chubby</p>	<p>21 Goals are mainly categorized as .....</p> <p>(A) Intrinsic &amp; extrinsic          (B) good &amp; bad          (C) positive &amp; negative          (D) short term &amp; long term</p>
	<p>22 Which one of the following is not a means of communication ?</p> <p>(A) Phone (B) E-mail          (C) SMS (D) Bus</p>
	<p>23 Which one of the following is a personal barrier that hampers our growth .....</p> <p>(A) confidence (B) fearness          (C) friendliness (D) calmness</p>



- 24 One of the reason to lose our motivation is .....  
 (A) to be focused (B) lack of direction (C) to be confident (D) lack of fear
- 25 Which one of the following is a "DO's" for an interview ?  
 (A) Informal dress (B) Nervousness  
 (C) Lie about your ability to get job (D) Calm approach

#### Answers

1	2	3	4	5	6	7	8	9	10
A	A	C	A	B	D	C	A	A	C
11	12	13	14	15	16	17	18	19	20
A	D	A	B	C	A	D	C	A	C
21	22	23	24	25					
D	D	B	B	D					

#### QUESTION PAPER - 2015 (SEM - 2, Morning Session)

- 01 A person who takes risk of setting up his own business is called .....  
 (A) Merchant (B) Entrepreneur  
 (C) businessman (D) sales executive
- 02 For medium service enterprises, the investment range is between .....  
 (A) 1 lakh to 10 lakh  
 (B) 10 lakh to 2 crores  
 (C) 2 crores to 5 crores  
 (D) 5 crores to 10 crores
- 03 Expansion of MSME is .....  
 (A) Micro, scale and Medium Enterprises  
 (B) Macro, small and Medium Enterprises  
 (C) Micro, small and Medium Enterprises  
 (D) Minor, Small and Medium Enterprises
- 04 Which one is a direct promotion technique?  
 (A) Advertisement  
 (B) Customer service  
 (C) Public relation  
 (D) Good will of the community
- 05 Which one is an integrated business accounting software for small and medium business ?  
 (A) Tally (B) Busy  
 (C) Wings (D) Target
- 06 Ozone layer is made up of .....  
 (A) one oxygen atom (O)  
 (B) two oxygen atoms (O<sub>2</sub>)  
 (C) three oxygen atoms (O<sub>3</sub>)  
 (D) four oxygen atoms (O<sub>4</sub>)
- 07 Which one is NOT a global warming impact ?  
 (A) Proper rain fall pattern  
 (B) Rising sea level  
 (C) Melting of glacier  
 (D) Change in rain fall pattern

<p>08 Primary source of water is .....          (A) river (B) lake          (C) rain water (D) ground water</p> <p>09 The transformation of water vapour is liquid water droplets in air is called .....          (A) transpiration (B) condensation          (C) evaporation (D) precipitation</p> <p>10 Which one is non-renewable energy ?          (A) Solar (B) Wind          (C) Coal (D) Rain</p> <p>11 Noise, vibration, radiation etc. comes under .....          (A) physical hazard          (B) chemical hazard          (C) Biological hazard          (D) mechanical hazard</p> <p>12 Scientific study of the relationship between men and his working environment is called .....          (A) economics (B) ergonomics          (C) biology (D) ecology</p> <p>13 Hand protection is done through .....          (A) goggles (B) mask          (C) helmet (D) gloves</p> <p>14 In fire fighting method, "starvation" is .....          (A) limitation of oxygen          (B) pouring water          (C) elimination of fuel          (D) reduction of temperature</p>	<p>15 The unsafe condition to work is .....          (A) oily floor          (B) goold light          (C) proper tools          (D) adequate ventilation</p> <p>16 Under factories Act, the workers weekly hours should not exceed more than .....          (A) 60 hours (B) 50 hours          (C) 48 hours (D) 40 hours</p> <p>17 What is the minimum percentage of employee's contribution from the basic salary as per EPF Act, 1952 ?          (A) 8.5 % (B) 9.0 %          (C) 12.0 % (D) 12.5 %</p> <p>18 What is the completed age of an adults worker under factories Act, 1948 ?          (A) 21 years (B) 18 years          (C) 15 years (D) 13 years</p> <p>19 Which amount doesn't include in "Wages" amount as per "payment wage Act"?          (A) Travel allowance          (B) Dearness allowance          (C) Remuneration payable in respect of over time work          (D) Remuneration payable under any award</p> <p>20 The expansion of ILO is .....          (A) International Labour Organization          (B) Indian Labour Organization          (C) Indian Labour Occupation          (D) International Labour Occupation</p>
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- 21 The Expansion of QMS is .....
- (A) Quality Maintenance Scheme (B) Quality Management Scheme  
(C) Quality Maintenance System (D) Quality Maintenance System
- 22 What is the name uses for word "Waste"?
- (A) MUDA (B) MURA (C) MURI (D) MUSA
- 23 The Expansion of PDCA is .....
- (A) Plan, Develop, Control, Act (B) Plan, Do, Check, Act  
(C) Plan, Develop, Check, Act (D) Plan, Do, Control, Act
- 24 What is the function of "Histogram" quality tool ?
- (A) easy data collection (B) narrow problem area  
(C) indicates shape of distribution (D) assess factors for problem
- 25 What does "KAIZEN" mean ?
- (A) Maintain standard (B) Self discipline  
(C) Quality management (D) Continuous improvement

