

**PAPER-I
SEMESTER-I
(EVENING SESSION)
(SIX MONTH / ONE YEAR TRADES)**

PART-B (EMPLOYABILITY SKILLS)

(Marks : 50)

Choose the correct answers:

1. She was so shy _____ all invitations.
a) That to refuse b) As to refuse c) As refusing d) For refusing
2. _____ can't always be the best.
a) None b) Every one c) No one d) One
3. The _____ is an exclamation mark.
a) ? b) ! c) : d) @
4. A _____ may be defined as the name of a person place or thing.
a) Verb b) Noun c) Pronoun d) Adverb
5. Most of our day to day reading is done --
a) Loudly b) Intensively c) Silently d) Extensively
6. A _____ is a word which connects words phrases, clauses or sentences.
a) Preposition b) Conjunction c) Interjection d) Verb
7. _____ is nothing but checking whether we have followed the earlier stages promptly and efficiently.
a) Review b) Reading c) Recalling d) All of these
8. In an interview when you do not know an answer, you should --
a) Admit you do not know the answer b) Keep guessing
c) Remain quiet d) Bluff
9. Any data or instruction entered into the memory of a computer is considered as --
a) Storage b) Input c) Output d) Information
10. An error is also known as --
a) Bug b) Debug c) Cursor d) Icon
11. Microsoft window is a (n) --
a) An operating system b) Graphic program
c) Word processing d) Data base program

12. To view headers and footers, you must switch to –
a) Normal view
b) Print layout view
c) Print preview mode
d) Both (b) & (c)
13. Ctrl + V 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 cell pointer indicates you that you can make selection?
a) Doctor's symbol (Big Plus)
b) Small thin plus icon
c) Mouse pointer with anchor at the tip
d) None of these
15. WWW stands for –
a) World Wide Web
b) Word Wide Web
c) World Word Web
d) Word World Web
16. Which one is not a search engine?
a) Google
b) Bing
c) Yahoo
d) Mynta
17. _____ communication includes tone of voice, body language, expression etc.
a) Non verbal
b) Verbal
c) Letter
d) Notice
18. Proper nouns always begin with _____ letters.
a) Running
b) Capital
c) Small
d) Numerical
19. A noun that dandies neither a male nor female is _____ gender.
a) Masculine
b) Feminine
c) Common
d) Neuter
20. _____ is an aggressive behavior and will most likely bring a negative response from the speaker.
a) Yawning
b) Slapping
c) Interrupting
d) Dancing
21. The language of the report should be –
a) Formality
b) Casual
c) Formal
d) Loose
22. _____ is the person who notices and decodes and attaches some meaning to message.
a) Driver
b) Receiver
c) Sender
d) Cleaner
23. In oral communication the speaker can observe the listener's _____ to what is being elated.
a) Response
b) Rejection
c) Reaction
d) Reset
24. Which of the following is NOT good practice when in an interview?
a) Sit upright in your chair
b) Cross your arms
c) Speak in varied tones
d) Smile
25. One of the major consequences of high self - esteem is –
a) Increased worker involvement on teams
b) Decreased complaints from unionized workers
c) Good mental health
d) Increased absenteeism