

11 EMPLOYABILITY SKILLS

Book BACK Questions





Choose the best answer:	(I Mark)
are acquired by an individ	ual to become employable.
A. Employability skills	B. Management skills
C. Technical skills	D. Personal skills
Personal skills can be defined as the	a human being possess.
A. Attitude	B. Ability
C. Quality	D. Feelings
Soft skills can also be defined as	
A. Technical skills	B. Communication skills
C. Hard skills	D. Non-Technical skills
Through we can transfer an	d receive knowledge.
A. Interpersonal skills	B. Personal skills
C. Soft skills	D. Hard skills
skill is used to think and	d behave ethically.
A. Interpersonal skills	B. Non- Technical skills
C. Communication skills	D. Personal skills
Interpersonal skills is used to	with other people.
A. Communicate	B. withhold
C. Conceal	D. Suppress
Personal skills can be divided into two a	s soft kills and
A. Communication skills	B. Employable skills
C. Hard skills	D. Verbal skills
Interests are something that we	doing.
A. lack	B. enjoy
C. Despise	D. Avert
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	A. Employability skills C. Technical skills Personal skills can be defined as the A. Attitude C. Quality Soft skills can also be defined as A. Technical skills C. Hard skills Through we can transfer an A. Interpersonal skills C. Soft skills skill is used to think and A. Interpersonal skills C. Communication skills Interpersonal skills is used to A. Communicate C. Conceal Personal skills can be divided into two a A. Communication skills Interests are something that we A. lack C. Despise

