

## EMPLOYABILITY SKILLS – Question Bank

### EASY

1. Which one is the vowel?
  - A. J
  - B. Q
  - C. U
  - D. W
2. Pronunciation refers to?
  - A. Spelling
  - B. Grammar
  - C. Punctuation
  - D. Production of sound
3. The word that is Pronounced the same as another word but differs in meaning is called?
  - A. Diphthong
  - B. Consonant
  - C. Homograph
  - D. Homophone
4. Which one is a consonant?
  - A. A
  - B. F
  - C. I
  - D. U
5. All English alphabets, except vowels (a,e,i,o,u) are called
  - A. Diphthong
  - B. Consonant
  - C. Homograph
  - D. Homophone
6. Fill in the blank with proper pronoun. “He made this cake\_\_\_\_\_”
  - A. Himself
  - B. Itself
  - C. Yourself
  - D. myself
7. Which one is an adjective?
  - A. Write
  - B. Large
  - C. Teach

- D. Learn
8. Which one is an exclamation mark?  
A. ?  
B. !  
C. \_  
D. ;
9. Use the appropriate conjunction, "Is this a sheep \_\_\_\_\_ a goat?"  
A. Or  
B. But  
C. As  
D. And
10. Which one is an Active voice?  
A. Ram has scored two goals  
B. The ball was caught by him  
C. The book was being read by her  
D. We were drew home by dad
11. Fill in the blanks with simple past tense, "The Princess's ball \_\_\_\_\_ into the well"  
A. Will roll  
B. Rolled  
C. Is rolling  
D. Has been rolled
12. Fill in the blank with present progressive tense, "It \_\_\_\_\_ dark"  
A. Got  
B. Will get  
C. Is getting  
D. Was getting
13. A resume should be  
A. short and precise  
B. having acronyms and abbreviations  
C. having long and detailed information  
D. fancy and colorful
14. When you greet higher officials such as Teacher, Instructor or supervisor you should say  
A. Good Morning  
B. Hello  
C. Hi  
D. Hey

15. Which one is a Cardinal Number?

- A. XI
- B. 2nd
- C. 1st
- D. 1 (one)

16. A written description of duties and responsibilities to be carried out in job is called

- A. Resume
- B. CV
- C. Job Description
- D. Job Application

17. Fill in the blanks with suitable tense verb Ajeeth \_\_\_\_\_ the length of the table and noted it down.

- A. Measure
- B. Will measure
- C. Is measuring
- D. Measured

18. Choose an appropriate 'wh' - question for the following sentence. "I live in Mumbai."

- A. Where do you live?
- B. What is your name?
- C. When did you leave Mumbai?
- D. What is Mumbai?

19. Fill in the blanks with a suitable "wh" word for the given sentence. \_\_\_\_\_ are you living?

- A. What
- B. When
- C. How
- D. Where

20. Fill in the blanks with a suitable preposition from the given choices. It was not possible \_\_\_\_\_ all trainees to attend the classes yesterday.

- A. Of
- B. For
- C. To
- D. By

21. Fill in the blanks with suitable comparative adjective. "Ram is \_\_\_\_\_ than Sshyam"

- A. Tall
- B. Taller
- C. More tall

- D. Tallest
22. Which is a silent letter in the word "WRITTEN"
- A. W
  - B. T
  - C. E
  - D. N
23. Which is the silent letter in the word "ANSWER" ?
- A. E
  - B. R
  - C. W
  - D. S
24. Which are among the following should NOT include in your job resume?
- A. Your name
  - B. Your Eating Habits
  - C. Your address
  - D. Your qualification
25. Which one is an input device of the computer?
- A. Printer
  - B. Monitor
  - C. Keyboard
  - D. DVD
26. Which one of the following is an example of operating system?
- A. MS Word
  - B. MS Access
  - C. Desktop
  - D. Windows
27. The shortcut key to select the whole document in Ms- Word?
- A. Ctrl A
  - B. Ctrl C
  - C. Ctrl X
  - D. Ctrl V
28. The expansion of WAN is
- A. World Area Network
  - B. Wide Area Network
  - C. Web Area Network
  - D. Why Area Network

29. The short cut key to “cut” selected file / text is
- A. Ctrl A
  - B. Ctrl C
  - C. Ctrl X
  - D. Ctrl V
30. The redo button on the quick access tool bar is used to \_\_\_\_\_
- A. save the changes in document.
  - B. reverse the last action.
  - C. keep the changes and retain the reversed action.
  - D. repeat the action just completed.
31. What is the function of slide show view option in MS-PowerPoint.?
- A. To select the slide is to be displayed
  - B. To present without transition effects
  - C. To display the views without menus or tool bar
  - D. To create new slide
32. Which type of modem is a circuit board that can be added to the computer?
- A. external modem
  - B. wired modem
  - C. wireless modem
  - D. internal modem
33. Computer is made out of
- A. circuit diagram
  - B. software and program
  - C. hardware and software
  - D. hardware and circuit
34. What is windows xp?
- A. Operating System
  - B. Storage devices
  - C. Processor
  - D. Output device
35. Microsoft PowerPoint application is used to
- A. Create presentation
  - B. Write the program
  - C. Prepare Document
  - D. Prepare Worksheet

36. Which one is a don't for an interview?
- A. Confidence
  - B. Informal dress
  - C. Proper Eye contact
  - D. Calm approach
37. Intrinsic motivation is?
- A. For money or reward
  - B. Short lived
  - C. Long lived
  - D. To gain social acceptance
38. What is the appropriate response for the following greeting ram: Hi, I am Vineeth, How are you? I have joined as tool engineer.
- A. Hi, I am fine.
  - B. Nice meeting you. I am Vinay. I work as a system engineer
  - C. I am working and I am very busy, see you tomorrow
  - D. O k so what
39. Fill in the blanks with a suitable prepositions from given choices. The books were kept \_\_\_\_ the table.
- A. At
  - B. In
  - C. On
  - D. Over
40. "Where do you see yourself five years from now?" Which of the following do you think is the best answer?
- A. In five years I believe I would rise to the position of project leader.
  - B. I don't plan that far ahead.
  - C. I think in five years I will be working in another company.
  - D. I will be in the same role.
41. Frame a WH questions for the following sentence: "My favorite holiday place is Ooty"
- A. Which is your favorite holiday place?
  - B. What is your native place?
  - C. Why do you like Ooty?
  - D. Where do you live?
42. Identify the kind of communication used in the following. "Please find the assignment attached"
- A. Memo
  - B. Telephonic

