



11

EMPLOYABILITY SKILLS

Book BACK Questions



ARUNA PUBLICATION

I. Choose the best answer:

(1 Mark)

1. _____ are acquired by an individual to become employable.

A. Employability skills	B. Management skills
C. Technical skills	D. Personal skills
2. Personal skills can be defined as the _____ a human being possess.

A. Attitude	B. Ability
C. Quality	D. Feelings
3. Soft skills can also be defined as _____.

A. Technical skills	B. Communication skills
C. Hard skills	D. Non-Technical skills
4. Through _____ we can transfer and receive knowledge.

A. Interpersonal skills	B. Personal skills
C. Soft skills	D. Hard skills
5. _____ skill is used to think and behave ethically.

A. Interpersonal skills	B. Non- Technical skills
C. Communication skills	D. Personal skills
6. Interpersonal skills is used to _____ with other people.

A. Communicate	B. withhold
C. Conceal	D. Suppress
7. Personal skills can be divided into two as soft kills and _____.

A. Communication skills	B. Employable skills
C. Hard skills	D. Verbal skills
8. Interests are something that we _____ doing.

A. lack	B. enjoy
C. Despise	D. Avert

9. Hard skills are related to _____ knowledge.
A. Feelings **B. Emotions**
C. Technical D. Employable
10. While planning your career it is important to know your _____.
A. Interests B. Likes C. Dislikes D. Work
11. Life gives us many _____ to learn from people around us.
A. Difficulties **B. opportunities**
C. Advices D. reality
12. A _____ can affect us positively.
A. Follower B. Supporter
C. Devotee **D. Role model**
13. _____ is a strong desire or ambition to plan our career successfully.
A. Aspiration B. Personal skills
C. Likes D. Apathy
14. A _____ is someone to look upto based on your career values or aspiration.
A. Student **B. Role model**
C. Journalist D. Facilitator
15. Self-learning is a _____ effort.
A. Teachers B. Group
C. Individual D. Team
16. _____ helps you develop your problem-solving skills.
A. Verbal knowledge **B. Self-learning**
C. Management skills D. Discipline
17. _____ is the range of online platforms with free and paid courses to improve skills and knowledge.
A. Classroom learning **B. Online courses**
C. Offline education D. seminar
18. Online learning eliminates physical learning and provides _____

A. Textbooks

B. Education materials

C. Paperless learning

D. Face-to-face learning

19. Evaluating one's own knowledge can be done in _____

A. Traditional learning

B. Classroom learning

C. Self-learning

D. Online learning

20. Online learning requires basic understanding of using _____ of learning.

A. Digital forms

B. Written

C. Verbal

D. Non-verbal

II. Answer the Following:

(2 Marks)

1. Define Employability Skills.
2. Define Self-learning
3. What is an aspiration?
4. Differentiate Interest and Ability.
5. Give any two reasons to consider self-learning.

III. Answer the Following

(3 Marks)

1. Differentiate Personal and Interpersonal skills.
2. What are the resources available for online learning?
3. What are Personal skills and how are they classified?
4. Identify and mention some of the qualities of a self-learner.
5. Mention the name of the celebrity role model along with their success in relevant field.

IV. Answer the Following

(5 Marks)

1. Mention the ways in which you can improve your interpersonal skills.
2. Compare and contrast the advantages and disadvantages of online learning.
3. List out the factors to consider before choosing a career?
4. Differentiate classroom learning and self-learning.

I. Choose the best answer:

(1 Mark)

1. One of the fundamental motto of communication is to _____ the other person
 A. Call **B. Greet**
 C. Introduce D. Order
2. _____ play an important role in describing and modifying people, places and objects
 A. Verb B. Noun
C. Adjectives D. Adverb
3. _____ is better knowledge about a person if we know about them
A. Likes and dislikes B. Understanding
 C. Patient talk D. Communication
4. Inviting someone is correlated with the culture of -----
 A. aloofness B. excess
 C. coolness **D. Hospitality**
5. 6. People feel more confident when they are surrounded by their -----
A. known circle of friends B. neighbors
 C. Unknown circle of friends D. unknown peoples
6. People feel more confident when they are surrounded by their -----
A. known circle of friends B. neighbors
 C. Unknown circle of friends D. unknown peoples
7. Which of the following is not an appropriate word to greet people
A. Bye B. Hey
 C. Hai D. Hello
8. Which of the following is not the basics to introduce yourself?
 A. Name B. Occupation
 C. Place **D. Weakness**

