

# Basic English Skills

1). Which one is a “Don’t” of discussion etiquette?

- (A) Be open minded
- (B) Use moderate tone
- (C) Listen to others
- (D) Argue unnecessary

Correct Answer : D

2). Today's weather is going to be \_\_\_\_\_.

- (A) hopeful
- (B) warm
- (C) blue
- (D) urgent

Correct Answer : B

3). Fill in the blank with correct word. “They \_\_\_\_\_ good friends”.

- (A) is
- (B) am
- (C) are
- (D) was

Correct Answer : C

4). Which punctuation mark should be used in the following sentence? Is there any site engineer here.

- (A) ? (question mark)
- (B) , (comma)
- (C) . (full stop)
- (D) ! (exclamation)

Correct Answer : A

5). When is capital letter used?

- (A) Beginning of a sentence
- (B) Names of persons
- (C) Names of places
- (D) All the above

Correct Answer : D

6). 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 ring tone
- (D) One should litter one’s work place

Correct Answer : A

7). Choose suitable “wh” word for the given sentence. “\_\_\_\_\_ animal do you like?”

- (A) Which
- (B) Why
- (C) Where

(D) When

Correct Answer : A

8). Fill in the blank with suitable place preposition. "My house is \_\_\_\_\_ the third floor".

Options: (A) at

(B) in

(C) on

(D) under

Correct Answer: (C)

9). Which one is a "Do's" of discussion etiquettes?

(A) Loose your temper

(B) Listen to others

(C) Talk about irrelevant details

(D) Use impolite or rude language

Correct Answer: (B)

10). 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?

Correct Answer : A

11). Which one is NOT a conjunction?

(A) And

(B) Or

(C) But

(D) On

Correct Answer : D

12). Which one is NOT a vowel?

(A) a

(B) e

(C) f

(D) i

Correct Answer : C

13). Fill in the blank with proper interrogative adjective. \_\_\_\_\_ are you going

(A) Who

(B) Where

(C) Which

(D) What

Correct Answer : B

14). Fill in the blank with proper pronoun. "I made this cake \_\_\_\_\_"

(A) myself

(B) yourself

(C) himself

(D) itself

Correct Answer : A

15). Which one is a brain of computer?

- (A) Keyboard
- (B) CPU
- (C) Monitor
- (D) Hard disk

Correct Answer : B

16). Which one of the following is a describing word?

- (A) Eat
- (B) Repair
- (C) Hot
- (D) Soup

Correct Answer : C

17). When someone says 'Thank you' we should reply and say \_\_\_\_\_'

- (A) Thank you.
- (B) You're welcome.
- (C) Bye-bye
- (D) How are you?

Correct Answer : B

18). Which one is NOT a benefit of the role playing?

- (A) Builds confidence
- (B) Develops listening skill
- (C) Develops creative problem-solving skill
- (D) Develops boredom

Correct Answer : D

19). When you greet higher official's such as Teacher, Instructor or Supervisor, you should use \_\_\_\_\_'

- (A) Good morning
- (B) Hello
- (C) Hey
- (D) Hi

Correct Answer : A

20). Fill in the blank with proper reflexive pronoun. "She has hurt \_\_\_\_\_"

- (A) myself
- (B) herself
- (C) himself
- (D) itself

Correct Answer : B

21). The word 'when' denotes \_\_\_\_\_'

- (A) place
- (B) thing
- (C) person
- (D) time

Correct Answer : D

22). Re-arrange the following set of words into meaningful sentence. "teacher / school / worked / she / a / as"

\_\_\_\_\_'

- (A) school worked as a she teacher  
(B) **she worked as a school teacher**  
(C) she teacher worked as a school  
(D) worked she as a school teacher  
Correct Answer : B

23). Which one is an exclamatory sentence?

- (A) What a beautiful house it is!  
(B) It is a beautiful house.  
(C) Is it a beautiful house?  
(D) Your house is beautiful.

Correct Answer : A

24). Fill in the blank with correct future tense of verb. "We \_\_\_\_\_ to the zoo after Breakfast".