- C. SMS
- D. Email

43. Withdraw Rs.500/. At an ATM. The ATM machine gives out Rs.5000/. Which of the following would be the effectively correct action?
- A. Make a complaint at the bank
  - B. Take the money
  - C. Drop the Money to the police
  - D. Give the money to the poor
44. Which of the following is an achievable personal goal?
- A. I want to become pilot (said by a child)
  - B. I want to become a superstar (said by a youngster)
  - C. I want to complete this project in two months (said by the student)
  - D. I want to buy a big house (said by an unemployed person)
45. What does "ASAP" Stands for in SMS language?
- A. As silent As probable
  - B. As soon As probable
  - C. As soon As possible
  - D. As simple As possible
46. Which of the following is a long-time goal?
- A. study for the exams
  - B. become a chief doctor of a hospital
  - C. complete a given drawing
  - D. complete the ITI course successfully
47. Which sentence expresses your agreement in a group discussion?
- A. Let me try to understand your view
  - B. Personally, I don't think it is like that
  - C. I accept your viewpoint on this issue
  - D. yes, but people don't actually do such things
48. What is the problem with the following message? "A meeting is called to discuss the function on October 18,2013"
- A. The message threatens the receiver
  - B. The message is over emotional
  - C. The message is Judgmental
  - D. The message is ambiguous
49. A PRODUCT LIFE CYCLE(PLC) DIVIDED INTO
- A. 5 stages

- B. 4 stages
- C. 3 stages
- D. 2 stages

50. WHICH STAGE IS A PERIOD OF RAPID REVENUE GROWTH?

- A. Growth
- B. Maturity
- C. Decline
- D. Introduction

51. WHICH ONE IS AN INDIRECT PROMOTION TECHNIQUE

- A. Publicity
- B. Advertisement
- C. Display
- D. Public Relations

52. WHICH ONE IS NOT A 4'Ps OF MARKETING MIX?

- A. Policy
- B. Price
- C. Product
- D. Place

53. IN "SWOT " ANALYSIS "S" STANDS FOR

- A. Strength
- B. Success
- C. Services
- D. Survey

54. P's of Marketing Mixes are

- A. Product, Price, Place, Promotion
- B. Place, People, Price, Product
- C. Price, Place, People, Promotion
- D. People, Price, Pen, Benefits

55. Penetration Pricing

- A. Regional pricing
- B. Cost plus Pricing
- C. Price fixed as high to low
- D. Price fixed as low to high

56. Brand means

- A. Design, logo, symbol



- B. Package
- C. Quality
- D. Quantity

57. Market means

- A. Buyer and Seller meeting place
- B. Top level position
- C. Good Performance
- D. Manufacturing unit

58. Acronym "KVIC"

- A. Khadi Vigilance Industrial Center
- B. Khadi Village Industries Commission
- C. Khadi Village Instrument Center
- D. Khadi Vigilance Industrial Commission

59. Acronym "TIIC"

- A. Tamilnadu Industrial Investment Corporation
- B. Tamilnadu Instrument Investment Corporation
- C. Tamilnadu Instrumental Industry Center
- D. Tamilnadu Industrial Instruments Center

60. Acronym "SISI"

- A. Small Industries Searching Institute
- B. Simple Industries Service Institute
- C. Small Industries Service Institute
- D. Small Instrument Service Institute

61. Acronym "SIDBI"

- A. Small Industries Development Bank Of International
- B. Small Industries Development Bank Of India
- C. Simple Instrument Development Bank Of International
- D. Simple Instrument Development Bank Of India

62. Under Factories Act, the workers weekly hours should not exceed more than.....:

- A. 48 hours
- B. 30 hours
- C. 60 hours
- D. 40 hours

63. The Factories Act came into force on:
- A. April,1949
  - B. June,1949
  - C. May,1949
  - D. August,1949
64. As per Factories Act, 1948. Canteen should be provided in the factory if, workers more than .....:
- A. 100
  - B. 250
  - C. 500
  - D. 1000
65. What is the expansion of "ILO":
- A. International Labour Organization
  - B. Indian Labour Organization
  - C. Indian Labour Occupation
  - D. International Labour Occupation
66. In a factory premises, when there are 30 or more women workers, the -----facility should be provided :
- A. Separate Canteen for Women
  - B. Creche
  - C. A/C rest room
  - D. Special Welfare Officer
67. When was "Workmen's compensation act" enacted:
- A. 1930
  - B. 1923
  - C. 1943
  - D. 1948
68. "The Factories Act" enacted on:
- A. 1947
  - B. 1952
  - C. 1948
  - D. 1961
69. When was "Payment of wages Act" enacted:

- A. 1940
  - B. 1936
  - C. 1950
  - D. 1946
70. Payment of "Minimum wages Act" enacted on the year of:
- A. 1936
  - B. 1948
  - C. 1961
  - D. 1952
71. When was "Apprentice Act" enacted:
- A. 1962
  - B. 1963
  - C. 1961
  - D. 1991
72. Which is not a skill to have?
- A. Communication
  - B. Respect
  - C. Honesty
  - D. Lying
73. Factories Act ,1948;"ADULT" stands for
- A. Who has completed the age of 14
  - B. Who has not completed the age of 14
  - C. Who has attained the age of 18
  - D. Who has attained the age of 16
74. Which is the facility must be provided, if more than "500 workers" working in a factory:
- A. Manager
  - B. Supervisor
  - C. Chief Medical Officer
  - D. Welfare Officer
75. Apprenticeship Act-1961;"Minimum Educational Qualification" for Training of Trade
- A. 10th Pass
  - B. 12th Pass

- C. 8th Pass
- D. 6th Pass

76. "NAC" Abbreviation

- A. National Apprenticeship Center
- B. National Apprenticeship Council
- C. Native Apprenticeship Council
- D. National Apprenticeship Certificate

77. "CPI" Stands for :

- A. Customer Price Index
- B. Currency Price Index
- C. Consumer Price Index
- D. Current Price Index

78. Which is auxiliary verb?

- A. Is
- B. Go
- C. Sing
- D. Run

79. Which one is the adverb?

- A. Beautifully
- B. Table
- C. Television
- D. Telephone

80. Which one is a proper noun?

- A. Lawyer
- B. Samsung TV
- C. Doctor
- D. Indian

81. Which is a common noun?

- A. Actor
- B. Diwali
- C. Sunday
- D. Indian

82. Which is the preposition?

- A. Run
- B. Dance
- C. On
- D. Sleep

83. Long Form ETOP?

- A. Entertainment Talent Opportunity Plan
- B. Environmental Threat and Opportunity Profiling.
- C. Entry Training Operation
- D. Energy Training Opportunities

84. SAP Long form?

- A. Strength Advantage Plan
- B. Strength Analysis Plan
- C. Strategic Advantage Profile
- D. Strategic Analysis Project

85. MSME Long Form?

- A. Micro Small Medium Enterprises
- B. Mini Simple Mixed Enterprises
- C. Micro Sample Model Enterprises
- D. Middle Stage Model Enterprises

86. Who is called "Entrepreneur"

- A. Starting a new business venture
- B. Financial Analyst
- C. Marketing manager
- D. Human Resource Manager

87. A form of reward for employment beyond salary.

- A. Raise
- B. Tips and Wages
- C. Fringe Benefits
- D. Tax Allowances

88. A get acquainted meeting between an employer and a job applicant.

- A. Interview
- B. On the job training
- C. Business luncheon
- D. Board Meeting

