Choose the correct answers:

1. Which of the following sentences is correct:
   a) The tired old man just lay down and died.
   b) The tired old man lied down and died.
   c) The tired old man just laid down and died.
   d) None of these

2. Which of the following spellings is correct:
   a) Computer
   b) Cumpeter
   c) Computor
   d) Cumputor

3. Which of the following spellings is correct:
   a) Futball
   b) Fuuhtball
   c) Football
   d) Foobal

4. Active Voice: The sailor anchored his boat in the harbour.
   a) The sailor anchored the boat
   b) The boat was anchored by the sailor in the harbour
   c) The boat was anchored by the sailor
   d) None of these

5. The past tense for SPEAK is:
   a) Spaked
   b) Speaking
   c) Spoke
   d) Spoke

6. Which of the following sentences is correct:
   a) I have 2 brother
   b) I have 2 brothers
   c) I have 1 brothers
   d) 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) Opening Service
   c) Opening 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 + P

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 of the following is an anti-virus?
    a) Norton
    b) Mozilla
    c) Internet Explorer
    d) None of these

15. The vertical lines in an 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 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) Relaxed    d) All of these

23. Which of the 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 Triple – A listening?
   a) Attitude    b) Absorb      c) Attention   d) Adjustment

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