9. Pick out the describing word?
A. Color B. Hello
C. Hai D. Bye
10. Which of the following is not a Pronoun?
A. She B. He **C. Kavi** D. They
11. Preparing or scheduling a day is known as
A. Management **B. Planning**
C. Working D. Playing
12. We going to play.
A. it B. is
C. was **D. are**
13. How can you order food when the waiter is asking you to place your order?
A. I'd like to have biriyani B. I'm going to play chess
C. I forget my Purse D. This is my stop.
14. Story telling helps us to improve
A. Bargaining B. Stereotype
C. Stamina **D. Thinking skill**
15. Find out the verb from the following options.
A. Sundar **B. Traveling**
C. Ooty D. ATM
16. Which of the following sentence conveys you like it?
A. I don't bear B. I hate
C. I love D. I detest
17. Which of the describes directions?
A. Left B. Right
C. Opposite D. Rose milk
18. I enjoyed the game. It shows you The game.
A. Hate **B. Like**

C. Dislike

D. Detest

19. The main objective of giving Is to improve the knowledge or to strengthen the performance of an individual.

A. Chocolate

B. Feedback

C. Money

D. Food

20. Which of the following is a criteria of a simple instruction?

A. Confusing

B. Big

C. Precise

D. Risky

II. Answer the Following:**(2 Marks)**

1. What is the importance of greeting a person?
2. List a few ways to convey your likes.
3. Write some examples for closing the conversation.
4. What is "describing" in the communication?
5. Give short notes on story writing.

III. Answer the following.**(3 Marks)**

1. Write down the ways to greet a friend, an acquaintance and a stranger (Each 3).
2. Fill in the blanks with the correct verb.
A. Hello! I am Divya.
B. Where are you living?
C. I am staying in a hostel.
D. What is your roll number,Andrew?
E. We are playing chess.
F. How old are you?
3. What are the factors to be added while introducing yourself?
4. What is "Describing words" with some examples?

5. Change the sentences from Active voice to Passive voice.

- A. Durai will take a photograph.
- B. The dog chased the cat.
- C. Sudhan caught the ball.
- D. The students were helping the wounded woman.
- E. Sunitha teaches us English.
- F. Who taught you this poem?

IV. Answer the following.

(5 Marks)

1. What are the sequences to be followed while introducing yourself?
2. Explain about the "Inviting someone". Also give some examples for the following.
(Each 2)
 - A. Expressions for inviting people
 - B. Expressions for accepting the invitation
 - C. Declining the invitation.
3. Write short notes on Giving simple instructions and guidelines to write the instructions.
4. Explain briefly:
 - A. Likes and dislikes
 - B. Planning an outing
 - C. Narrating a story

ACTIVITIES & PRACTICE EXERCISE

PRACTICE EXERCISE (P. No. 21)

I) Fill in the blanks with is/am/are as appropriate.

1. Hi! I am Tarun.
2. How are you, Tarun?
3. What is your seat number, Tarun?
4. We are flying to Pune.
5. I am staying at Pune with Tarun.
6. Tarun and I are staying in Pune.
7. We are from the same city.
8. I am fine, thank you.
9. You are living in Chennai.
10. You are Tarun's friend.

ACTIVITY 2 (P. No. 24)

II) Choose the appropriate describing word.

1. Pooja has _____ hair. She wants to cut it off.
(a) *long* (b) *short*
2. Asif is a _____ boy. His mother always scolds him.
(a) *naughty* (b) *good*
3. Samuel loves his mother's food the most. She's a _____ cook.
(a) *bad* (b) *great*
4. Iniyan is a good dancer. In fact, he's the _____ dancer in his group.
(a) *worst* (b) *best*
5. Gomathi is a _____ singer. She is going to win the competition.
(a) *bad* (b) *wonderful*

ACTIVITY 1 (P. No. 25)

I) Choose the correct option from the given in the bracket.

1. _____ Tamil movies? (Does you likes, Do you likes, **Do you like**)
2. _____ Hollywood movies. (**She hates**, She hating, She hate)
3. _____ to Chithra's songs. (I often listened, **I often listen**, I often listens)
4. _____ the best. (**Horror movies are**, Horror movies is, Horror movies)
5. _____ another of her hobbies. (Reading was, Reading are, **Reading is**)
6. _____ to spend your time. (You paints, **You paint**, You painting)
7. _____ Bangalore very much. (They liking, They likes, **They like**)
8. _____ Delhi weather. (**Kaviya and I dislike**, Kaviya and I dislikes, Kaviya and I disliking)
9. _____ roses and daisies. (My favorite flowers, **My favorite flowers are**, My favorite flowers is)
10. _____ Kanyakumari very much. (**We do like**, We does like, We do likes)

ACTIVITY 2 (P. No. 25)

II) Complete the following sentences on your own.

1. I like **mango** better than **apple**.
2. The reason why I like **mango** better than apple is that **they are very sweet**.
3. **Banana** is also my favorite **fruit**.
4. I would go to **Madurai** rather than **Chennai** because **Chennai is very hotter**.
5. I dislike **disco**; I would rather **go for a picnic**.
6. Why don't you like **disco**? It is one of my **unfavourite dance**.
7. One of my favourite dances of all time is **Bharat Natyam**. I think that everybody should **practice** at least once.
8. I can't choose a favorite between **apple** and **mango**. I like both.