89. Abilities relating to dealing with persons on the job.
- A. **Interpersonal skills**
  - B. Teamwork skills
  - C. Networking
  - D. Colleagues
90. The total amount of money a person earns
- A. Taxable income
  - B. Net income
  - C. **Gross Income**
  - D. Annual Income
91. Which one of the following is a good office etiquette?
- A. **One should dress formally**
  - B. One should not be Punctual to work
  - C. One should have fancy mobile ringtone
  - D. One should titter one's work Place
92. Rise and fall of pitch of voice is called-. ..
- A. Vowel
  - B. **Intonation**
  - C. Consonant
  - D. pronunciation
93. Which one is a "Do's" of discussion etiquettes?
- A. Lose your temper
  - B. **Listen to others**
  - C. Talk about irrelevant details
  - D. Use impolite Language
94. Choose the correct response for the given question. "How have you been"?
- A. **Very well, And you?**
  - B. Thank you. And you?
  - C. Same to you
  - D. On vacation. And You?
95. Fill in the blank with comparative adjective. Your pencil is..... than mine".
- A. Sharp
  - B. **Sharper**
  - C. Blunt

D. thick

96. Choose suitable Wh word for the given sentence. "... animal do you like?'

A. Which

B. Why

C. Where

D. When

97. The expansion of RAM is....

A. Read Access Memory

B. Random Access Memory

C. Random Addition Machine

D. Read Append Machine

98. In which orientation, the text is printed lengthwise?

A. Landscape

B. Margin

C. Portrait

D. width

99. Which device is used to connect telephone line to a PC?

A. Modem

B. Monitor

C. Printer

D. Hard disk

100. In Excel, the intersection of a row and column is called a.....

A. Cell

B. Label

C. Square

D. worksheet

101. Which one is a cybercrime?

A. Sending email

B. Online purchasing

C. Online gambling

D. Chatting with friends

102. Which one is a search engine?

A. Flickr

- B. Hotmail
  - C. Facebook
  - D. Google
103. Which one is a good communication?
- A. Message is clear and direct
  - B. Message is ambiguous
  - C. Sender attacks receiver
  - D. Receiver doesn't listen to sender
104. Goals are categorized as.....
- A. good and bad
  - B. inner and outer
  - C. intrinsic and extrinsic
  - D. short term and long term
105. Dedication to a particular work is called.....
- A. Integrity
  - B. Confidence
  - C. Commitment
  - D. intelligence
106. Which one is not an essential characteristic to achieve success?
- A. Integrity
  - B. Confidence
  - C. Commitment
  - D. Unethical work
107. What is the advantage of waste disposal?
- A. improves economic
  - B. Ensure workshop neat and tidy
  - C. Good housekeeping
  - D. Fulfill the efficiency
108. Common soft skills are.....
- A. Technical Skills
  - B. learning scope
  - C. good communication skill
  - D. good technical skill



109. BIS stands for.....
- A. Board of Indian Standard
  - B. Bureau of Standard institution
  - C. Board of internal System
  - D. Bureau of Indian Standard
110. Which of the following spellings is correct-
- A. Computer
  - B. Cumputer
  - C. Computor
  - D. Cumputor
111. The past tense of speak is
- A. Spoke
  - B. Spoken
  - C. Will speak
  - D. Speaked
112. Which of the following sentences is correct-
- A. I have 2 brother
  - B. I have 2 brothers
  - C. I have I brothers
  - D. None of these
113. My father is \_\_ engineer
- A. A
  - B. An
  - C. The
  - D. One
114. Good \_\_\_\_. I am going to sleep.
- A. Night
  - B. Evening
  - C. Morning
  - D. Afternoon
115. The shortcut command to print a word document is
- A. Print Screen
  - B. Control P
  - C. Alter P

- D. Shift P
116. Which of the below is a social media site?
- A. Amazon.com
  - B. Wikipedia.com
  - C. Facebook.com
  - D. Camscanner.com
117. Which of the following is anti-virus?
- A. Norton
  - B. Mozilla
  - C. Internet Explorer
  - D. None of these
118. The vertical lines in an excel sheet are known as-
- A. Rows
  - B. Columns
  - C. Matrix
  - D. Pillars
119. The -- - is used to send messages through electronic media'
- A. Snail Mail
  - B. E-Mail
  - C. Post Mail
  - D. Air Mail
120. For effective communication, there has to be a --- and a receiver.
- A. Transmitter
  - B. Painter
  - C. Sender
  - D. Carpenter
121. Communication is
- A. Exchange of Information
  - B. Piece of Information
  - C. Bank of Information
  - D. Technology of Information
122. Written communication uses
- A. Letter

- B. Body Language
  - C. Speech
  - D. Computer
123. Eye contact is considered to be which of the communication?
- A. Verbal
  - B. Non verbal
  - C. Oral
  - D. Written
124. According to body language. biting of nails indicates-
- A. Stress
  - B. Relaxed
  - C. Happy
  - D. All of these
125. Which of the following is correct grooming standard for a gentleman while attending interviews?
- A. Clean Shave
  - B. Shorts
  - C. Slippers
  - D. Long hair
126. Which of the following is not part of Triple - A listening?
- A. Attitude
  - B. Attention
  - C. Adjustment
  - D. Absorb
127. 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
128. Which of the following is not part of effective communication?
- A. Message
  - B. Feedback
  - C. Radio
  - D. Channel

129. Which are the types of voices
- A. Negative and Positive
  - B. Loud and Silent
  - C. Active and Passive
  - D. Soft and Hard
130. Entrepreneurship is also termed as?
- A. Employment seeker
  - B. Self-employment
  - C. Employer
  - D. Investor

MEDIUM (INTERMEDIATE)

131. When was MSMED Act implemented?
- A. 1990
  - B. 2000
  - C. 2006
  - D. 2010
132. Which one records all the transactions concerning cash receipt and payment?
- A. Journal
  - B. Cash book
  - C. Voucher
  - D. Sales book
133. Which one is NOT a factor for causing global warming?
- A. Deforestation
  - B. Burning fossil fuels
  - C. Planting more trees
  - D. Water pollution
134. Which one is NOT a part of 3Rs to save environment?
- A. Recycle
  - B. Regenerate
  - C. Reduce
  - D. Reuse
135. Which one is renewable energy?