**Answers:**

1	2	3	4	5	6	7	8	9	10
B	D	C	A	A	C	A	C	B	C
11	12	13	14	15	16	17	18	19	20
A	B	D	A	A	C	C	B	A	A
21	22	23	24	25					
C	A	B	C	D					



## QUESTION PAPER - 2015 (SEM - 2, Evening Session)

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| <p>01 Entrepreneurship is also termed as .....<br/>         (A) employment seeker<br/>         (B) self employment<br/>         (C) employer<br/>         (D) investor</p> <p>02 For small manufacturing enterprises, the investment range is between .....<br/>         (A) 25 lakhs to 5 crores<br/>         (B) 2 crores to 5 crores<br/>         (C) 5 crores to 10 crores<br/>         (D) 10 crores to 20 crores</p> <p>03 When was MSMED Act was implemented ?<br/>         (A) 1990                      (B) 2000<br/>         (C) 2006                      (D) 2010</p> <p>04 Which one is an indirect promotion technique ?<br/>         (A) Publicity<br/>         (B) Advertisement<br/>         (C) Customer service<br/>         (D) Personal selling tactics</p> <p>05 Which one records all the transaction concerning cash receipt and payment ?<br/>         (A) Journal                      (B) Cash book<br/>         (C) Voucher                      (D) Sales Book</p> <p>06 Which one is NOT a factor for causing global warming ?</p> | <p>(A) Deforestation<br/>         (B) Burning fossil fuels<br/>         (C) Planting more trees<br/>         (D) Water pollution</p> <p>07 Which one is NOT a part 3R's to save environment ?<br/>         (A) Recycle                      (B) Regenerate<br/>         (C) Reduce                      (D) Reuse</p> <p>08 Which one is a renewable energy ?<br/>         (A) Solar                      (B) Coal<br/>         (C) Methane                      (D) Hydro electric</p> <p>09 Energy flow in an ecosystem is always...<br/>         (A) Cyclic<br/>         (B) reversible<br/>         (C) uni-directional<br/>         (D) multi-directional</p> <p>10 Below food relation is called .....<br/>         "Grass→Deer→Lion→Decomposer"<br/>         (A) food web<br/>         (B) food chain<br/>         (C) food process<br/>         (D) food pyramid</p> <p>11 Inflammable, toxic, corrosive etc comes under.....<br/>         (A) physical hazard<br/>         (B) chemical hazard<br/>         (C) biological hazard<br/>         (D) mechanical hazard</p> |
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12 Occupational health and safety is NOT concerned with .....

- (A) safety (B) health  
(C) salary (D) welfare

13 Head protection is done through .....

- (A) helmet (B) goggles  
(C) gloves (D) mask

14 In fire fighting method, blanketing is .....

- (A) limitation of oxygen  
(B) elimination of fuel  
(C) reduction of temperature  
(D) pouring water

15 What are the two main causes of incidents in the workplace ?

- (A) Unsafe acts and unsafe people  
(B) Unsafe people and unsafe machines  
(C) Unsafe conditions and unsafe machines  
(D) Unsafe acts and unsafe condition

16 Which Scheme of "Act" provides health insurance requirements for workers ?

- (A) Factories Act  
(B) Plantation labour Act  
(C) Employee's compensation Act  
(D) Employee's state insurance Act