ACTIVITY 1 (P. No. 27)

I) Fill in the blanks with the correct pronouns.

Rita and I (me, I) are arranging a party. It (He, It) will be a simple party with a few friends, but with lots of food and fun. We (We, Us) will invite Asif, Priyanka and Kruti. They (Them, They) are our (our, us) classmates. So, we (us, we) don't have to give them (them, their) invitation cards. We (We, Our) can just ask them (their, them) to come. Friends don't need formal invitations, do they (them, they)?

ACTIVITY 1 (P. No. 28)

I) Match the following and write the complete sentences below.

A	B	Answers
We are going to	performed around the world.	4
Four of us are	the four seasons of the year.	3
It is by award-winning	going to see it.	5
The play is about	see a play this Tuesday.	2
It has been	director Ratan Thiyam.	1

ACTIVITY 2 (P. No. 28)

II) Identify which of the following are in Active Voice, and which are in Passive Voice.

- How much does this bag cost? **Active Voice**
- This bag can be purchased at a price of eight hundred rupees. **Passive Voice**
- I want a discount on the price. **Active Voice**
- The price can be reduced by a hundred rupees, but not more. **Passive Voice**
- This bag is made of good quality leather. **Passive Voice**
- We cannot sell it for anything less than seven hundred rupees. **Active Voice**
- Can you reduce another hundred rupees? **Active Voice**
- You are being offered a good price. **Passive Voice**

9. No other shop sells this bag for seven hundred rupees. **Active Voice**
10. Let's make it six hundred fifty rupees. **Active Voice**

ACTIVITY 3 (P. No. 29)

III) Change the voice in the sentences from Active to Passive.

1. I bought this CD for you.

This CD is bought for you by me.

2. Rahul bought a gift for Priya.

A gift was bought for Priya by Rahul.

3. Priya gave a pen to Ranjith.

A pen was given to Ranjith by Priya.

4. India beat Australia in the T20 match.

Australia was beaten by India in the T20 match.

5. The management has declared a holiday on the 10th.

A holiday has been declared on the 10th by the management.

ACTIVITY 2 (P. No. 30)

II) Fill in the blanks with the correct articles 'a', 'an', and 'the', wherever necessary.

1. Please get me a glass of water.
2. I would like to have an onion Utthapam and Vanilla ice-cream.
3. Excuse me, where is the washroom?
4. What is the specialty of this restaurant?
5. Could you tell me the recipe of this dish?

ACTIVITY 2 (P. No. 33)

Fill in the blanks using correct prepositions.

1. I am going to college. (to, by)
2. The college is next to the hospital. (from, to)
3. You can also see the building from the bus stop. (from, to)
4. It is just across C.J. Street. (across, by)

5. Our college is located in Tiruchirapalli. (of, in)

ACTIVITY 3 (P. No. 33)

The sentences below have incorrect prepositions. Rewrite the sentences with correct prepositions.

1. Government Hospital can be seen ~~below~~ the next street. **from**
2. It is just a short walk ~~till~~ Bhuvana Cinema Hall. **to**
3. Keep walking ~~to~~ you reach Bhuvana Cinema Hall. **till**
4. Geeta Sweets Corner is ~~till~~ Giri Tailors. **next to**
5. You can walk down this road ~~from~~ reach Geeta Sweets Corner. **to**
6. If you walk ~~from~~ the end of Vivekananda Street, you will easily see Bhuvana Cinema Hall. **to/towards**

I. Choose the best answer:

(1 Mark)

1. Communication that involves exchanging information without use of words is called _____

A. Verbal communication	B. Non-verbal communication
C. Written communication	D. Pictorial communication
2. Gesture “Quick tilt head” shows _____

A. boredom	B. confidence
C. interest	D. insecurity
3. Which one of the following is a barrier to speaking?

A. confidence	B. nervousness
C. calmness	D. friendliness
4. Communication is a _____ exchange of information

A. single-way	B. multi-way
C. three-way	D. two-way
5. An angry person’s body language will be

A. Calm and composed	B. Friendly and smiling
C. Nervous and aggressive	D. Relaxed and soothing
6. Which of the following should be avoided while speaking before a group?

