

## Basic Career Skills

1). Table, wire, socket, cable, hammer, nail - are \_\_\_\_\_

- (A) describing words
- (B) pronouns
- (C) naming words
- (D) action words

Correct Answer : C

2). Which of the following are included in a resume?

- (A) Hobbies, favorite foods, and personal interests
- (B) Childhood memories, dreams, and aspirations
- (C) Daily routine, favorite movies, and vacation plans
- (D) Contact information, educational details, skills and work experience

Correct Answer : D

3). While working on a project with other teammates, which of these make as a good team player?

- (A) Getting angry when others don't listen
- (B) Sharing ideas to help the team work faster
- (C) Thinking we never make a mistake
- (D) Not listening to teammates ideas and opinions

Correct Answer : B

4). What is formal communication?

- (A) All written communication
- (B) Official communication following a set of rules
- (C) Talking with friends and family
- (D) Casual chatting on social media

Correct Answer : B

5). When you start a discussion on a topic, what do you say?

- (A) Let you start
- (B) Let me say
- (C) Let us discuss
- (D) Let us finish

Correct Answer : C

6). Magnificent, sharp, lengthy, bright, - are examples of \_\_\_\_\_

- (A) describing words
- (B) action words
- (C) nouns
- (D) pronouns

Correct Answer : A

7). Which of the following is required for teamwork?

- (A) Proper communication
- (B) Money
- (C) Conflict and Argument
- (D) Easy tasks

Correct Answer : A

8). One of the informations in an informal conversation with a co-worker is \_\_\_\_\_

- (A) asking about their roles in the company.
- (B) asking about their house.
- (C) asking about their experience.
- (D) asking about the office timing.

Correct Answer : B

9). What is "informal communication"?

- (A) All verbal communication
- (B) Official communication following a set of rules
- (C) Casual conversations outside of official work arrangements
- (D) Talking at official meetings

Correct Answer : C

10). If coworkers are gossiping about another coworker, what you should do?

- (A) Feel that gossiping is inappropriate workplace behaviour
- (B) Join the conversation and continue
- (C) Tell another coworker about the gossip
- (D) Listen to the gossip

Correct Answer : A

11). Spoken communication is usually not only \_\_\_\_\_ but also \_\_\_\_\_

- (A) formal, informal
- (B) verbal, nonverbal
- (C) verbal, informal

(D) formal, nonverbal

Correct Answer : B

12). 'Hi,' 'How are you?', 'What's up?' are examples of \_\_\_\_\_.

- (A) formal communication
- (B) informal communication
- (C) polite communication
- (D) impolite communication

Correct Answer : B

13). Fill up the blanks with suitable words so as to become a meaningful sentence. There are many dos and don'ts to be \_\_\_\_\_ while preparing for/attending an \_\_\_\_\_

- (A) there, interview
- (B) identify, interview
- (C) identified, interviewed
- (D) identified, interview

Correct Answer : D

14). Which of the following is an informal situation within the workplace?

- (A) Working with files
- (B) Working on a desktop
- (C) Working on a laptop
- (D) Having a meal in the office canteen

Correct Answer : D

15). Complete the sentence with a suitable describing word. There is a factory in the area. The air is \_\_\_\_\_.

- (A) polluted
- (B) boring
- (C) uneven
- (D) noisy

Correct Answer : A

16). Which of the following is an important step to take before sending your resume?

- (A) Use complex words
- (B) Focus only on technical skills
- (C) Ensure details like phone number and email are correct
- (D) Skip proofreading

Correct Answer : C

17). Which of the following is a formal introduction in a job interview?

- (A) "Hey, nice to meet you!"
- (B) "Hi, whats your name?"
- (C) "hello.. You can start the interview!"
- (D) "Good morning. Thank you for the opportunity."

Correct Answer : D

18). Complete the sentence with a suitable describing word: There is a \_\_\_\_\_ garden with lovely flowers.

- (A) expensive
- (B) dim
- (C) lots of
- (D) beautiful

Correct Answer : D

19). Complete the sentence with appropriate word.

The Plumber \_\_\_\_\_ the tap.

- (A) fit
- (B) are fitting
- (C) is fitting
- (D) were fitting

Correct Answer : C

20). Fill up the blank with a suitable word so as to become a meaningful sentence. Rainwater harvesting \_\_\_\_\_ to prevent water scarcity.

- (A) gives
- (B) gave
- (C) help
- (D) helps

Correct Answer : D

21). During a job interview, if you couldn't hear or understand a question, what would you say?

- (A) "Sorry! I didn't understand. Could you please repeat the question?"
- (B) "Hey, can you repeat that? I wasn't paying attention."
- (C) "I am lost. Can you say it again?"
- (D) "Speak clearly and repeat the question."

Correct Answer : A

22). What is a key component of a resume that outlines your relevant career experience and is used by experienced professionals?

- (A) Resume Profile
- (B) Resume Objective
- (C) Work Experience
- (D) Transferable Skills

Correct Answer : C

23). Which of the following is a key factor for a well-organized resume?

- (A) Complex designs
- (B) Fancy fonts
- (C) Simple designs and easy-to-read words
- (D) Long paragraphs

Correct Answer : C

24). During a job interview, which of the following responses shows good formal communication?

- (A) "I'm pretty good at a lot of things."
- (B) "Uh, I guess I can do a little bit of everything."
- (C) "My top three skills are problem-solving, teamwork, and attention to detail."
- (D) "I don't know, I never really thought about it."

