

## Employability Skill MCQ

1. There are-----distinctive consonants.

- (a) 26
- (b) 24
- (c) 23
- (d) 25

Answer: (b) 24

2. A commercial business letter is a letter written in-----language.

- (a) Formal
- (b) Informal
- (c) Formal and Informal
- (d) None of these

Answer: (a) Formal



3. How many kinds of Tenses?

- (a) 4
- (b) 3
- (c) 2
- (d) 5

Answer: (b) 3

4. Choose the Active sentence -

- (a) Sita is said to be mad
- (b) They say that Sita is mad
- (c) They said that Sita is mad

## Employability Skill MCQ

(d) Sita was said to be mad

Answer: (b) They say that Sita is mad

### 5. Choose the Passive sentence -

(a) We fear that he will harm us

(b) They fear that he will harm us

(c) He is feared to harm us

(d) They feared that he will harm us

Answer: (c) He is feared to harm us

### 6. Choose the Negative sentence -

(a) She is wise

(b) She was wise

(c) She not without wisdom

(d) She is wised

Answer: (c) She not without wisdom

### 7. Choose the Interrogative -

(a) Nobody wants to die

(b) Nobody can wants to die

(c) Who wants to die

(d) None of these

Answer: (c) Who wants to die

### 8. Subscription should be written on the-----side of the paper.

(a) Right hand

## Employability Skill MCQ

- (b) Left hand,
- (c) Anywhere
- (d) Middle

Answer: (a) Right hand

**9. Receiver's address should always be written —**

- (a) Right side
- (b) Above the date
- (c) Above the reference number
- (d) Left side

Answer: (d) Left side

**10. Key-board is a-----device.**

- (a) Output
- (b) Input
- (c) Both (a) & (b)
- (d) None of these

Answer: (b) Input

**11. What is the full form of PPP?**

- (a) Point-to-point Protocol
- (b) Point-by-point Protocol
- (c) Point-in-point Protocol
- (d) None of these

Answer: (a) Point-to-point Protocol

## Employability Skill MCQ

**12. What is the full form of HTML?**

- (a) Hyper Text Markup Language
- (b) Hyper Text Main Language
- (c) Higher Text Markup Language
- (d) None of these

Answer: (a) Hyper Text Markup Language

**13. Which of the following speed is very fast?**

- (a) LAN
- (b) MAN
- (c) WAN
- (d) None of these

Answer: (a) LAN



**14. What is the full form of FTP?**

- (a) File Transfer Protocol
- (b) Frequent Transfer Protocol
- (c) File Typical Protocol
- (d) First Time Protocol

Answer: (a) File Transfer Protocol

**15. What is essential to understand pronunciation of simple words?**

- (a) Role of Vowels
- (b) Role of consonants
- (c) Both (a) & (b)
- (d) None of these

## Employability Skill MCQ

Answer: (c) Both (a) & (b)

**16. Which of the following two are the parts of CPU?**

- (a) Control Unit
- (b) Printer and Main Memory
- (c) Control Unit & ALU
- (d) ALU and Input device

Answer: (c) Control Unit & ALU

**17. Binary code are also known as .....**

- (a) Assembly language
- (b) High level language
- (c) Procedural language
- (d) Machine language

Answer: (d) Machine language

**18. MICR is mostly used -**

- (a) Bank
- (b) Railway
- (c) To check examination copy
- (d) All of these

Answer: (a) Bank

**19. Date command is used to display-**

- (a) Year

## Employability Skill MCQ

- (b) Month
- (c) Date
- (d) All of these

Answer: (d) All of these

**20. Types of skill development includes -**

- (a) Speaking
- (b) Listening
- (c) Negotiating
- (d) All of these

Answer: (d) All of these

**21. E mail servers accept, forward, deliver and-----messages:**

- (a) Store
- (b) Delete
- (c) Change
- (d) None of these

Answer: (a) Store

**22. Kinesthetic is the interpretation of body language such as -**

- (a) Facial expressions
- (b) Gestures
- (c) Non-verbal behavior related to movement
- (d) All of these

Answer: (d) All of these

## Employability Skill MCQ

**23. The effective communication is -**

- (a) Clarity
- (b) Information overload
- (c) Emotional State
- (d) All of these

