PART - B (EMPLOYABILITY SKILLS)  

(MARKS: 50)

Choose the correct answer.

1. He would starve to death rather than ______ a loan.
   a) Have asked  
   b) Ask  
   c) To ask  
   d) To have asked

2. It was easy to guess what they had been doing ______.
   a) From living  
   b) So as to live  
   c) For a living  
   d) To live

3. Reading comprehension means understanding a ______ text.
   a) Oral  
   b) Written  
   c) Usual  
   d) Audio

4. Once the message is encoded in a desired format it is transferred through a medium called ______.
   a) Channel  
   b) Medium  
   c) Media  
   d) Way

5. It is important to consider proper ______ where you are giving your presentation.
   a) Darkness  
   b) Lighting  
   c) Lightning  
   d) Ventilation

6. Any word that adds more meaning to the noun is called an ______.
   a) Adverb  
   b) Verb  
   c) Adjective  
   d) Noun

7. Our dress code is an example of ______ communication.
   a) Verbal  
   b) Nonverbal  
   c) Written  
   d) Spoken

8. The application letter is –
   a) A description of your core strengths and suitability for the job  
   b) A statement of your job objective  
   c) A summary of your qualifications and experiences  
   d) A foreword

9. A light sensitive device that converts drawing, printed text or other images into digital form is –
   a) Keyboard  
   b) Plotter  
   c) Scanner  
   d) OMR
10. In order to tell Excel that we are entering a formula in cell, we must begin with an operator such as—
   a) $                   b) =
   c) @                   d) +

11. Microsoft Word is an example of—
   a) An operating system b) Processing device
   c) Application software d) System software

12. The ________ program compresses large files into a smaller file.
   a) WinZip                   b) WinShrink
   c) WinStyle                 d) None of these

13. Ctrl + C is used to—
   a) Copy the selected text b) Cut the selected text
   c) Paste the selected text d) Print the selected text

14. Which of the following is not the correct method of editing the cell content?
   a) Press the Alt key       b) Press the F2 key
   c) Click the formula bar   d) Double click the cell

15. LAN stands for—
   a) Local Area Net        b) Long Area Network
   c) Local Area Network    d) Long Area Net

16. Which of the following should be used when you want to add a slide to an existing presentation?
   a) File, add a new slide  b) Insert, New slide
   c) File open              d) File, new

17. Communication is a non-stop ________.
   a) Paper                   b) Process
   c) Programme               d) Plan

18. Environmental barriers are same as ________ noise.
   a) Physiological           b) Psychological
   c) Physical                d) Cultural

19. Personification of strength and violence are considered as ________ gender.
   a) Masculine           b) Feminine
   c) Common             d) Neuter

20. The ________ are used to present using overhead projectors.
   a) Acetate film sheet     b) Paper sheet
   c) Polythene sheet       d) Butter paper
21. In ______ listening the main intention is to seek certain information which will be appreciated.
   a) Empathetic          b) Appreciative
   c) Evaluative          d) Dialogic

22. ______ context refers to the similarity of backgrounds between the sender and the receiver.
   a) Physical            b) Social
   c) Cultural            d) Chronological

23. Understanding ______ different parts of speech forms the base of leaning grammar.
   a) Five                b) Eight
   c) Seven               d) Six

24. When you should plan to arrive for your interview –
   a) 2 hours early       b) 1 hours early
   c) 30 minutes early    d) Right on time

25. The experience of feeling competent to cope with the basic challenges in life and of being worthy of happiness is –
   a) Arrogance           b) Self-esteem
   c) Wishful thinking    d) Self efficacy

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