- A. Solar
  - B. Coal
  - C. Methane
  - D. Hydroelectric
136. Energy flow in the ecosystem is always
- A. Cyclic
  - B. Reversible
  - C. Uni directional
  - D. Multi directional
137. Given food relation is called? Grass-Deer-Lion-Decomposer
- A. Food web
  - B. Food chain
  - C. Food Process
  - D. Food Pyramid
138. Inflammable, toxic, corrosive etc. comes under?
- A. Physical hazard
  - B. Chemical hazard
  - C. Biological hazard
  - D. Mechanical hazard
139. Occupational health and safety is NOT concerned with.....
- A. Safety
  - B. Health
  - C. Salary
  - D. Welfare
140. Head protection is done through?
- A. Helmet
  - B. Goggle
  - C. Gloves
  - D. Mask
141. In Firefighting method, blanketing is?
- A. Limitation of oxygen
  - B. Elimination of fuel
  - C. Reduction of temperature
  - D. Pouring water

142. What are the two main causes of incidents in workplace?
- A. Unsafe act and unsafe people
  - B. Unsafe people and unsafe machine
  - C. [Unsafe conditions and unsafe machines](#)
  - D. Unsafe act and unsafe condition
143. Which scheme of act provides health insurance requirement for workers?
- A. Factories Act
  - B. Plantation Labour Act
  - C. Employee's Compensation Act
  - D. [Employee State Insurance Act](#)
144. Under Factories Act, permitted maximum weight for lifting, carrying or moving by hand or on head by women is
- A. [30kg](#)
  - B. 25kg
  - C. 16kg
  - D. 10kg
145. When was Employees' Compensation Act enacted?
- A. [1923](#)
  - B. 1948
  - C. 1968
  - D. 1991
146. What is the complete age of an adult worker under Factories Act 1948?
- A. 21 years
  - B. [18 years](#)
  - C. 15 years
  - D. 13 years
147. What is the wrong name for quality circle?
- A. [Big circle](#)
  - B. Action circle
  - C. Productivity circle
  - D. Excellence circle
148. Total number of popular quality tools are?

- A. Nine
  - B. Eight
  - C. Seven
  - D. Six
149. What is the function of Pareto Diagram in Quality Control?
- A. Easy data collection
  - B. Indicates shape of distribution
  - C. Assess factor for problem
  - D. Narrow down the problem area
150. Money invested in purchasing of raw materials, payment of wages and salaries, rental, electricity etc. comes under?
- A. Working Capital
  - B. Fixed Capital
  - C. Long term capital
  - D. Capital Income
151. What is the correct channel for marketers to reach customers?
- A. Manufacturer - retail - wholesale - customer
  - B. Manufacturer - wholesale - retail - customer
  - C. Customer - retail - wholesale - manufacturer
  - D. Wholesale - manufacture - customer - retail
152. In SWOT analysis, which pair is helpful?
- A. Strength, weakness
  - B. Strength, opportunities
  - C. Threats, weakness
  - D. Threats, opportunities
153. Which of below is used to measure growth of the country?
- A. KTC
  - B. GDP
  - C. TFP
  - D. ATM
154. Which one of the following is NOT an objective of incentive?
- A. Improved quality
  - B. High cost of production
  - C. High output

- D. Reduced waste
155. The expansion of GDP is
- A. Gross Domestic Product
  - B. Godown Domestic Product
  - C. Grand Demand Product
  - D. Giant Domestic Product
156. Which of the following is NOT pure risk
- A. Property
  - B. Technology
  - C. Liability
  - D. Personal
157. Which of the following is not acceptable for KYC?
- E. Voter Card
  - F. Ration Card
  - G. Passport
  - H. Income Certificate
157. Vibration and Radiation come under?
- A. Chemical Hazard
  - B. Physical Hazard
  - C. Electrical Hazard
  - D. Psychological Hazard
158. Which one of the following is NOT an ergonomic hazard?
- A. Awkward position
  - B. Poor housekeeping
  - C. Emotional disturbances
  - D. Wrong layout of machinery
159. The reprocessing of discarded materials into new useful products is called....
- A. Reuse of waste material
  - B. Recycling of material
  - C. Management of solid waste
  - D. Reduction in use of raw material
160. Which one is a man induced hazards?
- A. Landslide



- B. Cyclone
  - C. Volcano
  - D. Earthquake
161. What is the minimum employee contribution from Basic Salary as per EPF Act 1962?
- A. 8.5%
  - B. 12%
  - C. 12.5%
  - D. 18%
162. QMS Stands for?
- A. Quality Management Standard
  - B. Quality Measurement Standard
  - C. Quality Management System
  - D. Quality Measurement System
163. In PDCA Cycle, P stands for?
- A. Process
  - B. Plan
  - C. Plant
  - D. Plane
164. What is the last step in ISO 9001 registration?
- A. Corrective and Preventive action
  - B. internal audit
  - C. Management review meeting
  - D. Certification and audit
165. Fishbone chart is also called as
- A. cause and effect diagram
  - B. scatter diagram
  - C. Control chart
  - D. Histogram
166. Productivity is relationship between
- A. Input Output
  - B. Input Profit
  - C. Output Sales

- D. Sales Profit
167. Which of the below is NOT input?
- A. Land
  - B. People
  - C. Finished Goods
  - D. Material
168. Which of the below is NOT Productivity measuring tool?
- A. Production Unit
  - B. Partial Factor
  - C. Multi Factor
  - D. Total factor
169. Global Level Productivity is compared between?
- A. Nations
  - B. Taluks
  - C. Villages
  - D. Districts
170. What does OECD stand for
- A. Organization for Economic Cooperation & Development
  - B. Organization for Economic Calculation & Development
  - C. Organization for Economic Cooperation & Deployment
  - D. Organization for Economic Calculation & Deployment
171. What among below is productivity?
- A. Result of Output
  - B. Money invested
  - C. People working
  - D. None of the above
172. Which of the below is a Cost Cutting method?
- A. Increasing Overheads
  - B. Minimizing Waste
  - C. Installing Old Equipment
  - D. Increasing Turnover
173. Which of the below is NOT constraints on productivity?
- A. Management limitations

- B. Sales and Marketing
  - C. Employee attitudes and skills
  - D. Government regulations
174. Supervisor should
- A. Demotivate team
  - B. Be rude with team
  - C. Harm the team
  - D. Mentor the team
175. Training employees will improve
- A. Quality of productivity
  - B. Quality of raw material
  - C. Quality of government rule
  - D. Quality of competitors
176. Employee's negative attitude will result in?
- A. Reduced productivity
  - B. Improved productivity
  - C. Quality of raw material
  - D. Capital Investment
177. Which of the below is NOT an overhead?
- A. Rent
  - B. Utilities
  - C. Profit
  - D. Indirect Expenses
178. Which are the reason for Waste?
- A. Poor Material Handling
  - B. Hard Work
  - C. Motivation
  - D. Load Shedding
179. Time waste does not cause due to
- A. Punctuality
  - B. Long Tea Breaks
  - C. Avoiding Work
  - D. Detour Behaviour

180. Supervisor can regulate the workflow by
- A. [Planning the work](#)
  - B. Shouting at employees
  - C. Giving more breaks
  - D. Not giving training
181. Old equipment will result in
- A. Fast output
  - B. Increase cost
  - C. Decrease time
  - D. [More waste](#)
182. Which is NOT the reason for Tardiness?
- A. Lack of Motivation
  - B. Low Morale
  - C. [Heavy Rewards](#)
  - D. Long working hours
183. Incentives are
- A. Contribution from Salary
  - B. Penalty paid by employee
  - C. [Reward for performance](#)
  - D. Investment in company
184. Turnover results in
- A. [Cost to the company](#)
  - B. Achieving targets
  - C. Motivating staff
  - D. Increased performance
185. Highly productive Organisation will
- A. [Grow Fast](#)
  - B. Get into loss
  - C. Shut down
  - D. Fire employees
186. Increased productivity is coupled with
- A. [More Overtime](#)
  - B. Layoffs
  - C. Less Work

- D. Unchanged methods
187. How many SISI Branches are there across country?
- A. 28
  - B. 30
  - C. 31
  - D. 32
188. NEDB stands for?
- A. National Entrepreneurship Development Board
  - B. National Establishment Development Board
  - C. National Entertainment Development Board
  - D. National Examination Development Board
189. How many parameters are in Business Canvas model?
- A. 7
  - B. 5
  - C. 8
  - D. 9
190. Business Feasibility Report is done at?
- A. Beginning of the business
  - B. Growth stage of the business
  - C. Saturation stage of the business
  - D. Closing of the business
191. Investor Pitch does NOT include?
- A. Vision
  - B. Revenue Model
  - C. Holiday List
  - D. Competition
192. Which of the below is NOT a reason for Automation?
- A. To reduce Labour cost
  - B. To improve product quality
  - C. To advance Indian Post Services
  - D. To mitigate Labour shortage
193. Motivation helps in?