Answer: (a) Clarity

**24. Which communication is important for future reference?**

- (a) Oral
- (b) Written
- (c) Both (a) & (b)
- (d) None of these

Answer: (b) Written



**25. The Elements of Communication is -**

- (a) Clarity
- (b) Anxiety
- (c) Information Overload
- (d) Feedback

Answer: (d) Feedback

**26. She was so shy ..... all invitations.**

- a) That to refuse
- b) As to refuse
- c) As refusing

## Employability Skill MCQ

d) For refusing

Answer: b) As to refuse

27. .... can't always be the best.

a) None

b) Every one

c) No one

d) One

Answer: d) One

**28. The\_ is an exclamation mark.**

a) ?

b) !

c) :

d) @

Answer: b) !



**28. A\_ may be defined as the name of a person place or thing.**

a) Verb

b) Noun

c) Pronoun

d) Adverb

Answer: b) Noun

**29. Most of our day to day reading is done -**

a) Loudly

b) Intensively



## Employability Skill MCQ

- c) Silently
- d) Extensively

Answer: c) Silently

**30. A ..... is a word which connects words phrases, clauses or sentences.**

- a) Preposition
- b) Conjunction
- c) Interjection
- d) Verb

Answer: b) Conjunction

**31. .... is nothing but checking whether we have followed the earlier stages**

promptly and efficiently.

- a) Review
- b) Reading
- c) Recalling
- d) All of these

Answer: a) Review

**32. 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

Answer: c) Remain quiet

## Employability Skill MCQ

**33. Any data or instruction entered into the memory of a computer is considered as -**

- a). Storage
- b) Input
- c) Output
- d) Information

Answer: b) Input

**34. An error is also known as ...**

- a) Bug
- b) Debug
- c) Cursor
- d) Icon

Answer: a) Bug



**35. Microsoft window is a (n) .....**

- a) An operating system
- b) Graphic program
- c) Word processing
- d) Data base program

Answer: a) An operating system

**36. To view headers and footers, you must switch to -**

- a) Normal view
- b) Print layout view
- c) Print preview mode

## Employability Skill MCQ

d) Both (b) & (c)

Answer: d) Both (b) & (c)

**36. 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

Answer: c) Paste the selected text

**37. 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

Answer: a) Doctor's symbol (Big Plus)

**38. WWW stands for .....**

- a) World Wide Web
- b) Word Wide Web
- c) World Word Web
- d) Word World Web

Answer: a) World Wide Web

**39. Which one is not a search engine?**

- a) Google
- b) Bing
- c) Yahoo

## Employability Skill MCQ

d) Myntra

Answer: d) Myntra

**40. .... communication includes tone of voice, body language, expression etc.**

a) Non verbal

b) Verbal

c) Letter

d) Notice

Answer: a) Non verbal

**41. Proper nouns always begin with .... letters.**

a) Running

b) Capital

c) Small

d) Numerical

Answer: b) Capital

**42. A noun that dandies neither a male nor female is gender.**

a) Masculine

b) Feminine

c) Common

d) Neuter

Answer: d) Neuter



## Employability Skill MCQ

**43. .... is an aggressive behavior and will most likely bring a negative response from the speaker.**

- a) Yawning
- b) Slapping
- c) Interrupting
- d) Dancing

Answer: c) Interrupting

**44. The language of the report should be -**

- a) Formality
- b) Casual
- c) Formal
- d) Loose

Answer: c) Formal



**45. .... is the person who notices and decodes and attaches some meaning to message.**

- a) Driver
- b) Receiver
- c) Sender
- d) Cleaner

Answer: b) Receiver

**46. In oral communication the speaker can observe the listener's being elated.**

- a) Response

## Employability Skill MCQ

- b) Rejection
- c) Reaction
- d) Reset

Answer: c) Reaction

**47. 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

Answer: b) Cross your arms

**48. 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

Answer: c) Good mental health

**49. Which of the following input device is used in playing computer games?**

- a) Scanner
- b) Light pen
- c) Joy stick
- d) Digital camera

Answer: c) Joy stick

## Employability Skill MCQ

**50. Which of the following is used to capture and store scenery when you go to visit a hill station?**

- a) CPU
- b) Photo scanner
- c) Handheld scanner
- d) Digital camera

Answer: d) Digital camera

**51. A ..... is used for CAD and CAM applications.**

- a) Printer
- b) Scanner
- c) Barcode Reader
- d) Plotter

Answer: d) Plotter



**52. Two popular pointing devices are**

- a) MICR and OCR
- b) Light Pen and Joy Stick
- c) Mouse and Joy Slick
- d) Mouse and Digital Camera