A. Maintaining eye contact	B. Memorizing the speech
C. Feel energetic	D. Stand rigidly
7. When you want to make a quick point it is better to be

A. Clear and long	B. Clear and concise
C. Concise and confusing	D. Concise and slow
8. Recording oneself speak in a smartphone can be useful for

A. Looking at it whenever you are free	B. Showing to friends
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C. Assessing strengths and weaknesses in one's communication

- D. Posting it on Facebook
9. LinkedIn is website that can be used to
- A. Meet new members of our profession** B. Share photos and videos
- C. Watch movies D. Wish people on their birthdays
10. Non verbal communication includes _____ expression
- A. Oral and written B. format and rules
- C. signs and notifications **D. Unspoken and unwritten**
11. The process of communication starts from the _____
- A. Channel **B. Sender**
- C. Receiver D. Decoder
12. Classroom conversation is a form of _____ communication
- A. Verbal** B. Non verbal
- C. Workplace D. Formal
13. Workplace communication is the exchange of information and ideas by _____
- A. Students **B. employees**
- C. Non-professional D. kids
14. By _____ ourselves thoughtfully, we can communicate better with others
- A. expressing** B. refraining
- C. restraining D. suppressing
15. Learning how to manage conflict in the workplace can help build better _____
- A. Space **B. Teams**
- C. Place D. Section
16. A _____ is a circle of acquaintances from our field of work
- A. Association B. Friends network
- C. Professional network** D. Consortium
17. Which of the following is an Email service?
- A. Google.com (Gmail)** B. KalviTV

- C. Cartoon Network
D. Hotcrossmail.com
18. _____ shows the topic of the message
- A. From
B. Subject
C. Message body
D. To
19. Full form of CC is
- A. Corrected Copy
B. Carbon Copy
C. Carbonated Copy
D. Coordinated Copy
20. Informal communication is often called in organizations as _____
- A. grapevine
B. vineyard
C. grapeyard
D. graveyard

II. Answer the Following:**(2 Marks)**

1. What is communication?
2. What are the 3 P's of public speaking?
3. What is workplace communication?
4. What is formal communication?
5. What is Email?

III. Answer the Following:**(3 Marks)**

1. List the different types of communication.
2. What is Professional Networking?
3. What is the importance of workplace communication?
4. What are the components in the process of communication?
5. What is visual communication? Give two examples.

IV. Answer the Following:**(5 Marks)**

1. What are the ways to overcome the barriers to Effective Communication?
2. What is the Email message format?
3. List the various gestures involved in body language and what it means?

4. Explain the steps involved in creating an Electronic Mail.

2.

I. Choose the best answer:

(1 Mark)

1. 1 byte = _____
 A. 2 bits
C. 8 bits
 B. 4 bits
 D. 16 bits
2. _____ is a software which helps to access web pages from various websites
A. Internet browser
 B. Mobile applications
 C. Web Address
 D. Operating system
3. CPU stands for
A. Central Processing Unit
 B. Central Programming Unit
 C. Central Planning Unit
 D. Central Progress Unit
4. For short distance, _____ network type is used
A. LAN
 B. WAN
 C. MAN
 D. CAN
5. In Excel, the intersection of a row and column is called as a _____
A. Cell
 B. Label
 C. Square
 D. Worksheet
6. Computer network that spans a regional, national or global area is called _____
 A. LAN
C. WAN
 B. MAN
 D. CAN
7. In MS excel, collection of worksheet is known as _____
 A. Worksheet
B. Workbook
 C. Excel book
 D. Sheet book
8. Spreadsheets are saved with extension
A. .xlsx
 B. .docx
 C. .pdf
 D. .mp3
9. The expansion of LAN is

- A. Local Area Name
C. Logical Area Network
- B. Local Area Network**
D. Legal Area Network
10. _____ is a multilingual neural machine translation service developed by Google
- A. Voice Message
C. Google Meet
- B. Google Translate**
D. Google Forms
11. The expansion of ROM is
- A. Read Octet Machine
C. Random Only Memory
- B. Read Only Memory**
D. Rewrite Octet Machine
12. One of the most important benefits of a mobile phone is _____
- A. Learning**
C. Playing
- B. Listening to music
D. Chatting
13. Which one is a search engine?
- A. Flickr
C. Facebook
- B. Hotmail
D. Google
14. Which one is an input device?
- A. Speaker
C. Monitor
- B. Joystick**
D. Printer
15. Which one is an output device?
- A. Printer**
C. Keyboard
- B. Mouse
D. Scanner
16. Which one is not a storage device?
- A. Printer**
C. USB flash drive
- B. Video tape
D. Memory
17. _____ is the presentation program
- A. U_torrent
C. MS powerpoint
- B. Mozilla firefox
D. Slide panel
18. MS powerpoint is software of
- A. Google
B. Apple

- C. Android **D. Microsoft**
19. Which is the right term for a presentation page?
A. Chart **B. Slides**
C. Clipport D. image
20. _____ technology is used for communications over large distances wirelessly
A. Mobile communication B. Land communication
C. Wired Communication D. All the above

II. Answer the Following:**(2 Marks)****1. List out the input and output devices.****❖ Input devices:**

Keyboard, Mouse, Digital camera, Scanner, Joystick, etc.