TECH EASY	11 - Employability Skills		
9. Hard skills are related to	Hard skills are related to knowledge.		
A. Feelings	B. Emotions		
C. Technical	D. Employable		
10. While planning your career it is importa	ant to know your		
A. Interests B. Likes	C. Dislikes D. Work		
11. Life gives us many to lear	rn from people around us.		
A. Difficulties	B. opportunities		
C. Advices	D. reality		
12. A can affect us positivel	y.		
A. Follower	B. Supporter		
C. Devotee	D. Role model		
13 is a strong desire or an	mbition to plan our career successfully.		
A. Aspiration	B. Personal skills		
C. Likes	D. Apathy		
14. A is someone to look up	to 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 p	roblem-solving skills.		
A. Verbal knowledge	B. Self-learning		
C. Management skills	D. Discipline		
17 is the range of onlin	ne 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 lear	ning and provides		
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Т	ECH EASY	11 – Employability Skills	
	A. Textbooks	B. Education materials	
	C. Paperless learning	D. Face-to-face learning	
19	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	usingof 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.		
Ш	. Answer the Following	(3 Marks)	
1.	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 s	elf-learner.	
5 .	Mention the name of the celebrity role model al	ong with their success in relevant field.	
IV.	Answer the Following	(5 Marks)	
1.	Mention the ways in which you can improve you	r interpersonal skills.	
2.	Compare and contrast the advantages and disa	dvantages of online learning.	
3.	List out the factors to consider before choosing	a career?	
4.	Differentiate classroom learning and self-learning	ng.	
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I. C	Choose the best answer:		(1 Mark)
1.	One of the fundamental motto of comm	nunication is to	the other person
	A. Call	B. Greet	
	C. Introduce	D. Order	
2.	play an important role in	describing and modi-	fying people, places and
	objects		
	A. Verb	B. Noun	
	C. Adjectives	D. Adverb	
3.	is better knowledge about	a person if we know a	bout them
	A. Likes and dislikes	B. Understar	nding
	C. Patient talk	D. Commun	ication
4.	Inviting someone is correlated with the	culture of —	
	A. aloofness	B. excess	
	C. coolness	D. Hospita	lity
5.	6. People feel more confident when the	y are surrounded by th	neir —
	A. known circle of friends	B. neighbors	}
	C. Unknown circle of friends	D. unknown	peoples
6.	People feel more confident when they a	are surrounded by their	r —
	A. known circle of friends	B. neighbors	3
	C. Unknown circle of friends	D. unknown	peoples
7.	Which of the following is not an approp	priate word to greet pe	eople
	A. Bye	B. Hey	
	C. Hai	D. Hello	
8.	Which of the following is not the basics	s to introduce yourself	??
	A. Name	B. Occupation	on
	C. Place	D. Weakne	ess
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Т	ECH EASY		1:	1 – Employability Skills
9.	Pick out the describing	word?		
	A. Color		B. Hello	
	C. Hai		D. Bye	
10.	Which of the following	g is not a Pronour	1?	
	A. She	B. He	C. Kavi	D. They
11.	Preparing or scheduling	g a day is known	as	
	A. Management		B. Planning	
	C. Working		D. Playing	
12.	We going to pl	ay.		
	A. it		B. is	
	C. was		D. are	
13.	How can you order foo	d when the waite	er is asking you to place y	our order?
	A. I'd like to have b	oiriyani	B. I'm going to	play chess
	C. I forget my Purse		D. This is my st	op.
14.	Story telling helps us to	o improve		
	A. Bargaining		B. Stereotype	
	C. Stamina		D. Thinking s	kill
15.	Find out the verb from	the following op	tions.	
	A. Sundar		B. Traveling	
	C. Ooty		D. ATM	
16.	Which of the following	g sentence convey	ys 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	
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Т	ECH EASY	11 – Employability Skills	
	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 po		
 2.	List a few ways to convey your likes.		
	Write some examples for closing the co	nversation.	
	What is "describing" in the communication?		
	Give short notes on story writing.		
Ш	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 <u>are</u> you living?		
	C. I <u>am</u> staying in a hostel.		
	D. What \underline{is} your roll number, Andrew?		
	E. We <u>are</u> playing chess.		
	F. How old <u>are</u> you?		
3.	What are the factors to be added while	introducing yourself?	
4.	What is "Describing words" with some	examples?	
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- 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 <u>am</u> Tarun.			
2.	How <u>are</u> you, Tarun?			
3.	What is your seat number, Tarun?			
4.	We <u>are</u> flying to Pune.			
5.	I <u>am</u> staying at Pune with	Tarun.		
6.	Tarun and I are staying in	Pune.		
7.	We <u>are</u> from the same cit	y.		
8.	I <u>am</u> fine, thank you.			
9.	You <u>are</u> living in Chenna	i.		
10.	You <u>are</u> Tarun's friend.			
AC	TIVITY 2 (P. No. 24)			
II)	Choose the appropriate	describing word.		
1.	Pooja has hair. S	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. Is	n fact, he's the dancer in his group.		
	(a) worst	(b) best		
5.	Gomathi is a(a) bad	singer. She is going to win the competition. (b) wonderful		
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ACTIVITY 1 (P. No. 25)

I) C	Choose the correct o	option from the given in the bracket.
1.	7	Tamil movies? (Does you likes, Do you likes, <u>Do you like</u>)
2.	I	Hollywood movies. (She hates, She hating, She hate)
3.	t	o Chithra's songs. (I often listened, <u>I often listen</u> , I often listens)
4.	t	he best. (<u>Horror movies are</u> , Horror movies is, Horror movies)
5.		another of her hobbies. (Reading was, Reading are, Reading is)
6.	t	o spend your time. (You paints, You paint , You painting)
7.	I	Bangalore very much. (They liking, They likes, <u>They like</u>)
8.		Delhi weather. (Kaviya and I dislike, Kaviya and I dislikes,
	Kaviya and I disliking	g)
9.	:	roses and daisies. (My favorite flowers, My favorite flowers
	are, My favorite flow	vers is)
10.	· <u></u>	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 appleis 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.

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ACTIVITY 1 (P. No. 27)

I) Fill in the blanks with the correct pronouns.