17 Under factories Act, permitted maximum weight for lifting, carrying or moving by hand or on head for female is .....

- (A) 50 kg (B) 30 kg  
(C) 25 kg (D) 10 kg

18 When was employee's compensation Act was implemented ?

- (A) 1923 (B) 1948  
(C) 1968 (D) 1991

19 ESI Act does not apply to employees, who are.....

- (A) warehouse employees  
(B) Members in armed force  
(C) residential hotel employees  
(D) printing establishment employees

20 What is the complete age of an adult worker under Factories Act 1948 ?

- (A) 21 years (B) 18 years  
(C) 15 years (D) 13 years

21 Quality (Q) is defined in relation with Performance (P) and Expectation (E) as .....

- (A)  $P = \frac{E}{Q}$  (B)  $Q = \frac{P}{E}$   
(C)  $Q = \frac{E}{P}$  (D)  $P = \frac{Q}{E}$

22 What does "SEIRI" stand for ?

- (A) Shine (B) Standardization  
(C) Self discipline (D) Sorting out

23 The wrong name for quality circle is .....

- (A) big circle (B) action circle  
(C) productivity circle  
(D) excellence circle

24 The total number of popular quality tool is .....

- (A) 9 (B) 8 (C) 7 (D) 6

25 What is the function of "Pareto diagram" in Quality control ?

- (A) Easy data collection  
(B) Indicates shape of distribution  
(C) Assess factors for problem  
(D) Narrow down the problem area

**Answers**

1	2	3	4	5	6	7	8	9	10
B	A	C	C	B	C	B	A	A	B
11	12	13	14	15	16	17	18	19	20
B	C	A	A	C	D	B	A	B	B
21	22	23	24	25					
B	D	A	C	D					



## PAPER - January 2016 (SEM - 1, 1 Year Trades)

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| <p>1. Pronunciation refers to....<br/>             A. diphthong      B. consonant<br/>             C. punctuation      D. production of sound</p> <p>2. Which one is NOT an article?<br/>             A. a      B. an      C. in      D. the</p> <p>3. Choose the correct tense of the verb.<br/>             "I.....music when I was child."<br/>             A. learn      B. am Jeaming<br/>             C. will learn      D. learnt</p> <p>4. Fill in the blank with proper pronoun.<br/>             "She made this cake ..."<br/>             A. itself      B. myself<br/>             C. herself      D. himself</p> <p>5. Which one is a cardinal number?<br/>             A. IV      B. 10<sup>th</sup>      C. 1st      D. 1</p> <p>6. Which one is in active voice?<br/>             A. Ram has passed the exam.<br/>             B. The ball was caught by him.<br/>             C. The book was being read by her.<br/>             D. We were driven home by dad. ,</p> <p>7. Which one is NOT a benefit of the role playing?<br/>             A. Builds confidence<br/>             B. Develops listening skill<br/>             C. Develops creative problem solving skill<br/>             D. Develops boredom</p> <p>8. Curriculum Vitae (CV) is also known as....<br/>             A. resume      B. job description<br/>             C. cover letter      D. application letter</p> <p>9. A written description of duties and responsibilities to be carried out in a job is called.....<br/>             A. CV      B. resume<br/>             C. job description      D. job application</p> | <p>10. Which one is an output device of the computer?<br/>             A. Printer      B. MIC , C. Mouse      D. Keyboard</p> <p>11. CPU stands for.....<br/>             A. Central Programming Unit<br/>             B. Central Processing Unit<br/>             C. Central Planning Unit<br/>             D. Central Progress Unit</p> <p>12. Spread sheets are saved with extension....<br/>             A. xls      B. .doc      C. pdf      D. mp3</p> <p>13. 1 Byte = .....<br/>             A. 2 bits      B. 4 bits      C. 8 bits      D. 16 bits</p> <p>14. Computer network that spans a regional, national or global area is called<br/>             A. LAN      B. MAN      C. WAN      D. CAN</p> <p>15. Which is a shortcut key for 'Copy' command?<br/>             A. Ctrl + V      B. Ctrl + C<br/>             C. Ctrl +A      D. Ctrl + X</p> <p>16. Which one is a web browser?<br/>             A. Face book<br/>             B. Hot mail<br/>             C. Internet explorer<br/>             D. Outlook express</p> <p>17. A program that infects other programs by modifying them is called....<br/>             A. search engine      B. virus<br/>             C. antivirus      D. cyber crime</p> <p>18. Which one is the disadvantage of social networking sites?<br/>             A. Instant communication<br/>             B. Make addictive<br/>             C. Access to information<br/>             D. Online marketing for business</p> |
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19. Goals are categorized as.....

