

**11 - STD****ACHIEVEMENT TEST - 2023-24**

MARKS : 100

Time : 1.30 Hrs

**EMPLOYABILITY SKILL**

Choose the best answer

YouTube/ Akwa Academy

1. \_\_\_\_\_ are acquired by an individual to become employable.  
A. Employability skills      B. Management skills      C. Technical skills      D. Personal skills
2. Soft skills can also be defined as \_\_\_\_\_.  
A. Technical skills      B. Communication skills      C. Hard skills      D. Non-Technical skills
3. \_\_\_\_\_ skill is used to think and behave ethically.  
A. Interpersonal skills      B. Non- Technical skills      C. Communication skills      D. Personal skills
4. Personal skills can be divided into two as soft skills and \_\_\_\_\_.  
A. Communication skills      B. Employable skills      C. Hard skills      D. Verbal skills
5. Hard skills are related to \_\_\_\_\_ knowledge.  
A. Feelings      B. Emotions      C. Technical      D. Employable
6. Life gives us many \_\_\_\_\_ to learn from people around us.  
A. Difficulties      B. opportunities      C. Advices      D. reality
7. \_\_\_\_\_ is a strong desire or ambition to plan our career successfully.  
A. Aspiration      B. Personal skills      C. Likes      D. Apathy
8. Self-learning is a \_\_\_\_\_ effort.  
A. Teachers      B. Group      C. Individual      D. Team
9. \_\_\_\_\_ is the range of online platforms with free and paid courses to improve skills and knowledge.  
A. Classroom learning      B. Online courses      C. Offline education      D. seminar
10. Evaluating one's own knowledge can be done in \_\_\_\_\_.  
A. Traditional learning      B. Classroom learning      C. Self-learning      D. Online learning
11. Online learning requires basic understanding of using \_\_\_\_\_ of learning.  
A. Digital forms      B. Written      C. Verbal      D. Non-verbal
12. One of the fundamental motto of communication is to \_\_\_\_\_ the other person  
A. Call      B. Greet      C. Introduce      D. Order
13. \_\_\_\_\_ is better knowledge about a person if we know about them  
A. Likes and dislikes      B. Understanding      C. Patient talk      D. Communication
14. 6. People feel more confident when they are surrounded by their \_\_\_\_\_.  
A. known circle of friends      B. neighbors      C. Unknown circle of friends      D. unknown peoples
15. Which of the following is not an appropriate word to greet people  
A. Bye      B. Hey      C. Hai      D. Hello
16. Pick out the describing word?  
A. Color      B. Hello      C. Hai      D. Bye
17. Preparing or scheduling a day is known as  
A. Management      B. Planning      C. Working      D. Playing
18. How can you order food when the waiter is asking you to place your order?  
A. I'd like to have biriyani      B. I'm going to play chess  
C. I forget my Purse      D. This is my stop.
19. Find out the verb from the following options.  
A. Sundar      B. Traveling      C. Ooty      D. ATM
20. Which of the describes directions?  
A. Left      B. Right      C. Opposite      D. Rose milk
21. The main objective of giving ..... is to improve the knowledge or to strengthen the performance of an individual.  
A. Chocolate      B. Feedback      C. Money      D. Food
22. Which of the following is a criteria of a simple instruction?  
A. Confusing      B. Big      C. Precise      D. Risky
23. Communication that involves exchanging information without use of words is called \_\_\_\_\_.  
A. Verbal communication      B. Non-verbal communication      C. Written communication      D. Pictorial communication
24. Which one of the following is a barrier to speaking?  
A. confidence      B. nervousness      C. calmness      D. friendliness
25. An angry person's body language will be  
A. Calm and composed      B. Friendly and smiling      C. Nervous and aggressive      D. Relaxed and soothing.

