

PAPER-I
PART - B (EMPLOYABILITY SKILLS)
SEMESTER-I
(MORNING SESSION)
(2Year Trades)

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) Cumputer c) Computor d) Cumputor
3. Which of the following spellings is correct-
a) Futball b) Fuutball 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) Spokes 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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