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

20. The study of right and wrong in human endeavors is called....

- A. motivation B. self-awareness C. ethics D. goal

21. Which one is not an outcome of positive attitude?

- A. Enthusiasm B. Creativity C. Boredom D. Problem solving attitude

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

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

23. What is the expansion of "FYI" SMS?

- A. For Your Information B. For Your Identification  
C. For Your Internet D. For Your Innocence

24. Gesture 'Brisk erect walk' shows....

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

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

- A. Nervousness B. Informal dress C. Clam approach D. Excessive gesture

**Answers**

1 - D	2 - C	3 - D	4 - C	5 - D
6 - A	7 - D	8 - A	9 - C	10 - A
11 - B	12 - A	13 - C	14 - C	15 - B
16 - C	17 - B	18 - B	19 - D	20 - C
21 - C	22 - A	23 - A	24 - C	25 - C

**PAPER - January 2016 (SEM - 1, 2 Year Trades)**

1. Which one is NOT a vowel?

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

2. 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

3. Rise and fall of pitch of voice is called....

- A. vowel B. Intonation C. consonant D. pronunciation

4. Which one is a cardinal number?

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



<p>5. Which one is a 'Do's' of discussion etiquettes?</p> <p>A. Loose your temper B. Listen to others C. Talk about irrelevant details D. Use impolite or rude language</p> <p>6. Choose the correct response for the given question. "How have you been?"</p> <p>A. Very well, And you? B. Thank you. And you? C. Same to you D. On vacation. And you?</p>	<p>13. Which device is used to connect teleprinter line to a PC?</p> <p>A. Modem                      B. Monitor C. Printer                      D. Hard disk</p> <p>14. In Excel, the intersection of a row and column is called a....</p> <p>A. cell                          B. label C. square                      D. worksheet</p> <p>15. Low level language is also called....</p> <p>A. source code B. middle ware C. machine language D. assembly-language</p>
<p>7. Fill in the blank with comparative adjective. "Your pencil is.....than mine".</p> <p>A. sharp    B. sharper    C. blunt    D. thick</p> <p>8. Choose suitable "wh" word for the given sentence. ".....animal do you like?"</p> <p>A. Which    B. Why    C. Where    D. When</p> <p>9. A resume should be.....</p> <p>A. short and precise B. fancy and colourful C. having acronyms and abbreviation D. having long and detailed information</p> <p>10. Which one is a brain of computer?</p> <p>A. Keyboard                  B. CPU C. Monitor                    D. Hard disk</p> <p>11. The expansion of RAM is.....</p> <p>A. Read Access Memory B. Random Access Memory C. Random Addition Machine D. Read Append Machine</p> <p>12. In which orientation, the text is printed length wise?</p> <p>A. Landscape                  B. Margin C. Portrait                      D. Width</p>	<p>16. Which one is a cyber crime?</p> <p>A. Sending email B. Online purchasing C. Online gambling D. Chatting with friends</p> <p>17. Which one is a search engine?</p> <p>A. Flickr                      B. Hotmail C. Facebook                  D. Google</p> <p>18. An illegal activity committed on the internet is called....</p> <p>A. virus                      B. cyber crime C. search engine              D. social networking</p> <p>19. What does 'ASAP' stand for, in SMS language?</p> <p>A. As Silent As Probable B. As Soon As Probable C. As Soon As Possible D. As Simple As Possible</p> <p>20. Intrinsic motivation is....</p> <p>A. short lived B. long lasting C. for money or reward D. to gain social acceptance</p>
252	Solved Papers

23. Which of the following is considered to be effective listening skill?
- Do not see the speaker when speaker is talking
  - Interrupt speaker in between when you feel speaker is not right
  - Do not consider tone of voice only focus on words
  - None of these
24. Which of the following is correct grooming standard for ladies while attending business interviews?
- Formal saree
  - Heavy jewellery
  - Excessive make up
  - Nail art
25. Correct sequence of stages for problem solving are \_\_\_\_
- Making a decision; implementation; seeking feedback; problem identification; structuring the problem; looking for possible solutions.
  - Problem identification; structuring the problem; looking for possible solutions; making a decision; implementation; seeking feedback
  - Seeking feedback; problem identification; structuring the problem; looking for possible solutions; making a decision; implementation.
  - Structuring the problem; looking for possible solutions; seeking feedback; problem identification; making a decision; implementation.