Rita and <u>I</u> (me, I) are arranging a party. <u>It</u> (He, It) will be a simple party with a few friends, but with lots of food and fun. <u>We</u> (We, Us) will invite Asif, Priyanka and Kruti. <u>They</u> (Them, They) are <u>our</u> (our, us) classmates. So, <u>we</u> (us, we) don't have to give <u>them</u> (them, their) invitation cards. <u>We</u> (We, Our) can just ask <u>them</u> (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	В	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.
- 1. How much does this bag cost? Active Voice
- 2. This bag can be purchased at a price of eight hundred rupees. **Passive Voice**
- 3. I want a discount on the price. Active Voice
- 4. The price can be reduced by a hundred rupees, but not more. **Passive Voice**
- 5. This bag is made of good quality leather. **Passive Voice**
- 6. We cannot sell it for anything less than seven hundred rupees. Active Voice
- 7. Can you reduce another hundred rupees? Active Voice
- 8. You are being offered a good price. Passive Voice

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- 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 <u>a</u> glass of water.
- 2. I would like to have <u>an</u> 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 <u>to</u> 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)

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5. Our college is located <u>in</u> 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**

COMMUNICATION SKILLS

I. Choose the best ans

(1 Mark)

1.	Communication that involves exchanging information without use of words is cal		
	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 exch	ange 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 of	can be useful for	
	A. Looking at it whenever you are free		
	B. Showing to friends		
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	C. Assessing strengths and weaknesse	s in one's communic	cation
	D. Posting it on Facebook		
€.	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	r birthdays
10.	Non verbal communication includes	expression	
	A. Oral and written	B. format and rules	
	C. signs and notifications	D. Unspoken and u	nwritten
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 in	nformation and ideas by	
	A. Students	B. employees	
	C. Non-professional	D. kids	
14.	By ourselves thoughtfully, we ca	n communicate better wi	th others
	A. expressing	B. refraining	
	C. restraining	D. suppressing	
15.	Learning how to manage conflict in the workpl	ace can help build better	
	A. Space	B. Teams	
	C. Place	D. Section	
16.	A is a circle of acquaintances from ou	r field of work	
	A. Association	B. Friends network	
	C. Professional network	D. Consortion	
17.	Which of the following is an Email service?		
	A. Google.com (Gmail)	B. KalviTV	
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	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 organ	nizations 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?	
Ш	. Answer the Following:	(3 Marks)
1.	List the different types of communication.	
2.	What is Professional Networking?	
3.	What is the importance of workplace communic	ation?
4.	What are the components in the process of com	munication?
5.	What is visual communication? Give two examp	les.
IV.	Answer the Following:	(5 Marks)
1.	What are the ways to overcome the barriers to E	ffective Communication?
2.	What is the Email message format?	
3.	List the various gestures involved in body langu	age and what it means?
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TECH EASY	11 - Employability Skills
4. Explain the steps involved in creating an Electronic Mail.	

DIGITAL SKILLS 2.

I. (Choose the best answer:	(1 Mark)
1.	1 byte =	
	A. 2 bits	B. 4 bits
	C. 8 bits	D. 16 bits
2.	is a software which helps t	o 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	c 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 regiona	al, national or global area is called
	A. LAN	B. MAN
	C. WAN	D. CAN
7.	In MS excel, collection of worksheet is	s known as
	A. Worksheet	B. Workbook
	C. Excel book	D. Sheet book
8.	Spreadsheets are saved with extension	
	Axlsx	Bdocx
	Cpdf	Dmp3
9.	The expansion of LAN is	
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	A. Local Area Name	B. Local Area Network
	C. Logical Area Network	D. Legal Area Network
10.	is a multilingual neural mach	nine translation service developed by Google
	A. Voice Message	B. Google Translate
	C. Google Meet	D. Google Forms
11.	The expansion of ROM is	
	A. Read Octet Machine	B. Read Only Memory
	C. Random Only Memory	D. Rewrite Octet Machine
12.	One of the most important benefits of a r	nobile phone is
	A. Learning	B. Listening to music
	C. Playing	D. Chatting
13.	Which one is a search engine?	
	A. Flickr	B. Hotmail
	C. Facebook	D. Google
14.	Which one is an input device?	
	A. Speaker	B. Joystick
	C. Monitor	D. Printer
15.	Which one is an output device?	
	A. Printer	B. Mouse
	C. Keyboard	D. Scanner
16.	Which one is not a storage device?	
	A. Printer	B. Video tape
	C. USB flash drive	D. Memory
17.	is the presentation program	
	A. U_torrent	B. Mozilla firefox
	C. MS powerpoint	D. Slide panel
18.	MS powerpoint is software of	
	A. Google	B. Apple
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TECH EASY

