

QUARTERLY EXAMINATION - 2023

EMPLOYABILITY SKILLS

11 - Std

TIME : 3.00 hrs

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MARKS : 70

PART - A

Choose the best answer.

1'x 30 = 30

1. Soft skills can also be defined as -----
a. Technical skills b. communication skills c. hard skills d. non -Technical skills
2. Personal skills can be defined as the ----- a human being process
a. Attitude b. ability c. quality d. feelings
3. Self learning is a ----- effort
a. Teachers b. Group c. Individual d. team
4. ----- is a strong desire or ambition to plan our career successfully
a. Aspiration b. Personal skills c. Likes d. Apathy
5. A ----- is someone to look up to based on your career values or aspiration
a. Student b. Role model c. Journalist d. Facilitator
6. Interests are something that we ----- doing
a. Lack b. Enjoy c. Despise d. Avert
7. ----- helps you develop your problem solving skills
a. verbal knowledge b. self learning c. management skills d. discipline
8. one of the fundamental motto of communication is to ----- the other person
a. call b. greet c. Introduce d. order
9. Story telling helps us to improve -----
a. Bargaining b. Stereotype c. stamina d. thinking skill
10. Preparing or scheduling a day is known as -----
a. Management b. planning c. working d. playing
11. we ----- going to play
a. It b. in c. was d. are
12. Gesture Quick file head shows -----
a. boredom b. confidence c. interest d. insecurely
13. Communication is a ----- exchange of information
a. single way b. multi way c. three way d. two way
14. The process of communication starts from the -----
a. channel b. sender c. receiver d. decoder
15. ----- shows the topic of the message
a. from b. subject c. message body d. To
16. Full form of CC is -----
a. carbonated copy b. carbon copy c. carbonated copy d. co ordained copy
17. Learning how to manage conflict in the workplace can help build better -----
a. space b. teams c. place d. section
18. which one of the following is a barrier to speaking
a. confidence b. nervousness c. calmness d. friendliness
19. Classroom conversation is a form of ----- communication
a. Verbal b. non verbal c. Workplace d. formal
20. ----- is a software which helps to access web pages from various websites
a. Internet browser b. mobile application c. web address d. operating system

21. For short distance _____ network type is used
 a. LAN b. WAN c. MAN d. CAN
22. In EXCEL the intersection of a row and Colum is called as a _____
 a. Cell B. Label c. Square d. work sheet
23. Spread sheets are saved with extensions?
 a. .Xlsx b. .docx c. .pdf d. .mp3
24. Which one is search Engine?
 a. flicker b. Hotmail c. Face book d. Google
25. Which one is not a storage device?
 a. printer b. videotape c. USB Flash drive d. Memory
26. Which of the following is an external source for motivation _____
 a. personal goal b. Need for achievement c. Ambition D. support
27. As compared to an employee an Entrepreneur _____
 a. Execute the task b. follows a schedule c. plan a task d. has fixed salary
28. In SWOT analysis W stands for _____
 a. wealth b. wait c. weakness d. wipe
29. Consumers buying behavior does not depend on which factor?
 a. buying habits b. education c. purchasing power d. Living habit
30. Which one has not more than Rs. 1 crore and annual turnover?
 a. micro b. scale c. medium d. Large

PART -B

ANSWER ANY FIVE OF THE FOLLOWING (QUESTION NO 37 COMPULSORY)

31. What is an aspiration? 5X2=10
32. List a few ways to convey your likes
33. What are the 3 P of public speaking?
34. What us Email?
35. Write about CPU
36. Define MSME?
37. What is the internet?

PART -C

ANSWER ANY FIVE OF THE FOLLOWING (QUESTION NO 44 COMPULSORY).

38. Identify and mention some of the qualities of self learner. 5 X 3 = 15
39. What is describing words with some examples?
40. What are the components in the process if communication?
41. Define LAN, MAN, WAN
42. What is entrepreneurship?
43. Mention some purpose of Advertisement?
44. What are the application of a computer?

PART - D

ANSWER THE FOLLOWING QUESTIONS.

45. Compare and contrast the advantages and disadvantages of online learning. (OR)
 What are the sequences to be followed while introducing yourself? 3 X 5 = 15
46. What is the Email Message Format? (OR)
 What are ways to overcome the barriers to effective communication?
47. Define computer and its parts. (OR)
 Who is entrepreneur? List the advantages of entrepreneurship?

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