**Answers**

1 - B	2 - C	3 - B	4 - A	5 - D
6 - B	7 - C	8 - A	9 - C	10 - C
11 - A	12 - B	13 - C	14 - D	15 - D
16 - A	17 - B	18 - B	19 - C	20 - C
21 - C	22 - A	23 - D	24 - A	25 - B

**PAPER - January 2017 (SEM - 1, 2 Year Trades)**

- Which of the following sentences is correct?
  - The tired old man just lay down and died.
  - The tired old man lied down and died.
  - The tired old man just laid down and died.
  - None of these
- Which of the following spellings is correct?
  - Computer
  - Cumputer
  - Computor
  - Cumputor
- Which of the following spellings is correct?
  - Futball
  - Fuutball
  - Football
  - Footbal
- Active voice: The sailor anchored his boat in the harbour.
  - The sailor anchored the boat.
  - The boat was anchored by the sailor in the harbour
  - The boat was anchored by the sailor
  - None of these.
- The past tense for SPEAK is-
  - Speaked
  - Speaking
  - Spokes
  - Spoke
- Which of the following sentence is correct?
  - I have 2 brother
  - I have 2 brothers
  - I have 1 brothers
  - None of these



7. My father is \_\_\_\_\_ engineer.  
a) One b) A c) An d) None of these.
8. Good \_\_\_\_\_. I am going to sleep.  
a) Morning b) Afternoon  
c) Evening d) Night
9. In computers, OS stands for-  
a) Operating Software  
b) Operating Service  
c) Operating Statement  
d) Operating System
10. The command to copy a folder or a file is-  
a) Fn + C b) Alt + C  
c) Ctrl + C d) Shift + C
11. The shortcut command to print a word document is-  
a) Print screen b) Ctrl + P  
c) Shift + P d) Alt + PS
12. WAN stands for-  
a) Winning and Networking  
b) Windows Access Network  
c) Wide Access Network  
d) Wide Area Network
13. Which of the following is a social media site?  
a) www.google.com  
b) www.wikipedia.com  
c) www.facebook.com  
d) www.skyscanner.com
14. Which one of the following is an anti-virus?  
a) Norton b) Mozilla  
c) Internet Explorer d) None of these.
15. The vertical lines in excel sheet are known as-  
a) Rows b) Columns c) Matrix d) Pillars
16. The \_\_\_\_\_ is used to send messages through electronic media.  
a) Snail Mail b) E-Mail  
c) Post Mail d) Air Mail
17. For effective communication, there has to be a \_\_\_\_\_ and a receiver.  
a) Transmitter b) Painter  
c) Sender d) Carpenter

18. Communication is \_\_\_\_\_.  
a) Exchange of information  
b) Piece of information  
c) Bank of information  
d) Reservoir of information.
19. Written communication uses \_\_\_\_\_.  
a) Letter b) Body language  
c) Speech d) Computer
20. Which of the following is not a part of effective communication?  
a) Message b) Channel  
c) Feedback d) Radio
21. Eye contact is considered to be which of the following communication?  
a) Verbal b) Non verbal c) Oral d) Written
22. According to body language, biting of nails indicates-  
a) Stress b) Happy  
c) Relaxe d) All of these
23. Which of following is considered to be effective listening skill?  
a) Stop talking when speaker is talking  
b) Focus on the speaker  
c) Encourage speaker  
d) All of these.
24. Which of the following is correct grooming standard for gentlemen while attending interviews?  
a) Clean shave b) Shorts  
c) Slippers d) Long hair
25. Which of the following is not part of tripple-A listening?  
a) Attitude b) Absorb  
c) Attention d) Adjustment

#### Answers:

1 - A	2 - A	3 - C	4 - B	5 - D
6 - B	7 - C	8 - D	9 - A	10 - C
11 - B	12 - D	13 - C	14 - A	15 - B
16 - B	17 - C	18 - A	19 - A	20 - D
21 - B	22 - A	23 - D	24 - A	25 - B

