

CHAPTER 1 UNDERSTANDING MYSELF

1. _____ are acquired by an individual to become employable
 A. Employability skills B. Management skills C. Technical skills D. Personal skills
2. Personal skills can be defined as the _____ a human being possess
 A. Attitude B. Ability C. Quality D. Feelings
3. Soft skills can also be defined as _____
 A. Technical skills B. Communication skills C. Hard skills D. Non-Technical skills
4. Through _____ we can transfer and receive knowledge
 A. Interpersonal skills B. Personal skills C. Soft skills D. Hard skills
5. _____ skill is used to think and behave ethically
 A. Interpersonal skills B. Non- Technical skills C. Communication skills D. Personal skills
6. Interpersonal skills is used to _____ with other people
 A. Communicate B. withhold C. Conceal D. Suppress
7. Personal skills can be divided into two as soft skills and _____
 A. Communication skills B. Employable skills C. Hard skills D. Verbal skills
8. Interests are something that we _____ doing
 A. lack B. enjoy C. Despise D. Avert
9. Hard skills are related to _____ knowledge.
 A. Feelings B. Emotions C. Technical D. Employable
10. While planning your career it is important to know your _____
 A. Interests B. Likes C. Dislikes D. Work
11. Life gives us many _____ to learn from people around us
 A. Difficulties B. opportunities C. Advices D. reality
12. A _____ can affect us positively
 A. Follower B. Supporter C. Devotee D. Role model
13. _____ is a strong desire or ambition to plan our career successfully
 A. Aspiration B. Personal skills C. Likes D. Apathy
14. A _____ is someone to look upto based on your career values or aspiration
 A. Student B. Role model C. Journalist D. Facilitator
15. Self-learning is a _____ effort.
 A. Teachers B. Group C. Individual D. Team
16. _____ helps you develop your problem-solving skills.
 A. Verbal knowledge B. Self-learning C. Management skills D. Discipline
17. _____ 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

18. Online learning eliminates physical learning and provides _____
 A. Textbooks B. Education materials C. Paperless learnin D. Face-to-face learning
19. Evaluating one's own knowledge can be done in _____
 A. Traditional learning B. Classroom learning C. Self-learning D. Online learning
20. Online learning requires basic understanding of using _____ of learning
 A. Digital forms B. Written C. Verbal D. Non-verbal

CHAPTER -2 ENGLISH LANGUAGE SKILLS

1. One of the fundamental motto of communication is to ----- the other person
 A. Call B. Greet C. Introduce D. Order
2. ----- play an important role in describing and modifying people, places and objects
 A. Verb B. Noun C. Adjectives D. Adverb
3. ----- is better knowledge about a person if we know about them
 A. Likes and dislikes B. Understanding C. Patient talk D. Communication
4. Inviting someone is correlated with the culture of -----
 A. aloofness B. excess C. coolness D. Hospitality
5. 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
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
7. Which of the following is not an appropriate word to greet people
 A. Bye B. Hey C. Hai D. Hello
8. Which of the following is not the basics to introduce yourself?
 A. Name B. Occupation C. Place D. Weakness
9. Pick out the describing word?
 A. Color B. Hello C. Hai D. Bye
10. Which of the following is not a Pronoun?
 A. She B. He C. Kavi D. They
11. Preparing or scheduling a day is known as
 A. Management B. Planning C. Working D. Playing
12. We going to play.
 A. it B. is C. was D. are
13. 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.