❖ Output devices:

Monitor, Printer, Projector, etc.

2. Write about CPU.

The computer CPU is responsible for handling all instructions it receives from hardware and software running on the computer.

3. What is an operating system?

- ❖ The operation of a computer is controlled by a software known as the Operating System (OS).
- ❖ The operating system directs the input and output of data, keeps track of files, and controls the processing of computer programmes allocating computer resources to various functions.
- ❖ The operating system also serves as an interface between the computer and the user.

4. What is MS word?

- ❖ Microsoft Word is a text processing application that allows one to create documents quickly and easily.
- ❖ A word processing program is a software program that includes tools for entering, editing, and formatting text and graphics.

5. What is the Internet?

- ❑ The Internet, sometimes simply called “Net”, is a worldwide system of computer networks.
- ❑ The Internet is a network of networks in which users on any one computer can get information from many other computers.

III. Answer the Following:

(3 Marks)

1. Define - LAN, WAN, MAN.

❖ Local Area Network (LAN):

Networks used to interconnect computers in a single room, rooms within a building or buildings on one site are called Local Area Network (LAN).

❖ Metropolitan Area Network (MAN):

The network size falls intermediate between LANs and WANs. Many MANs cover an area the size of a city, although in some cases MANs may be as small as a group of buildings.

❖ Wide Area Network (WAN):

The term Wide Area Network is used to describe a computer network spanning a regional, national or global area.

2. What is a search engine? Give some examples.

A search engine is a software programme that is designed to search for information on the World Wide Web.

Some examples of popular search engines are: Yahoo, Google and Bing.

3. What is internet safety?

- ❖ Internet safety is the practice of following actionable guidelines, understanding modern technology, and protecting your digital devices so you can defend against the malicious parts of the online world.

4. What are the applications of a computer?

- ❖ Word processing
- ❖ Internet
- ❖ Digital video or audio composition
- ❖ Desktop publishing
- ❖ Computers in medicine
- ❖ Mathematical calculations
- ❖ Banks
- ❖ Travel
- ❖ Telecommunication
- ❖ Defence
- ❖ E– learning
- ❖ Classes and
- ❖ Examinations.

5. List out the mobile phone pros and cons.

Mobile phone - Pros :

- ❖ Call and Text.
- ❖ Stay Connected with Family and Friends.
- ❖ Latest News Updates.
- ❖ Take Photos and Videos.
- ❖ Find Directions and Search Places.
- ❖ Play Games.
- ❖ Portable Music Library.
- ❖ Research Anything Anytime.

Mobile phone - Cons :

- ❖ Constantly Distracting
- ❖ Socially Disruptive
- ❖ The Work Never Finishes
- ❖ Photos and Video Mean No Privacy
- ❖ Constant Expense
- ❖ Spam

IV. Answer the Following:**(5 Marks)****1. Define Computer and its parts.**

A computer is an electronic, digital device used to process data, converting the data into information that is useful to people/users.

The parts of a computer are the physical equipment such as the case, storage drives, keyboards, monitors, cables, speakers, and printers.

2. Define operating system and its types.

The operation of a computer is controlled by a software known as the Operating System (OS). The operating system also serves as an interface between the computer and the user.

Operating Systems are classified into two types:

1. Single User Operating Systems:

An operating system allows only a single user to perform a task at a time. It is called a Single user and single Task operating system.

Example : MS-DOS

2. Multi-user Operating Systems:

It is used in computers and laptops that allow the same data and applications to be accessed by multiple users at the same time. The users can also communicate with each other.

Example : Windows, Linux and UNIX

3. What are the steps to open a MS word document?

There are several ways to open a Word document that was previously saved as a file on disk.

- i. Choose File □ Open or using the keyboard shortcut Ctrl+O.
- ii. Locate the document that needs to be open. In the Open dialog box
- iii. One can examine various folders on the PC's hard drive, and on any computer network the PC is connected to, for files to open.
- iv. When the file is found, select it.
- v. Click the Open button.

4. Define Mobile application. How to use mobile phones in our day to day life?

A mobile application, most commonly referred to as an app, is a type of application software designed to run on a mobile device, such as a smartphone or tablet computer.

Here are a wide range of things you can use the mobile phone for:

- ❖ **internet search** – search anything you want by typing keywords.
- ❖ **google maps** – to find route from one place to another and find out traffic information.
- ❖ **recorder** – record important audio (lectures, conversations, etc.)
- ❖ **clock** – to set alarm and reminders
- ❖ connecting to friends and family
- ❖ listening to music
- ❖ organizing time using calendar
- ❖ learning new topics and skills.

4.