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?

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- ❖ 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?

..21.. A. Prabhakar - ❖ 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.

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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

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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 \square 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.



I. (Choose the best answer:	(1 Mark)
1.	Which of the following is an external source	e for motivation
	A. Personal goal	B. Need for achievement
	C. Ambition	D. Support
2.	The work is done mostly by larger mac	hines and more automation is termed a
	A. Small scale business	B. Large scale business
	C. Service industry	D. Medium scale business
3.	The objective of is to collect info	rmation on various aspects of the busines
	A. Market survey	B. customer survey
	C. Credibility	D. Publicity
4.	is an unpaid mention of the comp	any 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 Entreprend	eur
	A. Execute the task	B. Follows a schedule
	C. Plan a task	D. Has fixed salary
8.	Buying and selling of goods is bu	usiness
	A. Selling	B. Trading
	C. Manufacturing	D. Service
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Т	ECH EASY	11 - E	mployability Skills
9.	Starting a new venture and sustaining the venture for long time depends on		
	A. Entrepreneurial motivation	B. Entrepreneurial n	nedia
	C. Entrepreneurial rewards	D. Entrepreneurial i	dea
10.	MSME stands for		
	A. Micro, Scale and Medium Enterprises		
	B. Macro, Small and Medium Enterprise		
	C. Micro, Small and Medium Enterpris	se	
	D Minor, Small and Medium Enterprise		
11.	Consumer's buying behaviour does not depen	nd 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 cha	nges in project outcome	es and objectives
	A. Ranks	B. Rationale	
	C. Risk	D. Reliance	
14.	In SWOT analysis which pair is not helpful?		
	A. Strengths, Weaknesses	B. Strengths, Oppor	tunities
	C. Threats, Weaknesses	D. Threats, Opportu	nities
15.	Aid forms of ideas, goods and services are ca	lled	
	A. publicity	B. good will	
	C. public relation	D. advertisement	t
16.	Which of the following studies about the cap	tal and other money ma	itters.
	A. Technical feasibility	B. Financial feas	ibility
	C. Capital feasibility	D. Money feasibility	/
17.	Which is not a factor to be considered while j	preparing a project repor	rt.
	A. Executive summary	B. Market analysis a	and opportunity
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TECH EASY		11	- Employability Skills
C. Height		D. Execu	tion plan
18. Market feasibility	studies of the following	markets.	
A. Future market		B. Current mark	et
C. Both A. and	B.	D. Software mar	ket
19 is the	management process re	esponsible for identifyi	ng, anticipating, and
satisfying custome	er requirements profitable	ly.	
A. Marketing		B. Banking	
C. Insurance		D. Premium	
20. Which one has No	ot more than Rs.1 crore a	and Annual Turnover?	
A. Micro	B. Scale	C. Medium	D. Large
II. Answer the Follo	owing:	(2	2 Marks)
1. Who is an entrepr	_		
2. What is risk mana			
3. Define MSME?	3		
4. What is advertiser	nent?		
5. What is enterprise	.?		
III. Answer the Foll	owing:	(:	3 Marks)
1. What is entrepren	eurship?		
2. Explain the types	of business activity?		
3. What is an entrep	reneurial reward?		
4. Mention some pu	rpose of advertisement.		
5. What are the func	tions of MSME?		
IV. Answer the Foll	owing:	(ē	5 Marks)
1. Who is an Entrep	reneur? List the advantag	ges of entrepreneurship) .
2. Write a note on S			
3. List some of the fu	·		
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TECH EASY	11 – Employability Skills
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4. Explain feasibility and its types.



