

QUARTERLY EXAMINATION - 2023

EMPLOYABILITY SKILLS

12 - CLASS

TIME : 3.00 hrs



MARKS : 70

PART - A

1 x 30 = 30

Choose the best answer.

- Personal hygiene increases _____ and promotes positive personal relationships
a. Cleanliness b) motivation c) Roles d) Self confidence
- The process of providing a person with objects that are necessary for a particular purpose is _____ myself
a) Talking about b) Testing c) Reflecting about d) Equipping
- Doing things in advance in an effort to better control a situation is _____ discipline
a) proactive b) Active c) Reactive d) None of the above
- Healthy self talk requires lot of _____
a) Pleasing b) Practice c) Un welcomed d) Respected
- The practice of developing speaking truth throughout life is _____
a) Honesty b) Grooming c) Feedback d) shy
- The way of putting your immediate comfort or wishes in favor of long term success is described as ---
a) self reflection b) self discipline c) Self acceptance d) Grooming
- When you have self talks _____ yourself when you make a mistake
a) Punish b) Accept c) Forgive d) Push harder
- Find out the right abbreviated term for C.M
a) Chief member b) Chief Minister c) Chief maker d) Chief man
- Which of the following is Future tense
a) I watched the movie b) I had a pet
c) I will walk d) I lost it
- Effective questioning technique will increase
a) Doubts b) Ambiguity c) Logical thinking d) Mistakes
- Official interchange of information known as _____
a) communication b) Effective communication
c) Good communication d) formal communication
- Writing skill provide us with a permanent record for _____ references
a) Past b) Present c) Future d) Yesterday
- Which of the following helps us to grasp important notes
a) Summary writing b) Mind mapping c) Note making d) Draft making
- Effective speaking helps us to build _____
a) On clear communication b) Effective communication
c) Bad communication d) Ambiguous Communication
- Having the habit of taking notes improves skills
a) thinking b) inter predation c) Listening d) leadership
- Winch among the following is an advantage of social media
a) Cyber bullying b) Hacking on social media
c) Reduces face to face communication skills
d) Stay connected with every one
- An average human being can listen up to _____ continuously and actively
a) 1 hour b) 2 hour c) 3 minutes d) 15 mints
- Communication is a _____ skill that leads to hard business results
a) hard b) Soft c) formal d) communication

19. Speaking too— may be disrespectful in certain settings
 a) Softly b) Loudly c) harshly d) politely
20. A Key aspect of — is knowing when to initiate communication and respond
 a) ?Deciding b) Feedback c) Respect d) commend
21. Parents listening to their children help build their
 a) self esteem b) Respect c) Loyalty d) Guidance
22. Informational listening is also called as—
 a) comprehensive b) Critical c) Therapeutic d) Appreciative
23. Therapeutic listening is also called
 a) Empathetic b) informational c) comprehensive d) Appreciative
24. Numbering and bullet options can be seen in which tab of the Ms word
 a) File b) View c) Home d) Formal
25. In MS word you have — types of alignment
 a) 2 b) 3 c) 5 d) 4
26. Header and footer option can be find in which tab
 a) Home b) view c) Insert d) Tools
- 27) Header is — of the page
 a) Top b) Bottom c) Middle d) Side
28. In MS word how many types of orientation are available?
 a) 2 b) 3 c) 4 d) 5
29. Alt +H+W is used to — in excel
 a) wrap text b) merge c) centre d) Strike through
30. Auto sum option can be seen in how many locations
 a) 1 b) 2 c) 3 d) 4

PART-B**ANSWER ANY FIVE OF THE FOLLOWING (QUESTION NO 37 COMPULSORY)**

5 x 2 = 10

31. State the importance of self motivation.
32. State the need for self reflection
33. What writing skills?
34. Write a short note on OET
35. What is blogging?
36. What is Microsoft word?
37. What are different type of charts in MS excel ?

PART - C**ANSWER ANY FIVE OF THE FOLLOWING (QUESTION NO 44 COMPULSORY).**

5 x 3 = 15

38. Explain the benefits of self discipline.
39. What are the benefits of foreign language tests ?
40. Write a short note on diagonal communication
41. What are the 3A s of active listening
42. Compare the advantages of virtual communication and social media
43. Explain about the Goggle sheets
44. What is mail merge in MS word

PART - D**ANSWER THE FOLLOWING QUESTIONS**

3 x 5 = 15

45. a) Explain the different types of self discipline (OR)
- b) What are the types of formal communication ? (OR)
46. a) Explain the types of interpretation skills (OR)
- b) Write 5 ways to be a competent communicator (OR)
- 47 a) Write down the steps to insert a video in a presentation (OR)
- b) write a short note on the future of information technology

12 வெணவாய்ப்பு திறன் (EM) PAGE-2