14. Storytelling helps us to improve

- A. Bargaining B. Stereotype C. Stamina D. Thinking skill

15. Find out the verb from the following options.

- A. Sundar B. Traveling C. Ooty D. ATM

16. Which of the following sentence conveys you like it

- A. I don't bear B. I hate C. I love D. I detest

17. Which of the describes directions

- A. Left B. Right C. Opposite D. Rose milk

18. I enjoyed the game. It shows you the game.

- A. Hate B. Like C. Dislike D. Detest

19. 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

20. Which of the following is a criteria of a simple instruction?

- A. Confusing B. Big C. Precise D. Risky

CHAPTER -3 COMMUNICATION SKILLS

1. Communication that involves exchanging information without use of words is called.....

- A. Verbal communication B. Non verbal communication
C. Written communication D. Pictorial communication

2. Gesture "Quick tilt head" shows

- A. boredom B. confidence C. interest D. insecurity

3. Which one of the following is a barrier to speaking?

- A. confidence B. nervousness C. calmness D. friendliness

4. Communication is a _____ exchange of information

- A. single-way B. multi-way C. three-way D. two-way

5. An angry person's body language will be

- A. Calm and composed B. Friendly and smiling
C. Nervous and aggressive D. Relaxed and soothing

6. Which of the following should be avoided while speaking before a group?

- A. Maintaining eye contact B. Memorizing the speech
C. Feel energetic D. Stand rigidly

7. 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

8. Recording oneself speak in a smartphone can be useful for

- A. Looking at it whenever you are free B. Showing to friends
C. Assessing strengths and weaknesses in one's communication D. Posting it on Facebook

9. LinkedIn is website that can be used to

- A. Meet new members of our profession
B. Share photos and videos
C. Watch movies
D. Wish people on their birthdays

10. Non verbal communication includes _____expression

- A. Oral and written
B. format and rules
C. signs and notifications
D. Unspoken and unwritten

11. The process of communication starts from the _____

- A. Channel
B. Sender
C. Receiver
D. Decoder

12. Classroom conversation is a form of _____ communication

- A. Verbal
B. Non verbal
C. Workplace
D. Formal

13. Workplace communication is the exchange of information and ideas by _____

- A. Students
B. employees
C. Non-professional
D. kids

14. By _____ ourselves thoughtfully, we can communicate better with others

- A. expressing
B. refraining
C. restraining
D. suppressing

15. Learning how to manage conflict in the workplace can help build better _____

- A. Space
B. Teams
C. Place
D. Section

16. A _____ is a circle of acquaintances from our field of work

- A. Association
B. Friends network
C. Professional network
D. Consortium

17. Which of the following is an Email service?

- A. Google.com
B. KalviTV
C. Cartoon Network
D. Hotcrossmail.com

18. _____ shows the topic of the message

- A. From
B. Subject
C. Message body
D. To

19. Full form of CC is

- A. Corrected Copy
B. Carbon Copy
C. Carbonated Copy
D. Coordinated Copy

20. Informal communication is often called in organizations as _____

- A. grapevine
B. vineyard
C. grapeyard
D. graveyard

CHAPTER -4 DIGITAL SKILLS

1. 1 byte = _____

- A. 2 bits
B. 4 bits
C. 8 bits
D. 16 bits

2. _____ is a software which helps to access web pages from various websites

- A. Internet browser
B. Mobile applications
C. Web Address
D. Operating system

3. CPU stands for

- A. Central Processing Unit
B. Central Programming Unit
C. Central Planning Unit
D. Central Progress Unit