Answer: c) Mouse and Joy Slick

## Employability Skill MCQ

**53. 8 bits ..... byte (s).**

- a) 3
- b) 4
- c) 1
- d) 2

Answer: c) 1

**54. External memory or . is a form of permanent storage.**

- a) Secondary memory
- b) Primary memory
- c) Internal memory
- d) Random Access memory

Answer: a) Secondary memory



**55. GUI stands for .....**

- a) Group User Interface
- b) Graphical Utility Interface,
- c) Graphical User Interface
- d) Guided User Interface

Answer: c) Graphical User Interface

**55. To move a file/ folder from one location to another, use ..... option.**

- a) Copy and Paste
- b) Cut and Paste
- c) Move and Paste



## Employability Skill MCQ

d) Delete and Paste

Answer: b) Cut and Paste

**56. \_\_\_ is a list of available commands.**

a) Windows explorer

b) Desktop

c) Menu

d) Icons

Answer: c) Menu

**57. Different type of indentations are\_\_ .**

a) Left and Right

b) First Line and Right

c) Left and First Line

d) Left, First Line and Right

Answer: d) Left, First Line and Right

**58. Before final printout is taken, you can see the ..... of the worksheet to see how it would appear in the printout.**

a) Print sample

b) Page setup

c) Print preview

d) None of these

Answer: c) Print preview

## Employability Skill MCQ

**59. Broadband refers to .....**

- a) Speed of data transfer
- b) Amount of data transfer
- c) Both (a) & (b)
- d) None of these

Answer: a) Speed of data transfer

**60. BCC option is used to send a copy of e-mail to .....**

- a) A blind person
- b) Several people without letting them know sender's address
- c) Several people without letting the other recipients know
- d) All of these

Answer: c) Several people without letting the other recipients know

**61. Fill in the blank with a. an; the or this,**

\_\_\_ Aeroplane flies in the air.

- a) A
- b) An
- c) The
- d) This

Answer: b) An

**62. A group of words which makes sense, but not completes sense, is called\_**

- a) Phrase
- b) Adverb
- c) Adjective

## Employability Skill MCQ

d) Verb

Answer: a) Phrase

**63. Choose the correct answer in responds to the mentioned question.**

"When will you see the movie"?

a) At 3.15 P.M., tomorrow

b) In PVR cinema

c) At 2.45 P.M.

d) At home

Answer: a) At 3.15 P.M., tomorrow

**64. We should \_\_\_\_ during communication.**

a) Not listen the speaker, carefully

b) Interface to the speaker

c) Listen to the speaker, carefully

d) All of these

Answer: c) Listen to the speaker, carefully

**65. Choose the correct preposition?**

**The young gentleman is engaged ..... Miss Brown.**

a) In.

b) With

c) At

d) Above

Answer: b) With

## Employability Skill MCQ

66. Which one from the following is not a cardinal number

- a) 20
- b) 56
- c) 18th
- d) 9

Answer: c) 18th

68. Which is a silent letter in the word 'Psychology'?

- a) O
- b) H
- c) S
- d) P



Answer: d) P

69. Fill in the blank with correct future tense of verb,

"lie ..... for you at the station".

- a) Has wait
- b) are waiting
- c) Had wait
- d) Will wait

Answer: d) Will wait

## Employability Skill MCQ

70. The key of success is .....

- a) Commitment
- b) Discipline
- c) Hard work
- d) All of these

Answer: d) All of these

71. A normal person can speak \_\_\_ words per minute.

- a) 125- 150
- b) 150- 175
- c) 1.00-125
- d) 175- 200

Answer: a) 125- 150



72. Synonym of the word "Blend" is\_\_\_.

- a) Mix
- b) Award
- c) Daring
- d) Proposal

Answer: a) Mix

## Employability Skill MCQ

73. Idioms provide in communication.

- a) Motivation
- b) Clarity
- c) Speed
- d) Barrier

Answer: d) Barrier