## PAPER - January 2017 (SEM - 1, 1 Year Trades)

1. Which of the following sentences is correct?
  - a) Faisal has a MBA degree from Delhi University.
  - b) Faisal has an MBA degree from Delhi University.
  - c) Faisal has an Master of Business Administration from Delhi University.
  - d) None of these
2. Which of the following spellings is correct?
  - a) Cupbored
  - b) Capboard
  - c) Cupboard
  - d) None of these
3. Active Voice: The pilot landed the helicopter safely. Passive Voice
  - a) The pilot safely landed the helicopter.
  - b) The helicopter was safely landed by the pilot
  - c) The pilot had a safe landing of the helicopter.
  - d) None of these
4. The past tense for WIN is-
  - a) Won
  - b) Winning
  - c) Wonned
  - d) Wins
5. The present continuous tense for TALK is
  - a) Talked
  - b) Talks
  - c) Talker
  - d) Talking
6. My name Harish Uniyal. I am a student.
  - a) Are
  - b) Is
  - c) Was
  - d) Were
7. The earth goes the sun.
  - a) In
  - b) With
  - c) Around
  - d) By
8. Good \_\_\_\_\_. The time is 10 AM.
  - a) Morning
  - b) Afternoon
  - c) Evening
  - d) Night
10. The command to permanently delete a folder from computer is
  - a) Delete
  - b) Alt + Delete
  - c) Shift + Delete
  - d) Ctrl + Delete
11. The shortcut command to open a new excel sheet is
  - a) Ctrl + N
  - b) Alt + N
  - c) Shift + N
  - d) Fn + N
12. LAN stands for
  - a) Line Access Network
  - b) Local Area Network
  - c) Local Access Network
  - d) Language Access Network
13. Which of the following is a web browser?
  - a) Facebook
  - b) Twitter
  - c) Chrome
  - d) Snapchat
14. The full form of CV is
  - a) Curriculum vita
  - b) Curriculum vitesse
  - c) Curriculum vitra
  - d) Curriculum vitae
15. The horizontal lines in an excel sheet are known as
  - a) Columns
  - b) Matrix
  - c) Tracks
  - d) Rows
16. A program that infects other program by modifying them is called
  - a) Virus
  - b) Antivirus
  - c) Web page
  - d) Note pad
17. Fill in the blanks with proper interrogative adjective
  - a) Who
  - b) Where
  - c) Which
  - d) What's
18. Fill in the blanks with proper reflexive pronoun. "She has hurt \_\_\_\_\_.
  - a) Myself
  - b) Herself
  - c) Himself
  - d) Itself
19. Verbal communication uses
  - a) Letter
  - b) Body language
  - c) Speech
  - d) Computer
20. Which one is a barrier to speaking?
  - a) Poor listening
  - b) Lack of time
  - c) Nervousness
  - d) Reluctant to read
21. Which one is NOT the outcome of positive attitude?
  - a) Enthusiasm
  - b) Creativity
  - c) Boredom
  - d) Problem solving attitude
22. According to body language, crossed arms in front of the chest indicates-.
  - a) Disagreement
  - b) Happy
  - c) Relaxed
  - d) All of these



21. 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
22. 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
23. Goals are categorized as....
- A. good and bad B. inner and outer C. intrinsic and extrinsic D. short term and long term
24. Dedication to a particular work is called....
- A. integrity B. confidence C. commitment D. intelligence
25. Which one is not an essential characteristic to achieve success?
- A. Integrity B. Confidence C. Commitment D. Unethical work

#### Answers

1 - C	2 - A	3 - B	4 - A	5 - B
6 - A	7 - B	8 - A	9 - A	10 - B
11 - B	12 - C	13 - A	14 - A	15 - C
16 - C	17 - D	18 - B	19 - C	20 - B
21 - A	22 - A	23 - D	24 - C	25 - D