4. For short distance, _____ network type is used

- A. LAN
B. WAN
C. MAN
D. CAN

5. In Excel, the intersection of a row and column is called as a _____

- A. Cell
B. Label
C. Square
D. Worksheet

6. Computer network that spans a regional, national or global area is called _____
- A. LAN B. MAN C. WAN D. CAN
7. In MS excel, collection of worksheet is known as _____
- A. Worksheet B. Workbook C. Excel book D. Sheet book
8. Spreadsheets are saved with extension
- A. .xlsx B. .docx C. .pdf D. .mp3
9. The expansion of LAN is
- A. Local Area Name B. Local Area Network
C. Logical Area Network D. Legal Area Network
10. _____ is a multilingual neural machine translation service developed by Google
- A. Voice Message B. Google Translate C. Google Meet D. Google Forms
11. The expansion of ROM is
- A. Read Octet Machine B. Read Only Memory
C. Random Only Memory D. Rewrite Octet Machine
12. One of the most important benefits of a mobile phone is _____
- A. Learning B. Listening to music C. Playing D. Chatting
13. Which one is a search engine?
- A. Flickr B. Hotmail C. Facebook D. Google
14. Which one is an input device?
- A. Speaker B. Joystick C. Monitor D. Printer
15. Which one is an output device?
- A. Printer B. Mouse C. Keyboard D. Scanner
16. Which one is not a storage device?
- A. Printer B. Video tape C. USB flash drive D. Memory
17. _____ is the presentation program
- A. U_torrent B. Mozilla firefox C. MS powerpoint D. Slide panel
18. MS powerpoint is software of
- A. Google B. Apple C. Android D. Microsoft
19. Which is the right term for a presentation page?
- A. Chart B. Slides C. Clippport D. image
20. _____ technology is used for communications over large distances wirelessly
- A. Mobile communication B. Land communication
C. Wired Communication D. All the above

CHAPTER -5 ENTREPRENEURSHIP

1. Which of the following is an external source for motivation
 A Personal goal B Need for achievement C Ambition D Support
2. The work is done mostly by larger machines and more automation is termed as
 A Small scale business B Large scale business
 C Service industry D Medium scale business
3. The objective of is to collect information on various aspects of the Business
 A Market survey B customer survey C Credibility D Publicity
4. is an unpaid mention of the company and its product/brand
 A Publicity B Advertisement C Word of mouth D Promotion
5. 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
6. Details of how to deliver a product is feasibility
 A Market B Technical C Financial D Organisational
7. As compared to an employee, an Entrepreneur
 A Execute the task B Follows a schedule C Plan a task D Has fixed salary
8. Buying and selling of goods is business
 A Selling B Trading C Manufacturing D Service
9. 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
10. MSME stands for
 A Micro, Scale and Medium Enterprises B Macro, Small and Medium Enterprise
 C Micro, Small and Medium Enterprise D Minor, Small and Medium Enterprise
11. Consumer's buying behaviour does not depend on which factor?
 A Buying habits B Education C Purchasing power D Living habit
12. In "SWOT" analysis, "w" stands for
 A Wealth B Wait C Weakness D Wipe
13. ____ analysis involves examining the changes in project outcomes and objectives
 A Ranks B Rationale C Risk D Reliance
14. In SWOT analysis which pair is not helpful?
 A Strengths, Weaknesses B Strengths, Opportunities
 C Threats, Weaknesses D Threats, Opportunities
15. Aid forms of ideas, goods and services are called
 A publicity B good will C public relation D advertisement
16. Which of the following studies about the capital and other money matters.
 A Technical feasibility B Financial feasibility C Capital feasibility D Money feasibility

17. 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

18. Market feasibility studies of the following markets.

- A. Future market B. Current market C. Both A and B D. Software market

19. _____ is the management process responsible for identifying, anticipating, and satisfying customer requirements profitably.

- A. Marketing B. Banking C. Insurance D. Premium

20. Which one has Not more than Rs.1 crore and Annual Turnover?

- A. Micro B. Scale C. Medium D. Large

CHAPTER - 6 BUILDING 21ST CENTURY SKILLS

1. It is Possible to develop a _____ with the situations in personal and professional life

- a. Negative Attitude b. Positive Attitude c. Creative Thinking d. Critical Attitude

2. _____ helps us to make better decisions

- a. Critical Thinking b. Moderate Thinking c. Positive Thinking d. Negative Thinking

3. We have to be _____ as possible to define a problem

- a. Variety b. Broad c. Specific d. Problematic

4. _____ is a dialogue between two Party to resolve conflicts or issues to find a solution