- A. Improved performance
  - B. Improved skills
  - C. Increased cost
  - D. Improved teamwork
194. Which is NOT the part of Risk Management?
- A. Increase Risk
  - B. Avoid Risk
  - C. Mitigate Risk
  - D. Transfer Risk
195. What is the use of Feasibility study?
- A. Prediction of Success or Failure
  - B. Incorporating New Product or Idea
  - C. Stepwise process of pros and cons
  - D. All of the above
196. Which of the below are components of Feasibility Study?
- A. Economic
  - B. Financial
  - C. Commercial
  - D. All of the above
197. PDLC Stand for?
- A. Price Development Life Cycle
  - B. Product Development Life Cycle
  - C. People Development Life Cycle
  - D. Place Development Life Cycle
198. What are the parts of PDLC?
- A. Introduction
  - B. Growth
  - C. Decline
  - D. All of the above
199. At the level of Maturity, sales are
- A. Same as the introduction stage
  - B. Highest in the product life
  - C. Lower than introduction stage
  - D. Same as growth stage

200. Which is not the part of Service Delivery?
- A. Sell
  - B. Use
  - C. Support
  - D. Dispose
201. What are the types of Survey?
- A. Paper
  - B. Telephone
  - C. Online
  - D. All of the above
202. Which of the below is NOT the Market Research Method?
- A. Road Show
  - B. Interview
  - C. Survey
  - D. Focus Group
203. Which of the below is NOT the type of Interview
- A. Face to Face
  - B. Panel
  - C. Telephonic
  - D. Lecture
204. Which is the correct pair of Marketing Mix
- A. Place and People
  - B. Product and People
  - C. Price and People
  - D. Product and Price
205. Which of the below is Promotion Technique?
- A. Advertising
  - B. Personal Selling
  - C. Public Relation
  - D. All of the above
206. Sales Manager is responsible for?
- A. Reduce Sales
  - B. Customer dissatisfaction

- C. Decrease profit
  - D. None of these
207. Which of the skills required for successful manager?
- A. People skills
  - B. Managing skills
  - C. Technical Skills
  - D. All of the above
208. Productivity is measured .... ?
- A. Economically
  - B. Physically
  - C. Mathematically
  - D. Emotionally
209. Partial Measure of Productivity includes
- A. Labour
  - B. Machine
  - C. Capital
  - D. All of the above
210. A commercial document issued by seller to the buyer is ---
- A. Liability
  - B. Asset
  - C. Invoice
  - D. Equity
211. SWOT is primarily
- A. Planning Tool
  - B. Marketing Tool
  - C. Banking Tool
  - D. Insurance Tool
212. For loan facility, entrepreneur has to contribute some money from his own resources, that is called as ---
- A. Minimum money
  - B. Margin money
  - C. Material money
  - D. Maximum money
213. SIDO is concerned with ---



- A. Welfare of Women
  - B. Child labour
  - C. Population control
  - D. **Small Scale Industries**
214. ATM Stands for?
- A. **Automatic Teller Machine**
  - B. Ancillary Teller Machine
  - C. Anytime Teller Machine
  - D. Any Time Money
215. A firm is said to be productively efficient, if
- A. **Its cost of production is low**
  - B. It is selling its product at low price
  - C. It is producing what customers want
  - D. It is most popular in the region
216. Which one of the following is not an advantage of introduction of new technology in a firm?
- A. Reduction of waste
  - B. **Increases strain in industrial relation**
  - C. New and better products
  - D. Better communication
217. LIC is concerned with?
- A. Real Estate
  - B. Money Lending
  - C. **Insurance**
  - D. Export Business
218. FDI stands for?
- A. **Foreign Direct Investment**
  - B. Foreign Dealers in India
  - C. Foreign Diverse Investment
  - D. Foreign Direct Interest
219. When you approach a seriously injured person, think of the ABC. What is ABC?
- A. **Airway- Breathing-Circulation**

- B. Airflow- Breast Circulation
  - C. Airspace-Breathing-Cipher
  - D. Airway-Breast-Circulation
220. Metallic Object in Petrol or Diesel which can cause damage to nervous system?
- A. Chromium
  - B. Lead
  - C. Tin
  - D. Antimony
221. When working on electrical equipment, the area should not be wet because --
- A. One may slip
  - B. It increases body resistance to flow of current
  - C. It decreases body resistance to flow of current
  - D. It can cause fluctuation in voltage
222. What does "horseplay" mean?
- A. Unauthorized work
  - B. Rough and noisy behavior
  - C. Wastage of material
  - D. Fiddling with electrical equipment
223. Which is the biological hazard?
- A. Virus
  - B. Fatigue
  - C. Alcoholism
  - D. Old age
224. Workmen's Compensation Act provides compensation in case of --
- A. Disablement
  - B. Sickness
  - C. Maternity
  - D. Funeral
225. Which of the benefits are provided in EST Act?
- A. Sickness
  - B. Maternity
  - C. Employment Injury
  - D. All of these

226. Apprenticeship training is provided in
- A. Schools
  - B. Industrial Training Institutes
  - C. Industries
  - D. All of these
227. Quality circles are ----- groups of employees who voluntarily meet to solve work related problems.
- A. Formal
  - B. Informal
  - C. Contractual
  - D. Expert
228. Leaving tools in aisles in a workshop can create ---
- A. A tripping hazard
  - B. A chemical spill
  - C. Additional storage space
  - D. Easy accessibility to tools
229. Quality Objectives of any department must be ---
- A. Lofty
  - B. Measurable
  - C. Multiple
  - D. High
230. When you hear the evacuation alarm you must ----
- A. Stop to get you belongings
  - B. Call your supervisor
  - C. Await further instructions
  - D. Evacuate immediately
231. If you are injured at work, no matter how significant it is, you must
- A. Go Home
  - B. Report to your supervisor
  - C. Go to the hospital
  - D. Tell your friends
232. Child labour is a person working below age of?
- A. 16 years

- B. 18 years
  - C. 21 years
  - D. 14 years
233. What does Banks help in?
- A. Funding business
  - B. Population Counting
  - C. Tourism arrangement
  - D. Manufacturing Tools
234. IBM Stands for?
- A. Indian Business Mission
  - B. Indian Banking Machine
  - C. International Business Machine
  - D. International Business Mission

HARD (ADVANCED)

235. Bench vice is used to hold work for
- A. filing, cutting, tightening
  - B. filing, sawing, threading
  - C. filing, finishing, smoothing
  - D. filing, positioning, threading
236. Which of the following is Present Continuous Tense?
- A. Ram runs fast.
  - B. Ram is running fast.
  - C. Ram will be running fast.
  - D. None of these
237. Which is the following is correct Passive Voice “Kumar ate an apple.”?
- A. An apple is being eaten by Kumar.
  - B. An apple was eaten by Kumar
  - C. An apple ate Kumar
  - D. Kumar eats an apple.
238. Arrange words of the given sentence in correct sequence - 'are, coming, now, you'
- A. Are you coming now?
  - B. You are coming now?