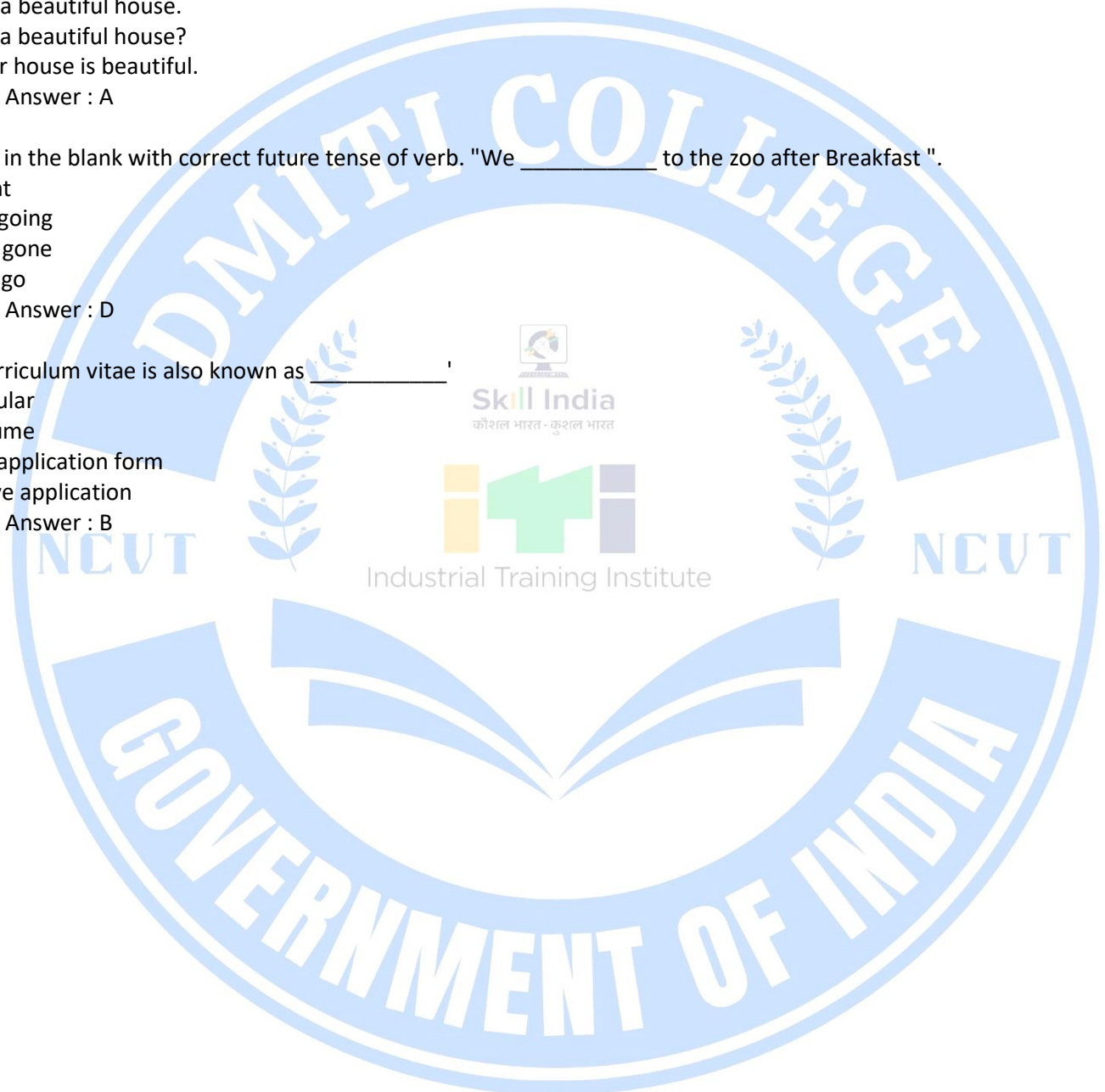
- (A) went  
(B) are going  
(C) had gone  
(D) will go