BUILDING 21ST CENTURY SKILLS



1.

1. (Unoose the best answer:	(1 Mark)	
1.	It is Possible to develop a	_ with the situations in personal and profession	ıal
	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 pos	sible to define a problem	
	a. Variety	b. Broad	
	c. Specific	d. Problematic	
4.	is a dialogue between tw	wo Party to resolve conflicts or issues to find	a
	solution		
	a. Negotiation	b. Collaboration	
	c. Criticism	d. Team work	
5.	Negotiation results when each pa	rty 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	n important step towards increasing the efficien	су
	and professional success		
	a. Stress	b. Criticism	
	c. Question	d. Opinion	
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TI	ECH EASY	11 - Emp	oloyability Skills
8.	is when different people work to	ogether on the same task	
	a. Collaboration	b. Criticism	
	c. Team work	d. Co operation	
9.	By good time management skills in workp	olace skills in workplace o	ne 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 compr	romises to resolve a confli	ct 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	y to deal with stress	
	a. Honesty	b. Sincerity	
	c. Boldness	d. Target	
13.	is a famous technique for mana	nging the time efficiently	
	a. Pomodora	b. Promodora	
	c. Pomodorn	d. Pemadora	
14.	In Pomodoro Technique, we have to work w	rithout distraction for	minutes.
	a. 30	b. 25	
	c. 20	d. 15	
15.	means that the work done by a te	am will always be better	that work done
	alone		
	a. Synergy	b. Energy	
	c. Onergy	d. None of the above	
16.	In workplace, helps in improving	g Productivity	
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Т	ECH EASY	11 – Employability Skills
	a. Team work	b. Cooperation
	c. Collaboration	d. Criticism
17.	Which of the following is not a collaborative sk	till?
	a. Dependability	b. Tolerance
	c. Argument	d. Adaptability
18.	In the workplace, conflict causes a massive deg	ree of
	a. Discomfort	b. Comfort
	c. Excitement	d. Positivity
19.	can be both a cause and an effect of	workplace conflict
	a. Ratiral Stress	b. Emotional Stress
	c. Negative Attitude	d. Communication
20.	Criticism is given with the intention	to harm or insult someone
	a. Constructive b. Destructive	c. Clear d. Optimistic
II.	Answer the Following:	(2 Marks)
1.	What is Attitude?	
2.	What is stress?	
3.	Mention the 4 Δ's to cope with stress.	
4.	What is collaboration?	
5.	What is meant by Active listening?	
Ш	. Answer the Following:	(3 Marks)
1.	Differentiate the types of stress.	
2.	Write down some ways to manage time in our d	aily lives.
3.	What is the role of teamwork at the workplace?	
4.	What is meant by collaboration skills in the worl	kplace?
5.	Write down the 3 tips that help us to manage co	onflict.
IV.	Answer the Following:	(5 Marks)
1.	Explain the different stages of problem solving.	
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	`	31 A. Prabhakar -

- 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?