26. 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
27. LinkedIn is website that can be used to **YouTube/ Akwa Academy**  
 A. Meet new members of our profession  
 B. Share photos and videos  
 C. Watch movies  
 D. Wish people on their birthdays
28. The process of communication starts from the \_\_\_\_\_  
 A. Channel  
 B. Sender  
 C. Receiver  
 D. Decoder
29. Workplace communication is the exchange of information and ideas by \_\_\_\_\_  
 A. Students  
 B. employees  
 C. Non-professional  
 D. kids
30. Learning how to manage conflict in the workplace can help build better \_\_\_\_\_  
 A. Space  
 B. Teams  
 C. Place  
 D. Section
31. Which of the following is an Email service?  
 A. Google.com (Gmail)  
 B. KalviTV  
 C. Cartoon Network  
 D. Hotcrossmail.com
32. Full form of CC is  
 A. Corrected Copy  
 B. Carbon Copy  
 C. Carbonated Copy  
 D. Coordinated Copy
33. Informal communication is often called in organizations as \_\_\_\_\_  
 A. grapevine  
 B. vineyard  
 C. grapeyard  
 D. graveyard
34. 1 byte = \_\_\_\_\_  
 A. 2 bits  
 B. 4 bits  
 C. 8 bits  
 D. 16 bits
35. CPU stands for  
 A. Central Processing Unit  
 B. Central Programming Unit  
 C. Central Planning Unit  
 D. Central Progress Unit
36. In Excel, the intersection of a row and column is called as a \_\_\_\_\_  
 A. Cell  
 B. Label  
 C. Square  
 D. Worksheet
37. In MS excel, collection of worksheet is known as \_\_\_\_\_  
 A. Worksheet  
 B. Workbook  
 C. Excel book  
 D. Sheet book
38. The expansion of LAN is  
 A. Local Area Name  
 B. Local Area Network  
 C. Logical Area Network  
 D. Legal Area Network
39. The expansion of ROM is  
 A. Read Octet Machine  
 B. Read Only Memory  
 C. Random Only Memory  
 D. Rewrite Octet Machine
40. Which one is a search engine?  
 A. Flickr  
 B. Hotmail  
 C. Facebook  
 D. Google
41. Which one is an output device?  
 A. Printer  
 B. Mouse  
 C. Keyboard  
 D. Scanner
42. \_\_\_\_\_ is the presentation program  
 A. U\_torrent  
 B. Mozilla firefox  
 C. MS powerpoint  
 D. Slide panel
43. Which is the right term for a presentation page?  
 A. Chart  
 B. Slides  
 C. Clippot  
 D. image
44. \_\_\_\_\_ technology is used for communications over large distances wirelessly  
 A. Mobile communication  
 B. Land communication  
 C. Wired Communication  
 D. All the above
45. Which of the following is an external source for motivation \_\_\_\_\_  
 A. Personal goal  
 B. Need for achievement  
 C. Ambition  
 D. Support
46. The objective of \_\_\_\_\_ is to collect information on various aspects of the business  
 A. Market survey  
 B. customer survey  
 C. Credibility  
 D. Publicity
47. The project report when it is intended to be presented to A. banker, it is a \_\_\_\_\_  
 A. Checklist  
 B. Loan proposal  
 C. Transparent  
 D. Value
48. As compared to an employee, an Entrepreneur \_\_\_\_\_  
 A. Execute the task  
 B. Follows a schedule  
 C. Plan a task  
 D. Has fixed salary
49. Starting a new venture and sustaining the venture for long time depends on \_\_\_\_\_  
 A. Entrepreneurial motivation  
 B. Entrepreneurial media  
 C. Entrepreneurial rewards  
 D. Entrepreneurial idea
50. Consumer's buying behaviour does not depend on which factor  
 A. Buying habits  
 B. Education  
 C. Purchasing power  
 D. Living habit
51. \_\_\_\_\_ analysis involves examining the changes in project outcomes and objectives  
 A. Ranks  
 B. Rationale  
 C. Risk  
 D. Reliance
52. Aid forms of ideas, goods and services are called \_\_\_\_\_  
 A. publicity  
 B. good will  
 C. public relation  
 D. advertisement



53. Which is not a factor to be considered while preparing a project report.  
A. Executive summary      B. Market analysis and opportunity      C. Height      D. Execution plan
54. \_\_\_\_\_ is the management process responsible for identifying, anticipating, and satisfying customer requirements profitably.  
A. Marketing      B. Banking      C. Insurance      D. Premium
55. Which one has Not more than Rs.1 crore and Annual Turnover?  
A. Micro      B. Scale      C. Medium      D. Large
56. It is Possible to develop a \_\_\_\_\_ with the situations in personal and professional life  
A. Negative Attitude      C. Positive Attitude      B. Creative Thinking      D. Critical Attitude
57. We have to be \_\_\_\_\_ as possible to define a problem  
A. Variety      B. Broad      C. Specific      D. Problematic
58. Negotiation results when each party compromises to resolve a conflict for \_\_\_\_\_ benefits  
A. Company's      B. Employers      C. Employee's      D. Every one's Organizations
59. Accepting \_\_\_\_\_ at work can be an important step towards increasing the efficiency and professional success  
A. Stress      B. Criticism      C. Question      D. Opinion
60. By good time management skills in workplace skills in workplace one can achieve better work – life balance  
A. Work life balance      B. Job Balance      C. Account Balance      D. Time Balance
61. Which of the following is symptom of good stress  
A. Headaches      B. Sleeplessness      C. Pain      D. Excitement
62. \_\_\_\_\_ is a famous technique for managing the time efficiently  
A. Pomodora      B. Promodora      C. Pomodom      D. Pemadora
63. \_\_\_\_\_ means that the work done by a team will always be better than work done alone  
A. Synergy      B. Energy      C. Onergy      D. None of the above
64. Which of the following is not a collaborative skill?  
A. Dependability      B. Tolerance      C. Argument      D. Adaptability
65. \_\_\_\_\_ can be both a cause and an effect of workplace conflict  
A. Ratiral Stress      B. Emotional Stress      C. Negative Attitude      D. Communication
66. \_\_\_\_\_ Criticism is given with the intention to harm or insult someone  
A. Constructive      B. Destructive      C. Clear      D. Optimistic
67. Which one refers to the physical difference between people who are male, female or intersex.  
A. Sex      B. Gender      C. Appearance      D. Behavior
68. Gender distinctions are created by \_\_\_\_\_  
A. Family norms      B. Cultural norms      C. Social norms      D. Locality norms
69. Stereotype is a \_\_\_\_\_ belief about a particular group or class of people.  
A. Fixed      B. Moderated      C. Variable      D. Relevant
70. Although stereotypes look positive, It is \_\_\_\_\_  
A. Joyful      B. Great      C. Harmful      D. Useful
71. Discrimination is the \_\_\_\_\_ of people and groups based on characteristics such as race, gender, age or sexual orientation.  
A. Supportive      B. Equitable      C. Fair      D. Unfair
72. A person or group of people who are treated unfairly is called \_\_\_\_\_  
A. Bias      B. Attitude      C. Respect      D. Humanity
73. Choose one benefit of gender equality.  
A. Good for the economy      B. Good for the discrimination  
C. Good for the bias      D. Good for the violence
74. Equality is a basic \_\_\_\_\_  
A. Priority rights      B. Women rights      C. Human rights      D. Unequal rights
75. Dowry prohibition Act, \_\_\_\_\_  
A. 1961      B. 1962      C. 1963      D. 1964
76. IPC Stand for \_\_\_\_\_  
A. Indian Penal Code      B. Indian Postal Code      C. Indian Program Code      D. Indian Project Code
77. When the abuser makes or attempts to make the victim financially reliant is \_\_\_\_\_  
A. Sexual abuse      B. Emotional abuse  
C. Economic abuse      D. Physical abuse
78. Which of the following account types are opened by business owners to meet their requirement for an unlimited number of cash deposits and withdrawals?  
A. Saving account      B. Current account      C. Fixed deposit      D. Recurring deposit