- C. Coming now you are?
  - D. Now you are coming?
239. Which one of the following describes individual's appearance?
- A. Generous
  - B. Selfish
  - C. Ignorant
  - D. Fat
240. Which one of the following comes under office etiquette?
- A. Punctual to work
  - B. informal dress in office
  - C. Listening music in office
  - D. Litter one's workplace
241. Which one is not the reason to lose motivation?
- A. Lack of confidence
  - B. Lack of focus
  - C. Lack of direction
  - D. Determination
242. Which one of the following is a barrier to speaking?
- A. Confidence
  - B. Nervousness
  - C. Calmness
  - D. Friendliness
243. Which one of the following is not a part of 7 C's of effective communication?
- A. Concise
  - B. Correct
  - C. Clear
  - D. Comfort
244. Fill in the preposition. "My house is --- the third floor."
- A. At
  - B. In
  - C. On
  - D. Under
245. Fill in the word with Future Tense Verb. "We --- to the Market."

- A. Are going
  - B. Will go
  - C. Go
  - D. Had gone
246. Fill in the correct verb. "They --- good friends."
- A. Is
  - B. Are
  - C. Was
  - D. Would
247. Which of the below is not Modal Auxiliary?
- A. Am
  - B. Will
  - C. Should
  - D. Ought to
248. Fill in the correct word. --- is the speaker today?
- A. What
  - B. Which
  - C. Who
  - D. When
249. Is "HOW" WH type question?
- A. Yes
  - B. No
  - C. Not sure
  - D. None of these
250. What is the correct passive voice? Can can can the can.
- A. The Can cancan the can
  - B. The can can be canned by Can
  - C. Can can't can the can
  - D. None of these.
251. Choose the incorrect punctuation mark from below?
- A. Period (;)
  - B. Question Mark (?)
  - C. Slash (/)
  - D. Exclamation (!)

252. After getting an interview call, which is the next step?
- A. Send resume
  - B. Prepare resume
  - C. [Appear for interview](#)
  - D. Join the company
253. What is the synonym of commitment
- A. [Dedication](#)
  - B. Motivation
  - C. Engagement
  - D. All of these
254. Which of these should be avoided for effective listening?
- A. Pre Listening Analysis
  - B. Listening to Structured talks
  - C. Team Listening
  - D. [Predicting](#)
255. A well-organized talk is
- A. [Structured](#)
  - B. Random
  - C. Short
  - D. Long
256. Which of these should be avoided in pre listening analysis?
- A. Mental discipline
  - B. Concentration
  - C. [Prejudices](#)
  - D. Patients
257. Predicting is a technique to forecast what speaker will say
- A. [Yes](#)
  - B. No
  - C. Not sure
  - D. None of these
258. Which one is an email etiquette?
- A. [Keep email short](#)
  - B. Send virus infected email

- C. Forward false message
  - D. Use all caps letters in the email
259. Which of these is the first step in the listening process?
- A. Stop talking
  - B. Receiving
  - C. Interpreting
  - D. Responding
260. Listening to songs only to derive pleasure comes under
- A. Critical Listening
  - B. Therapeutic Listening
  - C. Appreciative listening
  - D. Comprehensive listening
261. He would starve to death rather than --- for a loan.
- A. Have asked
  - B. Ask
  - C. To ask
  - D. To have asked
262. 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
263. Reading comprehension means understanding a --- text
- A. Oral
  - B. Written
  - C. Usual
  - D. Audio
264. Once the message is encoded in a desired format it is transferred through a medium called
- A. Channel
  - B. Medium
  - C. Media
  - D. Way



265. It is important to consider proper --- where you are giving your presentation.
- A. Darkness
  - B. Lighting
  - C. Lightning
  - D. Ventilation
266. Any word that adds more meaning to the noun is called an
- A. Adverb
  - B. Adjective
  - C. Verb
  - D. Proper Noun
267. Our dress code is an example of communication.
- A. Verbal
  - B. Nonverbal
  - C. Written
  - D. Oral
268. 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
269. Communication is a nonstop ---
- A. Process
  - B. Program
  - C. Paper
  - D. Plan
270. Environmental barriers are same as ---
- A. Psychological
  - B. Physiological
  - C. Physical
  - D. Cultural
271. Personification of strength and violence are considered as --- gender.
- A. Masculine

- B. Feminine
  - C. Common
  - D. Neutral
272. In ---- listening, the main intention is to seek certain information which will be appreciated.
- A. Empathetic
  - B. Appreciative
  - C. Evaluative
  - D. Dialogic
273. -----context refers to the similarity of background between sender and receiver.
- A. Physical
  - B. Cultural
  - C. Social
  - D. Chronological
274. When you shall plan to arrive for interview
- A. 30 minutes before
  - B. 1 hour before
  - C. On the time
  - D. 2 hours before
275. 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
276. Which of these is the third step in the listening process?
- A. Stop talking
  - B. Interpreting
  - C. Responding
  - D. Receiving
277. Hearing means perceiving with ears
- A. Yes
  - B. No

- C. Not sure
  - D. None of these
278. Which of these is not a type of listening?
- A. Appreciative listening
  - B. Superficial listening
  - C. Focused listening
  - D. Musical listening
279. Which of these types of listening lacks depth?
- A. Appreciative listening
  - B. Superficial listening
  - C. Focused listening
  - D. Evaluative listening
280. Which of these is based of effective listening?
- A. Note taking
  - B. Notice writing
  - C. Letter writing
  - D. Predicting
281. Which of these is not a type of text for reading?
- A. Reference material
  - B. Chats
  - C. Scientific text
  - D. Technical text
282. Which of these is not a deterrent to the listening process?
- A. Lack of interest
  - B. Ego
  - C. Confidence
  - D. Fear
283. Who propounded the Needs Theory
- A. Frederick Herzberg
  - B. Alderfer
  - C. Abraham Harold Maslow
  - D. None of the above
284. The two factor theory is based on which factors?