I.	Choose	the	best answer:

1. (Lnoose 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 d	lifference 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 of	liscouraged from working, especially a	fter	
	marriage"			
	The above statement is one of the impacts o	f		
	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?		
		33 A. Prabhak	ar -	
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T	ECH EASY			11 - Employability Skills
	A. Talk about it		B. Ignore	
	C. Blaming		D. Accepting	
9.	Discrimination is the	of people	e and groups based	on characteristics such
	as race, gender, age or se	exual orientation.		
	A. Supportive	B. Equitable	C. Fair	D. Unfair
10	. Harassment is conduct the	nat violates a perso	n's	
	A. Time		B. Work	
	C. Mind		D. Dignity	
11	. A person or group of peo	ople who are treate	d unfairly is called _	.
	A. Bias		B. Attitude	
	C. Respect		D. Humanity	
12	. Which is not a form of d	iscrimination?		
	A. Direct discrimination		B. Indirect disc	crimination
	C. Impartiality		D. Inadequate	accessibility
13	. Choose one benefit of ge	ender equality.		
	A. Good for the eco	nomy	B. Good for th	e discrimination
	C. Good for the bias		D. Good for th	e violence
14	14. Which article in the Indian constitution protects people from gender discrimination i			ender discrimination in
	employment?			
	A. Article 15		B. Article 16	•
	C. Article 17		D. Article 18	
15	. Equality is a basic	·		
	A. Priority rights		B. Women righ	nts
	C. Human rights		D. Unequal rig	thts
16	. Gender equality prevents	s violence against _	.	
	A. Women and girls		B. Men and wo	omen
	C. Children		D. All the ge	nder
17	. Dowry prohibition Act,	·		
			34	A. Prabhakar -
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Т	ECH EASY		11 - Employability Skills
	A. 1961	B. 1962	
	C. 1963	D. 1964	
18	. Protection of women against do	omestic Act,	
	A. 2005 B. 20	006 C. 2007	D. 2008
19	. IPC Stand for		
	A. Indian Penal Code	B. Indian Pos	tal Code
	C. Indian Program Code	D. Indian Pro	ject Code
20	. When the abuser makes or	attempts to make the victin	n financially reliant is
	·		
	A. Sexual abuse	B. Emotional	
	C. Economic abuse	D. Physical al	buse
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 eq	uality.	
5 .	What is violence?		
Ш	. Answer the Following:		(3 Marks)
1.	Differentiate sex and gender.		
2.	What are the 4 basic kinds of g	ender stereotypes?	
3.	Briefly explain about the discrir	mination.	
4.	Note down the importance of g	ender equality.	
5 .	What are the Indian laws that p	rotect against domestic violenc	e?
IV	. Answer the Following:		(5 Marks)
6.	Write down the effects of gende	er stereotypes in our daily lives.	
7 .	What is discrimination and exp	lain their forms?	
8.	Explain about the violence and	different types in it.	
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TECH EASY	11 - Employability Skills

9. Explain the types of domestic abuse.

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I. Choose the best answer:

(1 Mark)