79. Choose the correct full form of NEFT?  
 A. National Electronic Fund Transfer B. National Electric Fund Transfer  
 C. National Electrical Fund Transfer D. National Eligibility Fund Transfer
80. USSD mobile banking is available by pressing \_\_\_\_\_ in your phone?  
 A. \*99# B. #99\* C. \*89# D. \*98#
81. Cards allow the account holder to perform banking transactions through the atm machine?  
 A. Debit B. Credit C. Plastic D. PAN
82. Who issues currency notes in India?  
 A. Govt of India B. RBI C. SBI D. PNB
83. Which of the following is not the type of bank?  
 A. LIC B. Central bank C. Scheduled bank D. Cooperative bank
84. NEFT was owned & operated by  
 A. Finance ministry B. Government bank of India C. Reserve bank of India D. State bank of India
85. UPI was developed by \_\_\_\_\_?  
 A. RBI B. GOI C. Finance ministry D. National Payment Corporation of India
86. What is the first stage in money evaluation?  
 A. Commodity money B. Metallic money C. Paper money D. Credit money
87. Stands for EMI.  
 A. Equaled Monthly Installment B. Equal Monthly Installment  
 C. Equal Money Installment D. Equaled Money Installment
88. An \_\_\_\_\_ is given to an account holder to withdraw money exceeding their deposits.  
 A. Cash credit B. Demand draft C. Overdraft facility D. Letter of credit
89. World of Work is the world of the \_\_\_\_\_  
 A. Job B. Career C. Workplace D. Occupation
90. SMART stands for Specific, \_\_\_\_\_, Achievable, Relevant and Time-based  
 A. Material B. Measurable C. Moving D. Moderate
91. A \_\_\_\_\_ is a brief written account of personal, educational, and professional qualifications and experience, as prepared by an applicant for a job  
 A. Resume B. Cover Letter C. Application D. Form
92. To overcome the faults of resume \_\_\_\_\_ helps.  
 A. Review B. Reject C. Publish D. Projection
93. The success in a job interview depends a great deal on how you \_\_\_\_\_ for it  
 A. Prepare B. Perform C. Practice D. All the above.
94. Preparation is \_\_\_\_\_ stage in interview?  
 A. During B. Before C. After 6 months D. A year later
95. When the goal is set, but if it is not achieved, it is a \_\_\_\_\_  
 A. Representation B. Failure C. Success D. Work
96. What is an unfavorable situation in an interview?  
 A. Prepare on questions related to the resume  
 C. Reach the interview location on time  
 B. Eat and rest well  
 D. Not knowing the job role
97. Which of the following are the kinds of goals?  
 A. Short time goals B. Long time goals C. Medium time goals D. All the above
98. Pick up the don'ts in your resume.  
 A. Resume has to be one or two pages  
 C. Keep it in a neat folder  
 B. Write anything negative in the resume  
 D. Make the resume error free
99. Which of the following is the modern way of interviewing ?  
 A. Group B. One on one C. Online D. Stress
100. A lifelong journey in which an individual learns skills, and use those skills with knowledge, and gain experience in a particular field or industry to earn money is \_\_\_\_\_  
 A. Career B. Job C. Skill D. Employee