

QUARTERLY EXAM– SEPTEMBER– 2023

EMPLOYABILITY SKILLS

CLASS :12

TIME: 3.00 hrs

MARKS 70

PART –A

Choose the best answer

1x30 =30

1. Personal hygiene increases -----and promotes positive personal relationships  
a. Cleanliness b) motivation c) Roles d) Self confidence
2. 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
3. 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
4. Healthy self talk requires lot of -----  
a) Pleasing b) Practice c) Un welcomed d) Respected
5. The practice of developing speaking truth throughout life is -----  
a) Honesty b) Grooming c) Feedback d) shy
6. 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
7. When you have self talks -----yourself when you make a mistake  
a) Punish b) Accept c) Forgive d) Push harder
8. Find out the right abbreviated term for C.M  
a) Chief member b) Chief Minister c) Chief maker d) Chief man
9. 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
10. Effective questioning technique will increase  
a) Doubts b) Ambiguity c) Logical thinking d) Mistakes
11. Official interchange of information known as-----  
a) communication b) Effective communication c) Good communication d) formal communication
12. Writing skill provide us with a permanent record for-----references  
a) Past b) Present c) Future d) Yesterday
13. Which of the following helps us to grasp important notes  
a) Summary writing b) mind mapping c) Note making d) Draft making
14. Effective speaking helps us to build  
a) On clear communication b) Effective communication c) Bad communication d) Ambiguous Communication
15. Having the habit of taking notes improves skills  
a) thinking b) inter predation c) Listening d) leadership
16. 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
17. An average human being can listen up to ----continuously and actively  
a) 1 hour b) 2 hour 3) 3 minutes d) 15 mints
18. 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

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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) Format

25. In MS word you have ----- types of alignment

- a) 2 b) 3 c) 5 d) 4

26. Header and footer option can be found 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)

5x2=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 types of charts in MS excel?

#### PART - C

ANSWER ANY FIVE OF THE FOLLOWING (QUESTION NO 44 COMPULSORY)

5x3=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

3x5=15

45. Explain the different types of self discipline

OR

What are the types of formal communication ?

46. a) Explain the types of interpretation skills

OR

b) Write 5 ways to be a competent communicator

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

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