

# ACHIEVEMENT TEST – 2023 - 2024

## 12 - STD

### EMPLOYABILITY SKILL

TIME: 1.00 hr

MARKS :100

1x100=100

YouTube/ Akwa Academy

Choose the best answer

1. The inspirational process stimulating people to take the effort to achieve their goals is \_\_\_\_\_  
 A. Self reflection    B. Connection    C. Motivation    D. Appraisal
2. Personal hygiene increases \_\_\_\_\_ and promotes positive personal relationships.  
 A. Cleanliness    B. Motivation    C. Roles    D. Self confidence
3. Taking the time to think and pay attention to your own thoughts, emotions, decisions and behavior is described as \_\_\_\_\_  
 A. Self respect    B. Self reflection    C. Being honest    D. Feedback
4. The practice of developing speaking truth throughout life is \_\_\_\_\_  
 A. Honesty    B. Grooming    C. Feedback    D. Shy
5. An internal dialogue with oneself that influences our thoughts and our actions is \_\_\_\_\_  
 A. Honesty    B. Speaking with friends    C. Self talk    D. Self motivation
6. With what can we equip ourselves from the triangle of success?  
 A. Knowledge    B. Emotion    C. Behaviour    D. Planning
7. The art of treating everyone and everything with care is often termed as \_\_\_\_\_  
 A. Honesty    B. Accepting    C. Respect    D. Motivation
8. The way of putting off 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
9. The process of taking steps to look neat and presentable and how you take care of yourself and your appearance is \_\_\_\_\_  
 A. Cleaning    B. Hygiene    C. Discipline    D. Grooming
10. 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
11. When you have self talk, \_\_\_\_\_ yourself when you make a mistake.  
 A. Punish    B. Accept    C. Forgive    D. Push harder
12. Which among the following is the dominant business language?  
 A. French    B. English    C. German    D. Spanish
13. Speaking is an act of making \_\_\_\_\_  
 A. Beating sound    B. Dancing beats    C. Vocal sound    D. Ringing sound
14. Which of the following helps us to grasp important notes?  
 A. Summary writing    B. Mind mapping    C. Note making    D. Draft making
15. Information about daily economy, entertainment, politics, sports and commerce are seen in?  
 A. Subject book    B. Organization's publications    C. Yearbook    D. Newspaper
16. Find out the right abbreviated term for C.M.  
 A. Chief Member    B. Chief Minister    C. Chief Man    D. Chief Maker
17. Which of the following is a future tense?  
 A. I watched a movie    B. I had a pet    C. I will walk    D. I lost it
18. What is the correct Tamil translation for the word "bakery"?  
 A. அடுமனை    B. தேநீர் விடுதி    C. பேக்கரி    D. பெட்டி கடை
19. Communication flow from upper ladder to lower ladder is known \_\_\_\_\_  
 A. Upward communication    B. Downward communication  
 C. Horizontal communication    D. Diagonal communication
20. IELTS stands for \_\_\_\_\_  
 A. The International English Language Testing System  
 B. The International English Language Talking System  
 C. The International every Language Testing System  
 D. The International every Language Testing Style
21. On an average, how many organizations believe IELTS test?  
 A. Fewer than hundred    B. Fewer than thousand  
 C. Fewer than 10000    D. More than 10000
22. Occupational English Test have been developed specifically for \_\_\_\_\_ professionals.  
 A. Finance    B. International business    C. Healthcare    D. Child care
23. The term \_\_\_\_\_ refers to a computer-based technology that facilitates the sharing of ideas, thoughts, and information through virtual networks and communities.  
 A. Communication    B. Internet    C. Social Media    D. Listening