1.	Which of the following account types are ope	ened	l by b	ousiness own	ers to meet their
	requirement for an unlimited number of cash de	pos	sits and	d withdrawal	s?
	A. Saving account	В.	Curr	rent accou	nt
	C. Fixed deposit	D.	Recu	rring deposit	
2.	A cheque is a financial instrument given in place	e of	f	?	
	A. Goods	В.	Servi	ces	
	C. Cash	D.	Depo	osit	
3.	Choose the correct full form of NEFT?				
	A. National Electronic Fund Transfer	В.	Natio	onal Electric l	Fund Transfer
	C. National Electrical Fund Transfer	D.	Natio	onal Eligibilit	y Fund Transfer
4.	AePS empowers a bank customer to access his/	her		?	
	A. Father's bank a/c			ank a/c	
	C. SBI bank a/c	D.	Aadl	har enable	d bank a/c
5.	USSD mobile banking is available by pressing			in your p	hone?
	A. *99# B. #99*	C.	*89#		D. *98#
6.	UPI - stands for?				
	A. Unify Payment Interface	В.	Unite	ed Payment I	nterface
	C. Unified payments Interchange	D.	Unifi	ied Payme	nt Interface
7.	Cards allow the account holder to perform	banl	king t	transactions 1	through the atm
	machine?				
	A. Debit	В.	Credi	it	
	C. Plastic	D.	PAN		
8.	Pick out the function of RBI?				
	A. With draw	В.	Locke	er facilities	
	C. Deposit	D.	Mon	etary auth	ority
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Т	ECH EASY			11 - Employability Skills
9.	Who issues currency i	notes in India?		
	A. Govt of India		B. RBI	
	C. SBI		D. PNB	
10	. RBI act was passed in	the year		
	A. 1935	B. 1934	C. 1933	D. 1954
11	. Which of the followin	g is not the type of ban	k?	
	A. LIC		B. Central ban	k
	C. Scheduled bank		D. Cooperativ	e bank
12	. What is the fullform o	of ATM?		
	A. Any Time Money		B. Automate	ed Teller Machine
	C. All Time Money		D. Automatic	Teller Money
13	. NEFT was owned & o	operated by		
	A. Finance ministry		B. Governmer	nt bank of India
	C. Reserve bank o	f India	D. State bank	of India
14	. IMPS - stands for			
	A. Immediate Payr	ment Service	B. Immediate	Payment System
	C. Integrated Paymen	t System	D. Integrated	Payment Service
15	. UPI was developed by	?		
	A. RBI		B. GOI	
	C. Finance ministry			
	D. National Payme	nt Corporation of I	ndia	
16	. Loans are examples for	or?		
	A. Borrowing		B. Deposit	
	C. Withdrawal		D. Savings acc	count
17	. What is the first stage	in money evaluation?		
	A. Commodity mo	ney	B. Metallic me	oney
	C. Paper money		D. Credit mon	ey
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	ECH EASY	11 - Employability Skills
18.	Mortgage is a loan financing particularly given?	ven to purchase and maintanance of
	A. Current assets	B. Fixed assets
	C. Tangible assets	D. Movable assets
19.	Stands for EMI.	
	A. Equaled Monthly Installment	B. Equal Monthly Installment
	C. Equal Money Installment	D. Equaled Money Installment
20.	An is given to an account holder deposits.	to withdraw money exceeding their
	A. Cash credit	B. Demand draft
	C. Overdraft facility	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	e.
5 .	Define the features of shares and its importance	
IV.	Answer the Following:	(5 Marks)
1.	Briefly explain about the evolution of money.	
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- 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.



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 in	dividual 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 foris l	being a misfit to the role
	A. Acceptance	B. Employment
	C. Rejection	D. Appreciation
5.	A is a brief written a	ccount of personal, educational, and professional
	qualifications and experience, as pre	pared by an applicant for a job
	A. Resume	B. Cover Letter
	C. Application	D. Form
6.	Your first mode of introduction to yo	our 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
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Т	ECH EASY	11 - Employability Skills
8.	The most popular mode used to select employee	oyees 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 i	nterview.
	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
off	^F er	
	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 partic	cipate is
	A. Group	B. One on one
	C. Online	D. Stress
15.	What is an unfavorable situation in an interview	v?
	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	
		42 A. Prabhakar -

TI	ECH EASY			11 - Employability Skills
16.	The process that turns in	nagination and dreams	s into reality is	
	A. Taking rest		B. Punctuation	marking
	C. Watching match		D. Goal setti	ng
17.	Which of the following a	are the kinds of goals?	•	
	A. Short time goals		B. Long time g	goals
	C. Medium time goals		D. All the ab	ove
18.	Which has a well defined	d fixed title and salary	?	
	A. Employment	B. Job	C. Career	D. Occupation
19.	Pick up the don'ts in you	ır resume.		
	A. Resume has to be one	e or two pages		
	B. Write anything ne	gative in the resu	ne	
	C. Keep it in a neat folde	er		
	D. Make the resume erro	or free		
20.	Which of the following i	s 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 Wor	·k.		
2.	What is meant by "SMAI	RT" goals?		
3.	Write down some of the	reasons for rejection i	n an interview.	
4 .	List out the important int	erview skills.		
5.	What are the different ty	pes of mock interview	s?	
III.	Answer the Following	; :		(3 Marks)
1.	Differentiate between Jo	b and Career.		
2.	Short notes on Goal sett	ing.		
3.	Write down the key Area	s to improve and avo	id interview reject	ions.
4 .	Explain the various types	s of resumes.		
<u>5.</u>	Write the benefits of mod	ck interviews.		
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TECH EASY	11 - Employability Skills
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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.