- A. Hygiene and motivational
  - B. Safety and self - esteem
  - C. Self - actualization and status quotient
  - D. None of the above
285. What does "E", "R" and "G" stand for in the ERG theory?
- A. Export, Risk and Guarantee
  - B. Exponential, Reliability and Growth
  - C. Existence, Relatedness and Growth
  - D. None of the above
286. Which of the following statements regarding internal forces of motivation is true"
- A. They are more important to understand than external forces of motivation.
  - B. They are less important to understand than external forces of motivation.
  - C. They are as important as external forces of motivation.
  - D. They are seldom recognized by managers
287. Which of the following is not a pull force of motivation
- A. availability of training
  - B. performance level goals
  - C. rewards and compensation
  - D. pressure for high levels of output
288. Which of the following is not an internal motivational force
- A. Goals
  - B. Needs
  - C. Attitude
  - D. Feedback
289. Which of the following is not a push force of motivation
- A. security needs
  - B. career advancement goals
  - C. attitude about the supervisor
  - D. the amount and timing of feedback
290. \_\_\_\_ focuses on core job attributes, critical psychological states, and expected outcomes
- A. The equity model
  - B. The expectancy model
  - C. The two factor model

D. The job characteristics model

291. --- is the degree which has a substantial impact on the lives of other people.
- A. Autonomy
  - B. task identity
  - C. task significance
  - D. feedback from the job
292. --- refers to the learning opportunities designed to help employees grow.
- A. Training
  - B. Development
  - C. Education
  - D. All of the above
293. Which of the following is a benefit of employee training?
- A. Improves morale
  - B. Helps people identify with organizational goals
  - C. Provides a good climate for learning, growth and coordination
  - D. None of the above
294. Choose which of the following is a benefit to the individual while receiving training?
- A. Creates an appropriate climate for growth, communication
  - B. Aids in increasing productivity and/ or quality of work
  - C. Satisfies a personal needs of the trainer
  - D. None of the above
295. Which of these is an off - the - job training method?
- A. Television
  - B. Job rotation
  - C. Orientation training
  - D. Coaching
296. Which of the following is a learning principle?
- A. Recognition of individual differences
  - B. Schedules of learning
  - C. Transfer of learning
  - D. All of the above
297. Which of these is a hindrance to effective training?

- A. Career planning workshop
  - B. Aggregate spending on training is inadequate
  - C. Mentoring
  - D. Career counselling
298. Which of these is the benefit of needs assessment?
- A. Assessment makes training department more accountable
  - B. Higher training costs
  - C. Loss of business
  - D. Increased overtime working
299. --- seeks to examine the goals of the organisation and the trends that are likely to affect these goals.
- A. Organisational Support
  - B. Organisational analysis
  - C. Person analysis
  - D. Key skill abilities analysis
300. Which of this is a step in training process?
- A. KSA deficiency
  - B. Provide proper feedback
  - C. Obstacles in the system
  - D. Use of evaluation models
301. Which of the following act deals with employees' selection?
- A. Child labour act
  - B. The apprentices act
  - C. Mines act
  - D. All of the above
302. Choose the odd man out.
- A. Acquisitions and mergers
  - B. Radio and television
  - C. Former employees
  - D. Advertisements
303. What is the main objective of interview process?
- A. Hire the right candidates
  - B. Meet the high labour turnover
  - C. To reduce the costs of recruiting

- D. None of the above
304. Which of the following is an option to overcome communication barriers?
- A. Using pictures
  - B. Practicing empathic communication
  - C. Setting communication goals
  - D. All of the above
305. Which of the following is a barrier to effective listening?
- A. Setting communication goals
  - B. Using correct amount of redundancy
  - C. Partial listening and distractions
  - D. Improving communicator's credibility
306. Which of the factors influence organizational communication?
- A. Information Ownership
  - B. Avoid evaluative judgement
  - C. Job Description
  - D. None of the above
307. Which of these is an example of formal channel of communication?
- A. Reports
  - B. Text messaging
  - C. Indirect communication
  - D. All of the above
308. In how many directions does a communication flow in an organisational setup?
- A. 1
  - B. 3
  - C. 7
  - D. 4
309. What is the reason for downward communication to be ineffective?
- A. Distortions
  - B. Procedures
  - C. Filtering
  - D. None of the above

310. Communication flows from superiors to subordinates in downward flow of communication.
- A. Yes
  - B. No
  - C. Not sure
  - D. None of these
311. Organizations need to evolve policies as they ensure \_\_\_\_ and \_\_\_\_ in treating people.
- A. Constancy and similarity
  - B. Intention and safety
  - C. Consistency and uniformity
  - D. None of the above
312. In which year did the term HRM emerge?
- A. 1970
  - B. 1990
  - C. 1980
  - D. 1999
313. Managers when plan, organize, lead and control are called decision makers.
- A. Yes
  - B. No
  - C. Not sure
  - D. None of these
314. Which of the following is an assumption of rationale decision making?
- A. Preferences are clear
  - B. Final choice will maximize payoff
  - C. The problem is clear and unambiguous
  - D. All of the above
315. --- is accepting solutions that are "good enough".
- A. Bounded rationality
  - B. Satisficing
  - C. Escalation of commitment
  - D. None of the above
316. Making decisions on the basis of experience, feelings & judgement is called --



- A. Decision changing
  - B. Structured problems
  - C. Intuitive decision making
  - D. None of the above
317. What is CEO?
- A. Chief Executive Officer
  - B. Chief Engineering Officer
  - C. Chairman Executive Officer
  - D. Chairman Engineering Officer
318. Which software provides key performance indicators to help managers monitor efficiency of projects and employees?
- A. Management Information System
  - B. Business Performance Management
  - C. Enterprise Application Software
  - D. Online analytical Processing
319. What is the only concern of stockholders?
- A. Financial return
  - B. Make profits
  - C. Encourage social responsibility
  - D. None of the above
320. Which of these is called a light green approach?
- A. Market approach
  - B. Activist
  - C. Stakeholder approach
  - D. Legal
321. What is lateral communication?
- A. Communication flows from superiors to subordinates
  - B. Communication flows between manager and work - groups
  - C. Communication flows between peers
  - D. None of the above
322. When communication flows between manager and outside groups like suppliers, creditors, banks, etc. is called ---
- A. Grapevine communication
  - B. External communication

- C. Horizontal communication
  - D. Upward communication
323. --- is a tool for auditing communication policies, networks and activities.
- A. Communication audits
  - B. Informal communication
  - C. Formal communication
  - D. Verbal communication
324. Informal communication is also called as grapevine
- A. Yes
  - B. No
  - C. Not sure
  - D. None of these
325. Selection is now \_\_\_ and is handled by the HR.
- A. Unplanned
  - B. Outsourced
  - C. Centralized
  - D. Commercialized
326. A test that seeks to predict through handwriting is \_\_\_
- A. Polygraph
  - B. Graphology
  - C. Grammatology
  - D. Palmistry
327. In --- the interviewer uses pre-set standardized questions for all applicants.
- A. Unstructured interview
  - B. Structured interview
  - C. Behavioural interview
  - D. Mixed interview
328. --- occurs when an interviewer judges an applicant's entire potential on the applicant dresses or talks.
- A. Stress producing
  - B. Halo - effect
  - C. Unstructured
  - D. Selection

329. Which of the selection steps is the most critical?
- A. Physical examination
  - B. Selection decision
  - C. Reference and background checks
  - D. Employment interviews
330. Which country uses the graphology test to select candidates?
- A. U.S.
  - B. India
  - C. Germany
  - D. China
331. --- is a performance measure of both efficiency and effectiveness.
- A. Organisational behaviour
  - B. Organisational citizenship
  - C. Employee productivity
  - D. Employee Retention
332. The voluntary and involuntary permanent withdrawal from an organisation is called \_
- A. Turnover
  - B. Behaviour
  - C. Misbehaviour
  - D. Selection
333. Discretionary behaviour that is not part of an employee's formal job requirements
- A. Appreciative Behaviour
  - B. Organisational behaviour
  - C. Workplace misbehaviour
  - D. Organisational citizenship
334. --- is that part of an attitude that's made up of the beliefs, opinions, knowledge.
- A. Behavioural component
  - B. Cognitive component
  - C. Affective component
  - D. Organisational component
335. The emotional part of an attitude is called \_\_\_\_\_.

