

# HALF-YEARLY EXAMINATION - 2023

STD - XI

## EMPLOYABILITY SKILLS

TIME : 3.00 Hrs

YouTube/ Akwa Academy

MARKS : 70

### PART - I

30 x 1 = 30

I. Answer all the questions.

1. .... are acquired by an individual to become employable.  
a) Employability skills    b) Management skills    c) Technical skills    d) personal skills
2. Interests are something that we ..... doing.  
a) lack    b) enjoy    c) Despise    d) Avert
3. Self-learning is a ..... effort.    a) Teachers    b) Group    c) Individual    d) Team
4. Inviting someone is correlated with the culture of .....  
a) aloofness    b) excess    c) Coolness    d) Hospitality
5. Which of the following is not a pronoun? a) She    b) He    c) Kavi    d) They
6. Which of the describes directions?  
a) left    b) Right    c) opposite    d) Rose milk
7. Gesture "Quick tilt head" shows .....  
a) boredom    b) confidence    c) interest    d) insecurity
8. When you want to make a quick point it is better to be  
a) clear and long    b) clear and concise    c) concise and confusing    d) concise and slow
9. .... shows the topic of the message.  
a) From    b) Subject    c) Message body    d) To
10. Full form of CC is  
a) corrected copy    b) carbon copy    c) carbonated copy    d) coordinated copy
11. 1 byte = .....    a) 2 bits    b) 4 bits    c) 8 bits    d) 16 bits
12. The expansion of LAN is  
a) Local Area Name    b) Local Area Network    c) Logical Area Network    d) Legal Area Network
13. Which is the right term for a presentation page? a) Chart    b) Slides    c) Clipport    d) image
14. Which of the following is an external source for motivation .....  
a) personal goal    b) Need for achievement    c) Ambition    d) Support
15. As compared to an employee, an Entrepreneur .....  
a) Execute the task    b) Follows a schedule    c) plan a task    d) Has fixed salary
16. In SWOT analysis which pair is not helpful?  
a) Strengths, weaknesses    b) Strengths, Opportunities    c) Threats, weakness    d) Threats, Opportunites
17. .... helps us to make better decisions.  
a) Critical Thinking    b) Moderate Thinking    c) Positive Thinking    d) Negative Thinking
18. Communication and ..... is the best way to deal with stress.  
a) Honesty    b) Sincerity    c) Boldness    d) Target
19. .... criticism is given with the intention to harm or insult someone.  
a) constructive    b) destructive    c) clear    d) optimistic
20. Gender distinctions are created by .....  
a) Family norms    b) Cultural norms    c) Social norms    d) Locality norms

21. Which one is necessary for recovering from gender stereotypes?  
 a) Talk about it    b) Ignore    c) Balming    d) Accepting
22. Dowry Prohibition Act, ..... a) 1961    b) 2006    c) 2007    d) 2008
23. IPC stand for .....  
 a) Indian Penal code    b) Indian Postal code    c) Indian Program coded    d) Indian Project code
24. A cheque is a financial instrument given in place of .....?  
 a) Goods    b) Services    c) Cash    d) Deposit.
25. Pick out the function of RBI?  
 a) With draw    b) Locker facilities    c) Deposit    d) Monetary authority
26. Which of the following is not the type of bank?  
 a) LIC    b) Central Bank    c) Scheduled Bank    d) Cooperative bank
27. World of work is the world of the .....  
 a) Job    b) Career    c) Work place    d) Occupation
28. To overcome the faults of resume ..... helps.  
 a) Review    b) Reject    c) Publish    d) Projection
29. An interview in which only two members participate is .....  
 a) Group    b) One on one    c) online    d) Stress
30. Which of the following is the modern way of interviewing?  
 a) Group    b) One on one    c) online    d) Stress

### PART - II

**Answer any Five Questions. Q.No.37 is compulsory**

**5 x 2 = 10**

31. Define Employability Skills.
32. What is the importance of greeting a person?
33. What is workplace communication?
34. Write about CPU.
35. What is advertisement?
36. Mention the 4A's to cope with stress.
37. What is bias?

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### PART - III

**Answer any Five Questions. Q.No.44 is compulsory.**

**5 x 3 = 15**

38. What are personal skills and how are they classified?
39. What are the factors to be added while introducing yourself?
40. List the different types of communication.
41. What are the functions of MSME?
42. What are the 4 basic kinds of gender stereo types?
43. Describe ATM and its purpose.
44. Differentiate between Job and Career.

### PART - IV

**Answer all the questions.**

**3 x 5 = 15**

45. a) Differentiate classroom learning and self learning. (OR)  
 b) What are the ways to overcome the barrier to effective communication?
46. a) Define computer and its parts. (OR) b) Give a brief note on steps for decision making.
47. a) Explain the functions of RBI. (OR)  
 b) What is mock interviews? Write the some tips to conduct a good mock interview.