Correct Answer : C

25). While addressing your boss, you should be \_\_\_\_\_

- (A) Impolite
- (B) Informal
- (C) Formal
- (D) Expressive

Correct Answer : C

26). What is an example of formal written communication?

- (A) Texting a friend
- (B) Sending a WhatsApp message
- (C) Writing an email to your manager
- (D) Posting on social media platforms

Correct Answer : C

27). The ability to connect well with people is known as \_\_\_\_\_.

- (A) interpersonal skill
- (B) leadership
- (C) time management
- (D) creativity

Correct Answer : A

28). The ability to wait and stay calm is known as \_\_\_\_\_.

- (A) creativity
- (B) problem solving
- (C) patience
- (D) interpersonal skill

Correct Answer : C

29). Which of the following is included in the header section of a resume?

- (A) Resume summary or objective
- (B) Name, contact number, professional email ID, and address
- (C) Career goals and achievements
- (D) Relevant career experience

Correct Answer : B

30). What is the process of formally introducing oneself called?

- (A) Self-introduction
- (B) Hiring
- (C) Decision
- (D) Seeking

Correct Answer : A

31). The word 'resume' comes from French and means \_\_\_\_\_

- (A) summary
- (B) education
- (C) experience
- (D) placement

Correct Answer : A

32). Which of the following statements shows good teamwork?

- (A) Keeping all ideas to yourself
- (B) Criticizing teammates' efforts
- (C) Working together towards a common goal
- (D) Ignoring others' ideas and opinions

Correct Answer : C

33). While applying for a job, the covering letter should be easy to read by means of \_\_\_\_\_

- (A) long descriptions.
- (B) dividing the text into shorter paragraphs.

- (C) increasing the font size.
- (D) extra curricular activities.

Correct Answer : B

34). For applying a job, your first preparation is \_\_\_\_\_

- (A) book a ticket to the interview place
- (B) save money for expenses
- (C) prepare a resume
- (D) prepare for the interview

Correct Answer : C

35). What is very important to keep in mind while reviewing a resume?

- (A) Salary details
- (B) Lot of information to get the job
- (C) Interest and hobbies
- (D) Highlight skills and qualifications that match the job

Correct Answer : D

36). Which of the following is NOT a key component of a resume?

- (A) Relevant skills
- (B) Additional information
- (C) References
- (D) Personal anecdotes

Correct Answer : D

37). If a co-worker asks for a support with a task, proper way of responding is \_\_\_\_\_

- (A) ask, you don't even know this much?
- (B) i am too busy right now.
- (C) sure, I can help. What do you need?
- (D) send a formal request via email.

Correct Answer : C

38). Complete the sentence with a suitable describing word: There are \_\_\_\_\_ apartments in my neighborhood.

- (A) dim
- (B) noise
- (C) dull
- (D) spacious

Correct Answer : D

39). After preparing the resume, the next important step to do is \_\_\_\_\_

- (A) sending the resume to the employer.
- (B) writing an impressive cover letter.
- (C) preparing for interview.
- (D) applying for the job.

Correct Answer : B

40). Gestures, facial expressions, eye contact are examples of \_\_\_\_\_

- (A) verbal communication
- (B) non-verbal communication
- (C) oral communication
- (D) written communication

Correct Answer : B

41). Comma, full stop, question mark are examples of \_\_\_\_\_

- (A) design
- (B) next paragraph
- (C) formal communication
- (D) punctuation mark

Correct Answer : D

42). Important factors to check in a good resume are \_\_\_\_\_.

- (A) paper quality
- (B) company details
- (C) Correct information, free from spelling and grammar mistakes
- (D) attractive words

Correct Answer : C

43). Complete the sentence with a suitable describing word: There is a \_\_\_\_\_ playground near our house.

- (A) older
- (B) big
- (C) dim
- (D) shiny

Correct Answer : B

44). Which of the following actions in an official meeting shows appropriate workplace etiquette?

- (A) Checking phone and respond to messages
- (B) Chatting with coworkers
- (C) Interrupt the speaker in meeting

(D) Keeping the phone on silent mode and actively participate in the discussion

Correct Answer : D

45). What is workplace etiquette?

(A) Everyday manners outside of work

(B) Proper behaviour and workplace professionalism

(C) Casual behaviour with colleagues

(D) Gossiping

Correct Answer : B

46). Fix, measure, pull, lift, grind, mix, operate - are examples of \_\_\_\_\_

(A) pronouns

(B) action words

(C) describing words

(D) naming words

Correct Answer : B

47). Complete the sentence with a suitable describing word: The transportation to some rural areas is difficult as the roads are \_\_\_\_\_.

(A) dry

(B) polluted

(C) boring

(D) uneven

Correct Answer : D

48). Which of the following is considered as appropriate workplace behaviour?

(A) Being late to work regularly

(B) Interrupting others during meetings

(C) Talking loudly on the phone

(D) Maintaining a clean workspace

Correct Answer : D

49). Your team has completed a challenging project successfully. How should you celebrate the success?

(A) Say you did everything and don't praise others

(B) Blame the group for any errors

(C) Don't celebrate and start the next job

(D) Thank everyone in your group for helping

Correct Answer : D

50). Fill up the blanks with suitable words so as to become a meaningful sentence "Tell us about a difficult situation you have \_\_\_\_\_ and how you \_\_\_\_\_ to come out of it."

(A) face, manage

(B) managed, face

(C) faced, manage

(D) faced, managed

Correct Answer : D