24. A place where groups of professionals with similar areas of interest can share information and participate in a conversation is popularly called as \_\_\_\_\_  
 A. Facebook B. Twitter C. Social Media D. LinkedIn
25. The term \_\_\_\_\_ is usually referred to an online diary  
 A. Post B. Blog C. Social Media D. Microsoft word
26. The process of working together and communicating with others, even if we are not in the same room is \_\_\_\_\_  
 A. Virtual Communication B. Internet C. Social Media D. Blogging
27. The process that combines the knowledge, skills, processes and dispositions one associates during interactions with others is termed as \_\_\_\_\_  
 A. Communication competency B. Virtual Communication C. Blogging D. Social Media
28. Speaking too \_\_\_\_\_ may be disrespectful in certain settings.  
 A. Softly B. Loudly C. Harshly D. Politely
29. Parents listening to their children help build their \_\_\_\_\_  
 A. Self esteem B. Respect C. Loyalty D. Guidance
30. Informational listening is also called as \_\_\_\_\_  
 A. Comprehensive B. Critical C. Therapeutic D. Appreciative
31. Therapeutic listening is also called \_\_\_\_\_  
 A. Empathetic B. Informational C. Comprehensive D. Appreciative
32. The process of translating the speech in their head and delivering it in the preferred language instantly, with a minimum delay is called \_\_\_\_\_ interpreters.  
 A. Simultaneous B. Relay C. Whispered D. Communicative
33. When there are no interpreters available for a particular language pair \_\_\_\_\_ interpretation is the best mode.  
 A. Simultaneous B. Relay C. Whispered D. Communicative
34. Numbering and bullet options can be seen in which tab of the MS word?  
 A. File B. View C. Home D. Format
35. In MS word you have \_\_\_\_\_ types of alignment  
 A. 2 B. 3 C. 5 D. 4
36. Header and footer options can be find in which tab  
 A. Home B. View C. Insert D. Tools
37. Page numbers are usually seen in  
 A. Header B. Footer C. Body D. Title
38. In MS word how many types of orientation are available?  
 A. 2 B. 3 C. 4 D. 5
39. To link websites, which of the following options is used?  
 A. Smart art B. Word art C. Hyperlink D. Attachments
40. Alt+H+W is used to \_\_\_\_\_ in excel  
 A. Wrap text B. Merge C. Centre D. Strike through
41. Auto sum option can be seen in how many locations  
 A. 1 B. 2 C. 3 D. 4
42. Google slides are similar to each of the following  
 A. Word B. Excel C. PowerPoint D. Access
43. IoT stands for  
 A. Internet of thoughts B. Intranet of things C. Internet of things D. Internal of things
44. .pdf is the expansion of \_\_\_\_\_  
 A. Portable document format B. Portable document file  
 C. Portable document field D. Portable device file
45. The contribution of the State to India's \_\_\_\_\_ is phenomenal in sectors like Automobiles, Commercial vehicles, Auto parts, Leather products, Textiles, Software and ITeS.  
 A. GDP B. GST C. Tax D. Eliminate
46. The entrepreneurs who work hard, like hustler entrepreneurs, to make those ideas more successful than their competitors is \_\_\_\_\_  
 A. Hustler B. Imitator C. Reasercher D. Joint venture
47. An \_\_\_\_\_ should be creative and bring innovative solutions to his product or service to differentiate himself from others in the market.  
 A. Business man B. Entrepreneur C. Employee D. Labour
48. The lifeblood of any business is interpreted to be \_\_\_\_\_  
 A. Finance B. Investment C. Feasibility D. Profit
49. Atal Incubation Center is a type of \_\_\_\_\_ funding  
 A. Government Funding B. Non-Government funding  
 C. Private funding D. Self funding



50. A community that helps many women to strive in their life and give meaning to it by transforming their ordinary life into an entrepreneurial life is termed as \_\_\_\_\_  
 A. SHG B. SIP C. DIDF D. MGS
51. SHG consists of \_\_\_\_\_  
 A. Only Male or female members B. Two from a family  
 C. Any gender D. mixed gender
52. The expanded form of SIDBI is \_\_\_\_\_  
 A. Small Industries Development Bank of India B. SIDCO Banking industries  
 C. Startup India Business Initiative D. A unit of IDBI groups
53. Venture capitalism is a type of \_\_\_\_\_  
 A. Funding B. Loan C. Bank for startup D. Money
54. The people who have more time than money to spend on starting a business is \_\_\_\_\_ entrepreneur.  
 A. Imitative B. Innovative C. Research D. Hustler
55. The main idea of any SHG is to help the women entrepreneurs in organizing themselves, in the \_\_\_\_\_ aspect.  
 A. Financial B. Psychological C. Technical D. Health
56. Environment scanning is the process of gathering \_\_\_\_\_ about an organization or about a job we wish to join through online resources.  
 A. Information B. Resources C. Contacts D. Materials
57. Identify the factor required to perform an external scan of the organization.  
 A. Examine the organization's strengths and weaknesses. B. Goals of the organization  
 C. Views of Interview leaders of the organization. D. Demographics
58. Being a better listener, asking questions, being willing to make mistakes, learning from the co-workers are some ways to improve \_\_\_\_\_ skills.  
 A. Thinking B. Initiative C. Speaking D. Adaptability
59. The skills an individual possesses when the course of dealing with things changes rapidly or slowly is called as \_\_\_\_\_.  
 A. Adaptability B. Leadership C. Initiative D. Guiding
60. People with well-established \_\_\_\_\_ skills typically do well at work and may have a higher chance of getting promotions.  
 A. Attitude B. Initiative C. Leadership D. Author
61. The skill set that can be highlighted in the resume only after completing certain work or after gaining some experience is \_\_\_\_\_.  
 A. Leadership B. Speaking C. Initiative D. Reading
62. Choose anyone importance of Up skilling  
 A. Restrict an employee's Abilities B. Minimize Skill Gap  
 C. Maximize Skill Gap D. Decreases Employee Retention
63. 15. The process of learning a completely new set of skills to perform a different nature of task is called \_\_\_\_\_.  
 A. Up skilling B. Training C. Internship D. Reskilling
64. 17. The study of forces within a group is termed as \_\_\_\_\_.  
 A. Group dynamics B. Teamwork  
 C. Consumerism D. Group discussion
65. The changes which take place within groups and are concerned with the interaction and forces obtained between group members in a social setting is referred to as \_\_\_\_\_.  
 A. Teamwork B. Group dynamics C. Group Morals D. Group change
66. The third stage of group dynamics is \_\_\_\_\_.  
 A. Forming B. Storming C. Norming D. Performing
67. An organization where people of different sex, gender, caste, class, age, physical appearance, education, abilities and more work together is referred as \_\_\_\_\_ in the workplace.  
 A. Diversity B. Inclusion C. Economics D. Equality
68. A diverse workplace increases \_\_\_\_\_ by ensuring the right person gets the right task.  
 A. Productivity B. Profit C. Loss D. Manufacturing rate
69. To be a diverse organization the \_\_\_\_\_ most members of the organization must also be diverse.  
 A. Bottom B. Top C. Lowest D. Equal
70. Employees who feel valued and important at work are more likely to \_\_\_\_\_ company for longer.  
 A. Move to a new B. Stay at the same C. Quit D. Change
71. Global Gender Gap Report provides scores on \_\_\_\_\_ which examines the gap between men and women.  
 A. GGGI B. GGGR C. GGGT D. GGGK
72. Economic Participation amongst gender refers to the genders' \_\_\_\_\_ of participation.  
 A. Labor rate B. Participation rate C. Working rate D. Left out rate