I. Choose the best answer:

(1 Mark)

1. Which of the following is an external source for motivation _____
 A. Personal goal
 B. Need for achievement
 C. Ambition
D. Support
2. The work is done mostly by larger machines and more automation is termed as _____
 A. Small scale business
B. Large scale business
 C. Service industry
 D. Medium scale business
3. The objective of _____ is to collect information on various aspects of the business
A. Market survey
 B. customer survey
 C. Credibility
 D. Publicity
4. _____ is an unpaid mention of the company and its product/brand
A. Publicity
 B. Advertisement
 C. Word of mouth
 D. Promotion
5. The project report when it is intended to be presented to A. banker, it is a _____
 A. Checklist
B. Loan proposal
 C. Transparent
 D. Value
6. Details of how to deliver A. product is _____ feasibility.
 A. Market
B. Technical
 C. Financial
 D Organisational
7. As compared to an employee, an Entrepreneur _____
 A. Execute the task
 B. Follows a schedule
C. Plan a task
 D. Has fixed salary
8. Buying and selling of goods is _____ business
 A. Selling
B. Trading
 C. Manufacturing
 D. Service

9. Starting a new venture and sustaining the venture for long time depends on _____
- A. Entrepreneurial motivation** B. Entrepreneurial media
C. Entrepreneurial rewards D. Entrepreneurial idea
10. MSME stands for
- A. Micro, Scale and Medium Enterprises
B. Macro, Small and Medium Enterprise
C. Micro, Small and Medium Enterprise
D. Minor, Small and Medium Enterprise
11. Consumer's buying behaviour does not depend on which factor?
- A. Buying habits **B. Education**
C. Purchasing power D. Living habit
12. In "SWOT" analysis, "w" stands for _____
- A. Wealth B. Wait
C. Weakness D. Wipe
13. _____ analysis involves examining the changes in project outcomes and objectives
- A. Ranks B. Rationale
C. Risk D. Reliance
14. In SWOT analysis which pair is not helpful?
- A. Strengths, Weaknesses B. Strengths, Opportunities
C. Threats, Weaknesses D. Threats, Opportunities
15. Aid forms of ideas, goods and services are called _____
- A. publicity B. good will
C. public relation **D. advertisement**
16. Which of the following studies about the capital and other money matters.
- A. Technical feasibility **B. Financial feasibility**
C. Capital feasibility D. Money feasibility
17. Which is not a factor to be considered while preparing a project report.
- A. Executive summary B. Market analysis and opportunity

C. Height**D. Execution plan**

18. Market feasibility studies of the following markets.

A. Future market**B. Current market****C. Both A. and B.****D. Software market**

19. _____ is the management process responsible for identifying, anticipating, and satisfying customer requirements profitably.

A. Marketing**B. Banking****C. Insurance****D. Premium**

20. Which one has Not more than Rs.1 crore and Annual Turnover?

A. Micro**B. Scale****C. Medium****D. Large****II. Answer the Following:****(2 Marks)**

1. Who is an entrepreneur?
2. What is risk management?
3. Define MSME?
4. What is advertisement?
5. What is enterprise?

III. Answer the Following:**(3 Marks)**

1. What is entrepreneurship?
2. Explain the types of business activity?
3. What is an entrepreneurial reward?
4. Mention some purpose of advertisement.
5. What are the functions of MSME?

IV. Answer the Following:**(5 Marks)**

1. Who is an Entrepreneur? List the advantages of entrepreneurship.
2. Write a note on SWOT analysis.
3. List some of the functions of MSME.

4. Explain feasibility and its types.

1.

I. Choose the best answer:

(1 Mark)

1. It is Possible to develop a _____ with the situations in personal and professional life

a. Negative Attitude	b. Positive Attitude
c. Creative Thinking	d. Critical Attitude
2. _____ helps us to make better decisions

a. Critical Thinking	b. Moderate Thinking
c. Positive Thinking	d. Negative Thinking
3. We have to be _____ as possible to define a problem

a. Variety	b. Broad
c. Specific	d. Problematic
4. _____ is a dialogue between two Party to resolve conflicts or issues to find a solution

a. Negotiation	b. Collaboration
c. Criticism	d. Team work
5. Negotiation results when each party compromises to resolve a conflict for _____ benefits

a. Company's	b. Employers
c. Employee's	d. Every one's Organizations
6. _____ Stress in helpful to perform well

a. Good	b. Moderate
c. Bad	d. None of the Above
7. Accepting _____ at work can be an important step towards increasing the efficiency and professional success