## PAPER - July 2016 (SEM - 2, 1 Year Trades)

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|--|--|
| <p>1. In an economic growth, role of entrepreneur is to.....<br/>             A. generate unemployment<br/>             B. stagnate standard of living<br/>             C. improve per capita income<br/>             D. unbalance the regional development</p> <p>2. The expansion of SIDO is.....<br/>             A. Small Industries Development Organization<br/>             B. Small Income Development Organization<br/>             C. Small Investment Development Organization<br/>             D. Standard Industry Development Organization</p> <p>3. As compared to small scale business, large scale business requires...<br/>             A. less no. of persons<br/>             B. less no, of capital<br/>             C. more no. of person<br/>             D. small machines and tools</p> <p>4. In "SWOT" analysis, "S" stands for....<br/>             A. Success                      B. Strength<br/>             C. Survey                        D. Service</p> <p>5. Paid form of ideas, goods and services are called.....<br/>             A. publicity                      B. goodwill<br/>             C. public relation              D. advertisement</p> <p>6. The enterprises engaged in production of goods are known as....<br/>             A. micro enterprises<br/>             B. macro enterprises<br/>             C. service enterprises<br/>             D. manufacturing enterprises</p> <p>7. The expansion of ATM is.....<br/>             A. Automated Tune Machine<br/>             B. Automated Teller Machine<br/>             C. Asynchronous Teller Machine<br/>             D. Asynchronous Time Machine</p> | <p>8. The process used by a business to verify the identity of their client is....<br/>             A. GDP      B. KYC      C. ATM      D. TFP</p> <p>9. During using ATM, Authentication is provided by customer by entering.....<br/>             A. cash      B. IFSC      C. PIN      D. KYC</p> <p>10. Low productivity will lead to.....<br/>             A. job security<br/>             B. political stability<br/>             C. decrease in GDP per capita<br/>             D. increase in GDP per capita</p> <p>11. What is the advantage of automation?<br/>             A. Reduced operation time<br/>             B. High initial cost<br/>             C. Unpredictable development cost<br/>             D. Security threats</p> <p>12. In fire fighting method 'Starvation' is.....<br/>             A. limitation of oxygen<br/>             B. pouring water<br/>             C. elimination of fuel<br/>             D. reduction of temperature</p> <p>13. Which one is an unsafe condition for work?<br/>             A. Oily Floor      B. Good light<br/>             C. Proper tools      D. Adequate ventilation</p> <p>14. ABC of first aid stands for.....<br/>             A. Airway, Bleeding and Circulation<br/>             B. Airway, Breathing and Circulation<br/>             C. Airway, Bleeding and Compression<br/>             D. Airway, Breathing and Compression</p> <p>15. Earthquake is measured with an instrument called.....<br/>             A. telegraph                      B. seismograph<br/>             C. oscillograph                  D. bar graph</p> |
|--|--|



16. Which one is a non - renewable energy resource?

- A. Solar                      B. Coal  
C. Methane                  D. Hydro electric

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

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

18. Which factor is NOT concerned with occupational health and safety?

- A. Safety                      B. Health  
C. Welfare                    D. Salary

19. Under Factories Act, the workers weekly hours should not exceed more than....

- A. 60 hours                  B. 50 hours  
C. 48 hours                  D. 40 hours

20. What is the expansion of ILO?

- A. International Labour Organization  
B. Indian Labour Organization  
C. Indian Labour Occupation  
D. International Labour Occupation

21. Which formula is correct to quantify the quality?

- A.  $Q = P/E$                   B.  $Q = E/P$   
C.  $E = Q/P$                   D.  $P = Q/E$

22. Total number of popular quality tools are...

- A. 9                      B. 8                      C. 7                      D. 6

23. "KAIZEN" means.....

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

24. The PDCA means.....

- A. Plan, Develop, Control, Act  
B. Plan, Do, Check, Act  
C. Plan, Develop, Check, Act  
D. Plan, Do, Control, Act

25. What does "SERI" stand for?

- A. Sorting out  
B. Self discipline  
C. Standardization  
D. Systematic arrangement

### Answers

1 - C	2 - A	3 - C	4 - B	5 - A
6 - D	7 - B	8 - B	9 - C	10 - C
11 - A	12 - A	13 - A	14 - B	15 - B
16 - A	17 - C	18 - D	19 - C	20 - A
21 - A	22 - C	23 - D	24 - B	25 - A

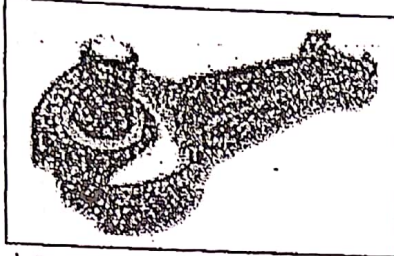
## PAPER - July 2016 (SEM - 2, 2 Year Trades)