73. India has relatively \_\_\_\_\_ laws that protect women's economic participation.  
A. Many B. Few C. recognized D. Unrecognized
74. As pointed out by Jawaharlal Nehru "To awaken the people, it is the \_\_\_\_\_ who must be awakened".  
A. Men B. Transgender C. Women D. Both men and women
75. The study of gender and education encompasses gender differences in \_\_\_\_\_ outcomes.  
A. Working B. Educational C. Political D. Economic
76. Expand WEF.  
A. World Economic Forum B. World Education Forum  
C. Wide Economic Forum D. World Equity Forum
77. A diverse workplace not only increases the number of customers but also the chances for \_\_\_\_\_.  
**YouTube/ Akwa Academy**  
A. Customer development B. Company development  
C. Customer product D. Customer satisfaction
78. TVM stands for  
A. Time Value of Marketing B. Time Value of Money  
C. Time Value of Mark D. Time Value of Management
79. Delivery of financial transactions through digital media is known as  
A. Online finance B. Mobile finance C. Digital finance D. Tele finance
80. In the formula of Time Value of Money "r" means  
A. Present value B. Future value C. Rate of interest D. Rate of tax
81. Fintech cannot be used in which of the following sector  
A. Agriculture B. Insurance C. Retail D. Painting
82. Which of the following is not a component of digital financial inclusion?  
A. Transaction platform B. Retail agent C. Electronic device D. Cash counter
83. Which of the following is a financial instrument?  
A. Land B. Gold C. Bond D. Building
84. Which of the following is not a feature of a Bank  
A. Ever-increasing B. Connecting Link C. Marketing Business D. Name Identity
85. Who among the following is known as premium hunter  
A. Bull B. Stag C. Bear D. Lame duck
86. A bank which has a broad range of area under it is known as  
A. Small finance bank B. Local area bank C. Universal bank D. Public sector Bank
87. GST is a successor to  
A. Value Added Tax B. Income Tax C. Entertainment Tax D. Service Tax
88. UTGST is collected in  
A. States B. Districts C. Union Territories D. Nationwide.
89. Creation of multinational companies is possible by  
A. Centralization B. Decentralization C. Globalization D. Inland trade
90. Forming political entities across the globe is an example for .....  
A. Political globalization B. Social globalization  
C. Cultural globalization D. Educational globalization
91. Qualitative and quantitative method of analyzing job is known as  
A. Job B. Job research C. Job market research D. Recruiting research
92. Select a work competency from the below given list  
A. Problem Solving skill B. Problem making skill  
C. Handling rejection skill D. English language skill
93. A sustainable career is one that endures over ..... through the entire work life.  
A. Time B. Date C. Day D. Interest
94. Customer \_\_\_\_\_ can help one gain their trust and maintain customer loyalty.  
A. Appearance B. Money C. Feedback D. Time
95. Building a working relationship with \_\_\_\_\_ is key to the long-term success of a business.  
A. Company B. Proprietor C. Customers D. Co worker
96. Job portals bridge recruiters and .....  
A. Owners B. Managers C. Job seekers D. Secretaries
97. One can use LinkedIn to find \_\_\_\_\_  
A. Jobs B. Places C. Documents D. Funds
98. The ability to think logically and finding solution for a problem is known as  
A. Problem solving skills B. Self motivation C. Negotiation skills D. Language skills
99. Trans pacific partnership is an example for  
A. Political globalization B. Economic globalization  
C. Cultural globalization D. Social globalization
100. How many types of globalization we have  
A. 2 B. 3 C. 4 D. 5