a. Stress	b. Criticism
c. Question	d. Opinion

8. _____ is when different people work together on the same task
- a. Collaboration
 - b. Criticism
 - c. Team work**
 - d. Co operation
9. By good time management skills in workplace skills in workplace one can achieve better work – life balance
- a. Work life balance
 - b. Job Balance
 - c. Account Balance
 - d. Time Balance**
10. Negotiation results when each party compromises to resolve a conflict for _____ benefits.
- a. Employer's**
 - b. Employee's
 - c. Everyone's
 - d. Organization's
11. Which of the following is symptom of good stress
- a. Headaches
 - b. Sleeplessness
 - c. Pain
 - d. Excitement**
12. Communication and _____ is the best way to deal with stress
- a. Honesty**
 - b. Sincerity
 - c. Boldness
 - d. Target
13. _____ is a famous technique for managing the time efficiently
- a. Pomodora**
 - b. Promodora
 - c. Pomodorn
 - d. Pemadora
14. In Pomodoro Technique, we have to work without distraction for _____ minutes.
- a. 30
 - b. 25**
 - c. 20
 - d. 15
15. _____ means that the work done by a team will always be better than work done alone
- a. Synergy**
 - b. Energy
 - c. Onergy
 - d. None of the above
16. In workplace, _____ helps in improving Productivity

- II. Answer the Following: (2 Marks)**

- III. Answer the Following: (3 Marks)**

- IV. Answer the Following: (5 Marks)**

- 1. Explain the different stages of problem solving.**

2. Give a brief note on steps for decision making.
3. Differentiate constructive and destructive criticism.
4. What are the steps to handle criticism at work?
5. Write down some tips for negotiating.
6. What are some healthy ways to deal with stress?



1.

I. Choose the best answer:

(1 Mark)

1. Which one refers to the physical difference between people who are male, female or intersex.

A. Sex

B. Gender

C. Appearance

D. Behaviour

2. A person typically has their sex assigned at birth based on _____.

A. Family

B. Physiological characteristics

C. Psychological

D. Society

3. Gender distinctions are created by _____.

A. Family norms

B. Cultural norms

C. Social norms

D. Locality norms

4. Which one refers to the social and cultural difference between men and women?

A. Gender

B. Sex

C. Behaviour

D. Attitude

5. Stereotype is a _____ belief about a particular group or class of people.

A. Fixed

B. Moderated

C. Variable

D. Relevant

6. “Women are often not educated well and discouraged from working, especially after marriage”

The above statement is one of the impacts of _____.

A. Gender equality

B. Gender discrimination

C. Myth

D. Rumour

7. Although stereotypes look positive, It is _____.

A. Joyful

B. Great

C. Harmful

D. Useful

8. Which one is necessary for recovering from gender stereotypes?

- ..34..

A. 1961

B. 1962

C. 1963

D. 1964

18. Protection of women against domestic Act,_____.

A. 2005

B. 2006

C. 2007

D. 2008

19. IPC Stand for _____.

A. Indian Penal Code

B. Indian Postal Code

C. Indian Program Code

D. Indian Project Code

20. When the abuser makes or attempts to make the victim financially reliant is _____.

A. Sexual abuse

B. Emotional abuse

C. Economic abuse

D. Physical abuse

II. Answer the Following:

(2 Marks)

1. What is meant by gender?
2. Define gender stereotypes.
3. What is bias?
4. Write the benefits of gender equality.
5. What is violence?

III. Answer the Following:

(3 Marks)

1. Differentiate sex and gender.
2. What are the 4 basic kinds of gender stereotypes?
3. Briefly explain about the discrimination.
4. Note down the importance of gender equality.
5. What are the Indian laws that protect against domestic violence?

IV. Answer the Following:

(5 Marks)

6. Write down the effects of gender stereotypes in our daily lives.
7. What is discrimination and explain their forms?
8. Explain about the violence and different types in it.

9. Explain the types of domestic abuse.

1.

I. Choose the best answer:**(1 Mark)**

1. Which of the following account types are opened by business owners to meet their requirement for an unlimited number of cash deposits and withdrawals?
A. Saving account
B. **Current account**
C. Fixed deposit
D. Recurring deposit
2. A cheque is a financial instrument given in place of _____?
A. Goods
B. Services
C. **Cash**
D. Deposit
3. Choose the correct full form of NEFT?
A. National Electronic Fund Transfer
B. National Electric Fund Transfer
C. **National Electrical Fund Transfer**
D. National Eligibility Fund Transfer
4. AePS empowers a bank customer to access his/her _____?
A. Father's bank a/c
B. All bank a/c
C. SBI bank a/c
D. **Aadhar enabled bank a/c**
5. USSD mobile banking is available by pressing _____ in your phone?
A. ***99#**
B. #99*
C. *89#
D. *98#
6. UPI - stands for?
A. Unify Payment Interface
B. United Payment Interface
C. Unified payments Interchange
D. **Unified Payment Interface**
7. Cards allow the account holder to perform banking transactions through the atm machine?
A. **Debit**
B. Credit
C. Plastic
D. PAN
8. Pick out the function of RBI?
A. With draw
B. Locker facilities
C. Deposit
D. **Monetary authority**

- ..38..

