PAPER – I
SEMESTER-I
(MORNING SESSION)
(COMMON FOR ALL ENGG & NON ENGG TRADES)

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

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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

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