1. A commercial document issued by a seller to the buyer is called \_\_\_\_  
 a) Liability                      b) Asset  
 c) Invoice                         d) Equity
2. SWOT is primarily, a \_\_\_\_  
 a) Planning tool                b) Marketing tool  
 c) Banking tool                 d) Insurance tool
3. For availing loan facility, the entrepreneur has to contribute some money from his own resources. This amount of money is called \_\_\_\_  
 a) Minimum money            b) Maximum money  
 c) Margin money                d) Material money
4. SIDO is an apex organization concerned with \_\_\_\_  
 a) Welfare of women  
 b) Child labour  
 c) Population control  
 d) Small scale industries.
5. It is a document used as delivery note while sending goods. The receiver signs on the duplicate copy and returns to the sender as a token of acceptance. This document is Called..  
 a) Challan                        b) Invoice  
 c) Bill                                d) Receipt
6. What does MSME stand for?  
 a) Mini, Small and Major Enterprises  
 b) Micro, Small and Major Enterprises  
 c) Micro, Small and Medium Enterprises  
 d) Micro, Small and Main Enterprises
7. One of the ancillary services provided by banks is "ATM Cards". What does "ATM" stand for?  
 a) Any Time Money  
 b) Anywhere Time Machine  
 c) Ancillary Teller Machine  
 d) Automatic Teller Machine
8. A firm is said to be productively efficient, if \_\_\_\_  
 a) Its cost of production is low  
 b) It is selling its product at low price  
 c) It is producing what customers want  
 d) It is most popular in the region
9. Which one of the following is not an advantage of introduction of new technology in a firm?  
 a) Reduction of waste  
 b) Increases strain in industrial relation  
 c) New and better products  
 d) Better communication
10. LIC is concerned with \_\_\_\_  
 a) Real estate                    b) Money lending  
 c) Export business               d) Insurance
11. FDI stands for \_\_\_\_  
 a) Foreign Diverse Investment  
 b) Foreign Dealers in India  
 c) Foreign Direct Interest  
 d) Foreign Direct Investment
12. When you approach a seriously injured person, think of the ABC. What is ABC?  
 a) Airway- Breathing-Circulation  
 b) Airflow- Breast-Circulation  
 c) Airspace-Breathing-Cipher  
 d) Airway-Breast-Circulation
13. It is a metallic object which is present in petrol and diesel and which can cause damage to nervous system. What is it?  
 a) Chromium                      b) Tin  
 c) Lead                                d) Antimony
14. When working on electrical equipment, the area should not be wet because \_\_\_\_  
 a) One may slip  
 b) It increase body resistance to flow of current



- c) It decreases body resistance to flow of current
- d) It can cause fluctuation in voltage

15. What is wrong with the use of spanner in figure given below?



- a) One end of spanner is broken
- b) The spanner is not of correct size
- c) The spanner is not long enough
- d) The spanner is cracked

16. When working in a workshop don't indulge in horseplay. What does "horseplay" mean?

- a) Unauthorized work
- b) Rough and noisy behavior
- c) Wastage of material
- d) Fiddling with electrical equipment

17. Which one of the following is a biological hazard?

- a) Virus
- b) Fatigue
- c) Alcoholism
- d) Old age

18. The Workmen's Compensation Act provides compensation in case of \_\_\_\_

- a) Disablement
- b) Funeral expenses
- c) Maternity expenses
- d) Sickness

19. Which of the following benefits is provided under the EST Act?

- a) Sickness benefit
- b) Maternity benefit
- c) Employment injury benefit
- d) All of these

20. Apprenticeship training is provided in \_\_\_\_

- a) Schools
- b) Industrial Training Institutes
- c) Industries
- d) All of these

21. Quality circles are \_\_\_\_ groups of employees who voluntarily meet to solve work related problems. (Fill in the blank).

- a) Formal
- b) Informal
- c) Contractual
- d) Expert

22. Leaving tools in aisles in a workshop can create \_\_\_\_

- a) A tripping hazard
- b) A chemical spill
- c) Additional storage space
- d) Easy accessibility to tools

23. Quality objectives of any department must be \_\_\_\_

- a) Lofty
- b) Measurable
- c) Multiple
- d) High

24. When you hear the evacuation alarm you must \_\_\_\_

- a) Stop to get your belongings
- b) Call your supervisor
- c) Await further instructions
- d) Evacuate immediately to the emergency assembly location

25. If you are injured at work, no matter how insignificant it is, you must \_\_\_\_

- a) Go home
- b) Report to your supervisor
- c) Go to the hospital
- d) Tell your family

#### Answers

1 - C	2 - A	3 - C	4 - D	5 - A
6 - C	7 - D	8 - A	9 - B	10 - D
11 - D	12 - A	13 - C	14 - C	15 - B
16 - B	17 - A	18 - A	19 - D	20 - C
21 - B	22 - A	23 - B	24 - D	25 - B