

KK11ES

Tenkasi District Common Examinations
Third Revision Test - February 2023



20-02-2023

Standard 11**EMPLOYABILITY SKILLS**

Time Allowed: 3.00 Hours

Maximum Marks: 70

Part - I

Note: Choose the most appropriate answer from the given four alternatives and write the option code and the corresponding answer. 30×1=30

- 1) Employability skills are those that are needed by an individual to be _____.
a) Employable b) Sustainable c) Qualified d) Energetic
- 2) The future of work centenary declaration in International Labour Conference was adopted in the year _____.
a) 2009 b) 2017 c) 2019 d) 2013
- 3) Self-learning is a _____ effort.
a) Teachers b) Group c) Individual d) Team
- 4) BBC Bitesize is a _____ tool.
a) book b) video c) lecture d) quiz
- 5) Whose book _____?
a) is on the table b) are on the table
c) are on the tables d) is on the tables
- 6) Excuse me, _____ to the nearest metro, please?
a) how can I get b) where is
c) how I can get d) which can I get
- 7) Pick the odd one out.
a) happy b) healthy c) sad d) anger
- 8) What comes next?
a) shillies b) spicy c) lemon d) _____
- 9) Gesture "Quick tilt head" shows _____.
a) boredom b) confidence c) interest d) insecurity
- 10) Which one of the following is a barrier to speaking?
a) confidence b) nervousness c) calmness d) friendliness
- 11) An angry person's body language will be
a) calm and composed b) friendly and smiling
c) nervous and aggressive d) relaxed and soothing
- 12) LinkedIn is website that can be used to
a) meet new membes of our profession b) share photos and videos
c) watch movies d) wish people on their birthdays
- 13) 1 byte = _____.
a) 2 bits b) 4 bits c) 8 bits d) 16 bits
- 14) The expansion of RAM is
a) Read Access Machine b) Random Access Memory
c) Random Access Machine d) Read Access Memory
- 15) The expansion of WAN is
a) Wide Area Name b) Web Assigned Name
c) Web Aided Network d) Wide Area Network
- 16) Powerpoint is software of
a) Google b) Apple c) Android d) Microsoft
- 17) In MS excel, to insert a formula in a cell, we must begin the entry with an operator
a) # b) @ c) * d) =
- 18) MSME stands for _____.
a) Micro, Scale and Medium Enterprises
b) Macro, Small and Medium Enterprises
c) Micro, Small and Medium Enterprises
d) Minor, Small and Medium Enterprises
- 19) In "SWOT" analysis "S" stands for _____.
a) success b) strength c) survey d) service

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- 20) Paid forms of ideas, goods and services are called _____.
- a) publicity b) goodwill c) public relation d) advertisement
- 21) There are _____ steps in Decision Making Process.
- a) Four b) Five c) Three d) Two
- 22) Take _____ of everyday to plan for the entire day in time management.
- a) First 30 min b) Last 30 min c) First 3 hours d) Last 3 hours
- 23) GDP is calculated in _____ basis.
- a) monthly b) annually c) 6 months once d) 5 years once
- 24) Personal growth is linked with _____ to learn.
- a) necessity b) willingness c) force d) understanding
- 25) _____ is the first step towards personal growth.
- a) Attitude b) Time management c) Self-awareness d) Reflection
- 26) People make meaning of the world they live-in, by studying _____.
- a) Engineering b) Science c) Human behavior d) All the above
- 27) _____ refers to the physical differences between people who are male, female or intersex.
- a) Gender b) Sex c) Male d) Female
- 28) _____ an act of physical force that causes or is intended to cause harm.
- a) Harassment b) Discrimination c) Violence d) None of the above
- 29) _____ includes any sort of violent conduct inflicted on the victim.
- a) Physical Abuse b) Emotional Abuse c) Economic Abuse d) None of the above
- 30) A _____ is a person whose behavior, example or success is or can be emulated by others, especially by younger people.
- a) Gender b) Target c) Role model d) Cultural

Part - II

Note: Answer any five questions.

5x2=10

- 31) Define employability skills.
- 32) What is communication?
- 33) What are the 3 P's of public speaking?
- 34) What do you understand about computers?
- 35) What is a storage device?
- 36) Who is an entrepreneur?
- 37) Define attitude.
- 38) Define different types of media.

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Part - III

Note: Answer any five questions.

5x3=15

- 39) Define self - learning.
- 40) What do you mean by conflict?
- 41) What is non-verbal communication?
- 42) What is a hard disk?
- 43) What is marketing?
- 44) What is team work?
- 45) List out the traits of a good role model.
- 46) Differentiate between family and society.

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Part - IV

Note: Answer all the questions.

3x5=15

- 47) Compare and contrast the advantages and disadvantages of self-learning. **(OR)**
- What are the 7 C's of effective communication?
- 48) What are the elements of MS word? **(OR)**
- Explain the steps involved in creating an electronic mail.
- 49) What are the steps in building a resume? **(OR)**
- Give the suggestions to prepare for a mock interview.