18. Mortgage is a loan financing particularly given to purchase and maintenance of _____?

- A. Current assets
- C. Tangible assets

- B. Fixed assets**
- D. Movable assets

19. Stands for EMI.

- A. Equated Monthly Installment**
- C. Equal Money Installment

- B. Equal Monthly Installment
- D. Equated Money Installment

20. An _____ is given to an account holder to withdraw money exceeding their deposits.

- A. Cash credit
- C. Overdraft facility**

- B. Demand draft
- D. Letter of credit

II. Answer the Following:

(2 Marks)

1. Define Currency.
2. Explain the various types of Bank Accounts.
3. What is a mPOS?
4. List any two Do's and Don'ts of Digital Banking.
5. Define Investment.

III. Answer the Following:

(3 Marks)

1. Describe ATM and its purpose
2. Explain the various modes of Digital Payment.
3. Discuss the Security features of various Mobile Payment Apps.
4. Explain the various investment avenues available.
5. Define the features of shares and its importance.

IV. Answer the Following:

(5 Marks)

1. Briefly explain about the evolution of money.

2. Explain the functions of RBI.
3. What is ATM and write down the benefits of ATM for the customers?
4. Explain in detail about different investment avenues.

1.

I. Choose the best answer:

(1 Mark)

1. World of Work is the world of the _____
 A. Job
 B. Career
C. Workplace
 D. Occupation
2. A lifelong journey in which an individual learns skills, and use those skills with knowledge, and gain experience in a particular field or industry to earn money is _____
 A. Career
 B. Job
 C. Skill
 D. Employee
3. SMART stands for Specific, _____, Achievable, Relevant and Time-based
 A. Material
B. Measurable
 C. Moving
 D. Moderate
4. The first reason for _____ is being a misfit to the role
 A. Acceptance
 B. Employment
C. Rejection
 D. Appreciation
5. A _____ is a brief written account of personal, educational, and professional qualifications and experience, as prepared by an applicant for a job
 A. Resume
 B. Cover Letter
 C. Application
 D. Form
6. Your first mode of introduction to your prospective employer is _____
 A. Resume
 B. Cover Letter
 C. Application
 D. Leave form
7. To overcome the faults of resume _____ helps.
 A. Review
 B. Reject
 C. Publish
 D. Projection

8. The most popular mode used to select employees for an organization is called as _____

A. Interview

B. Recommendation

C. Reference

D. Call letter

9. The success in a job interview depends a great deal on how you _____ for it

A. Prepare

B. Perform

C. Practice

D. All the above

10. Practice interview is also known as _____ interview.

A. Real

B. Review

C. Mock

D. All the above

11. Preparation is _____ stage in interview?

A. During

B. Before

C. After 6 months

D. A year later

12. Which of the following sequences is right?

A. Interview, Job offer, Resume

B. Resume, Interview, Job offer

offer

C. Job offer, Interview, Resume

D. Resume, Job offer, Interview

13. When the goal is set, but if it is not achieved, it is a _____

A. Representation

B. Failure

C. Success

D. Work

14. An interview in which only two members participate is _____

A. Group

B. One on one

C. Online

D. Stress

15. What is an unfavorable situation in an interview?

A. Prepare on questions related to the resume

B. Eat and rest well

C. Reach the interview location on time

D. Not knowing the job role

16. The process that turns imagination and dreams into reality is _____.
A. Taking rest
B. Punctuation marking
C. Watching match
D. Goal setting
17. Which of the following are the kinds of goals?
A. Short time goals
B. Long time goals
C. Medium time goals
D. All the above
18. Which has a well defined fixed title and salary?
A. Employment
B. Job
C. Career
D. Occupation
19. Pick up the don'ts in your resume.
A. Resume has to be one or two pages
B. Write anything negative in the resume
C. Keep it in a neat folder
D. Make the resume error free
20. Which of the following is the modern way of interviewing ?
A. Group
B. One on one
C. Online
D. Stress

II. Answer the Following:**(2 Marks)**

1. Define the World of Work.
2. What is meant by "SMART" goals?
3. Write down some of the reasons for rejection in an interview.
4. List out the important interview skills.
5. What are the different types of mock interviews?

III. Answer the Following:**(3 Marks)**

1. Differentiate between Job and Career.
2. Short notes on Goal setting.
3. Write down the key Areas to improve and avoid interview rejections.
4. Explain the various types of resumes.
5. Write the benefits of mock interviews.

IV. Answer the Following:**(5 Marks)**

1. Briefly explain about the "SMART" goals with an example.
2. Tabulate the Do's and Don'ts while making a resume.
3. Explain about the 3 stages of the interview process.
4. What is mock interviews? Write the some tips to conduct a good mock interview.