- A. Affective component
  - B. Organisational behaviour
  - C. Attitude
  - D. Behaviour
336. Employee's general belief that their organisation values their contribution and cares about their well - being is called \_\_\_\_\_.
- A. Behaviour
  - B. Workplace misbehaviour
  - C. Organisational behaviour
  - D. Perceived organisational support
337. Which is the most popular approach to classifying personality traits?
- A. MBTI
  - B. Style of making decisions
  - C. Social interaction
  - D. Cultural Interaction
338. Which of these is one of the five personality traits in the Big - Five Model?
- A. Emotional stability
  - B. Openness to experience
  - C. Extraversion
  - D. All of the above
339. The ability to notice and to manage emotional cues and information is called \_\_\_\_\_
- A. Perception
  - B. Thought Process
  - C. Emotional Intelligence
  - D. Personalization
340. What is the major issue faced while doing personal planning?
- A. Information to be used in making forecasts
  - B. Types of people to be hired
  - C. Multiple positions to be filled
  - D. Emotional attachment to the work
341. If selected, how long will you work with us?
- A. One year
  - B. Lifetime

- C. As long as we both are happy  
D. None of these
342. Will you work in night shift?  
A. No I won't work in night shift at all  
B. Yes I will work only in night shift  
C. I am comfortable with rotational night shift  
D. None of these
343. How much salary do you expect?  
A. I want Rs 15000  
B. I am a fresher, I don't want any salary  
C. As per industry standards  
D. All of the above
344. Why should we hire you?  
A. I want more money  
B. I want to learn new things  
C. I want to pass my time  
D. I am a fresher I don't know
345. Change the speech: She said to them, "Don't make a noise."  
A. She asked them not to make a noise.  
B. She told them not make noise.  
C. She told them not to make a noise.  
D. She told them that don't make a noise
346. He is gifted when it comes to --- with government officials.  
A. Liasing  
B. liaising  
C. Laizing  
D. liaizing
347. Run the verb in Future Perfect Continuous Tense. Radha (do) homework.  
A. Radha would have been doing homework  
B. Radha will be doing homework  
C. Radha will do homework  
D. Radha will have done homework
348. Change the voice. My bicycle has been sold.

- A. I had sold my bicycle.
  - B. I have sold my bicycle.
  - C. They sold my bicycle.
  - D. My bicycle will sell.
349. Find the error: He was told that the faults were basically mechanics in nature.
- A. He was told that
  - B. the faults were basically
  - C. mechanics in nature.
  - D. No error
350. The seniors --- for their rude behaviour with juniors.
- A. apologetic
  - B. apologizing
  - C. apologized
  - D. apologetic
351. Use correct form: The woman to who I will sell my house was a criminal.
- A. to whom I sold
  - B. to whom I sell
  - C. to whom I sold
  - D. No correction required
352. Choose the correct combination to form sentences  
1. India is a 2. cannot be denied 3. and this fact 4. developing country
- A. 3, 2, 4, 1
  - B. 1, 4, 3, 2
  - C. 1, 2, 4, 3
  - D. 4, 3, 1, 2
353. If he --- time, he will tell you the story
- A. Has
  - B. Had
  - C. Haves
  - D. will have
354. Author is related to Book as Choreographer is related to
- A. Drama
  - B. Ballet
  - C. Masque

D. Opera

355. Labour is related to Wages as Entrepreneur is related to \_\_\_\_?
- A. Loan
  - B. Interest
  - C. Profit
  - D. Taxes

Read the passage and answer below 5 questions

A man is known by the book he reads as well as by the company he keeps; for there is a companionship of books as well as of men and one should always live in the best company, whether it be of books or of men. A good book may be among the best of friends. It is the same today that it always was, and it will never change. It is the most patient and cheerful of companions. It does not turn its back upon in times of adversity or distress. It always receives us with the same kindness; amusing and interesting us in youth, comforting and consoling us in age.

356. A man may usually be known by the books he reads because
- A. His reading habits show that he is a scholar.
  - B. The books he reads affect his thinking
  - C. Books provide him a lot of knowledge
  - D. His selection of books generally reveals his temperament and character
357. Which of the following statements is not true?
- A. Good books as well as good men always provide the finest company.
  - B. A good book never betrays us
  - C. We have sometimes to be patient with a book as it may bore us.
  - D. A good book serves as a permanent friend.
358. The statement, " a good book may be among best of friends," means that
- A. there cannot be a better friend than a good book
  - B. books may be good friends, but not better than good men
  - C. a good book can be included amongst the best of friends of mankind.
  - D. Our best friends read the same good books.
359. Which of the following is opposite in meaning to the word 'adversity'?
- A. Happiness
  - B. Prosperity

- C. Progress
  - D. Misfortune
360. Which of the following would be the most appropriate title for the given passage?
- A. Books show the reader's character
  - B. Books as man's abiding friends
  - C. Books are useful in the youth
  - D. The importance of books in old age.
361. We are witnessing an industry that is \_\_\_\_\_ on poverty, mostly.
- A. Leading
  - B. Superior
  - C. Thriving
  - D. Discord
362. It is always the ordinary people who \_\_\_\_ victims of violence because the politicians move around in bullet-proof vehicles.
- A. Indicate
  - B. Shun
  - C. Fall
  - D. Transform
363. Mohit was advised to take \_\_\_\_ since he broke his leg in the accident.
- A. Medicine
  - B. Coffee
  - C. Rest
  - D. Leftover
364. --- should understand that they would get a license only if have basic skills of driving.
- A. Residential
  - B. Political
  - C. Authoritative
  - D. Applicants
365. When Sameer heard the news of his selection to the IIM, he felt \_\_\_\_\_.
- A. Effervescent
  - B. Enamoured



- C. Elated
- D. Embittered

Choose correct word for an idioms below

366. To hold one's tongue
- A. to support
  - B. to interfere in one's work
  - C. to insult someone
  - D. to keep quiet
367. Caught between two stools
- A. met with an accident
  - B. difficulty in choosing between two alternatives
  - C. struck in a calamity
  - D. none of these