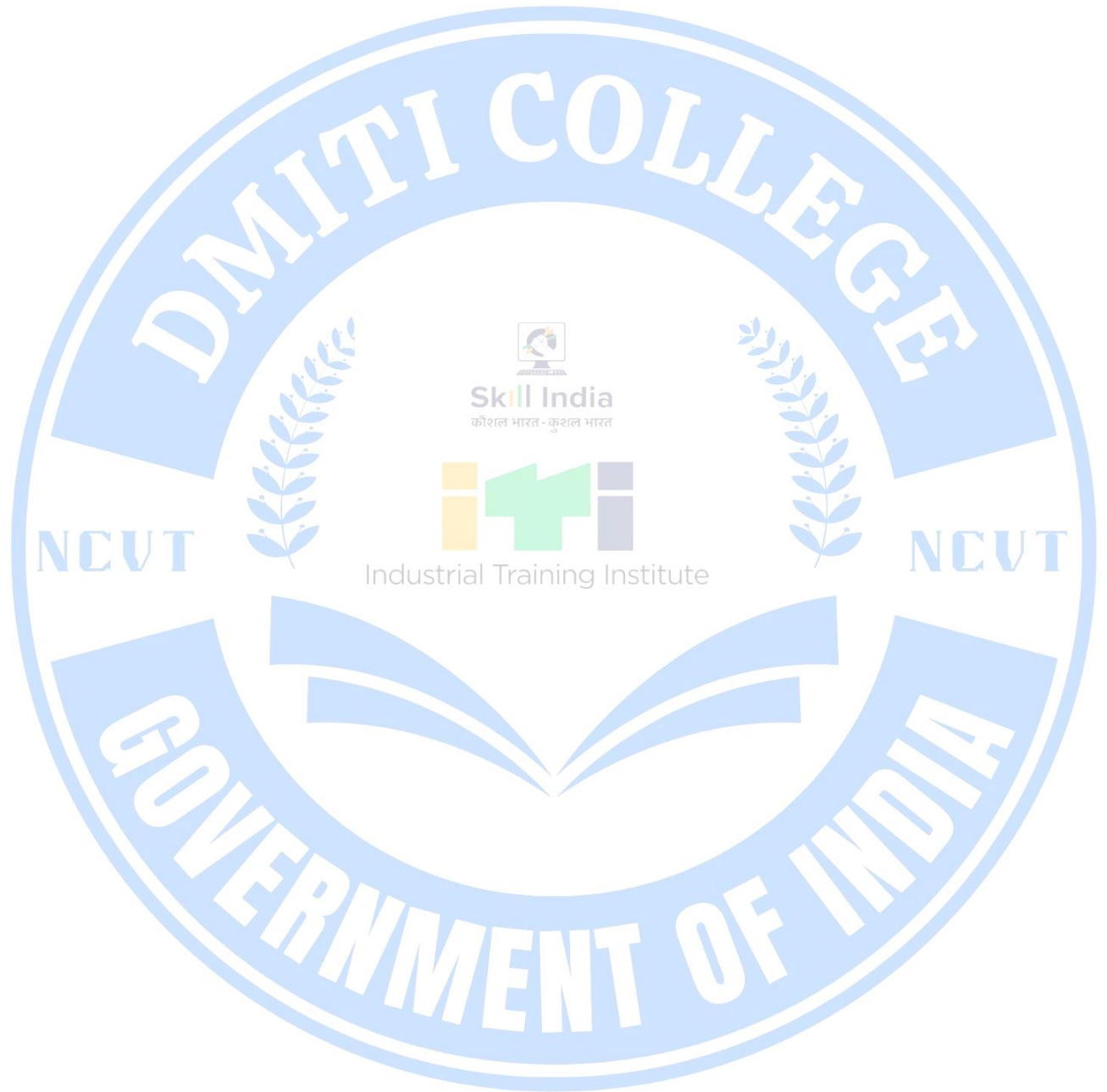
Correct Answer : D

25). Curriculum vitae is also known as \_\_\_\_\_.

- (A) circular  
(B) resume  
(C) job application form  
(D) leave application

Correct Answer : B





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