

EMPLOYABILITY SKILLS

CLASS :11

TIME: 3.00hrs

MARKS : 70

PART –A

Choose the best answer

1x30 =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 face 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. corrected 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

www.Trb Tnpsc.com

20. -----is a software which helps to access web pages form 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. Labelc. 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)

5X2=10

31.What is an aspiration?

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)

5X3=15

38. Identify and mention some of the qualities of self leaner

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?

kindly send me your key Answers to our email id - padasalai.net@gmail.com

PART –D

45. Compare and contrast the advantages and disadvantages of online learning

OR

What are the sequences to be followed while introducing yourself?

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?

G.KANNAN M.E., M.B.A., D.I.S., D.P.M., D.I.S.M.,

VOCATIONAL TEACHER

GBHSS VANAVASI SALEM DT 636457

CELL 7904870400