- a. Negotiation b. Collaboration c. Criticism d. Team work

5. 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

6. _____ Stress is helpful to perform well

- a. Good b. Moderate c. Bad d. None of the Above

7. Accepting _____ at work can be an important step towards increasing the efficiency and professional success

- a. Stress b. Criticism c. Question d. Opinion

8. _____ is when different people work together on the same task

- a. Collaboration b. Criticism c. Team work d. Co operation

9. 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

10. Negotiation results when each party compromises to resolve a conflict for _____ benefits

- a. Employer's b. Employee's c. Everyone's d. Organization's

11. Which of the following is symptom of good stress

- a. Headaches b. Sleeplessness c. Pain d. Excitement

12. Communication and _____ is the best way to deal with stress

- a. Honesty b. Sincerity c. Boldness d. Target

13. _____ is a famous technique for managing the time efficiently

- a. Pomodora b. Promodora c. Pomodorn d. Pemadora

14. In Pomodoro Technique, we have to work without distraction for _____ Minutes
- a. 30 b. 25 c. 20 d. 15
15. ____ Means that the work done by a team will always be better than work done alone
- a. Synergy b. Energy c. Oenergy d. None of the above
16. In workplace, _____ helps in improving Productivity
- a. Team work b. Cooperation c. Collaboration d. Criticism
17. Which of the following is not a collaborative skill?
- a. Dependability b. Tolerance c. Argument d. Adaptability
18. In the workplace, conflict causes a massive degree of _____
- a. Discomfort b. Comfort c. Excitement d. Positivity
19. _____ can be both a cause and an effect of workplace conflict
- a. Rational Stress b. Emotional Stress c. Negative Attitude d. Communication
20. _____ Criticism is given with the intention to harm or insult someone
- a. Constructive b. Destructive c. Clear d. Optimistic

CHAPTER - 7 GENDER

1. Which one refers to the physical difference between people who are male, female or intersex.
- A. Sex B. Gender C. Appearance D. Behaviour
2. A person typically has their sex assigned at birth based on _____.
- A. Family B. Physiological characteristics C. Psychological D. Society
3. Gender distinctions are created by _____.
- A. Family norms B. Cultural norms C. Social norms D. Locality norms
4. Which one refers to the social and cultural difference between men and women?
- A. Gender B. Sex C. Behaviour D. Attitude
5. Stereotype is a _____ belief about a particular group or class of people.
- A. Fixed B. Moderated C. Variable D. Relevant
6. "Women are often not educated well and discouraged from working, especially after marriage" The above statement is one of the impacts of _____.
- A. Gender equality B. Gender discrimination C. Myth D. Rumour
7. Although stereotypes look positive, It is _____.
- A. Joyful B. Great C. Harmful D. Useful
8. Which one is necessary for recovering from gender stereotypes?
- A. Talk about it B. Ignore C. Blaming D. Accepting
9. 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
10. Harassment is conduct that violates a person's _____.
- A. Time B. Work C. Mind D. Dignity
11. A person or group of people who are treated unfairly is called _____.

A. Bias B. Attitude C. Respect D. Humanity

12. Which is not a form of discrimination?

A. Direct discrimination B. Indirect discrimination
C. Impartiality D. Inadequate accessibility

13. 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

14. Which article in the Indian constitution protects people from gender discrimination in employment?

A. Article 15 B. Article 16 C. Article 17 D. Article 18

15. Equality is a basic _____.

A. Priority rights B. Women rights C. Human rights D. Unequal rights

16. Gender equality prevents violence against _____.

A. Women and girls B. Men and women C. Children D. All the gender

17. Dowry prohibition Act, _____.

A. 1961 B. 1962 C. 1963 D. 1964

18. Protection of women against domestic Act, _____.

A. 2005 B. 2006 C. 2007 D. 2008

19. IPC Stand for _____.

A. Indian Penal Code B. Indian Postal Code
C. Indian Program Code D. Indian Project Code

20. 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

CHAPTER- 8 FINANCIAL LITERACY

1. 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

2. A cheque is a financial instrument given in place of _____?

A. Goods B. Services C. Cash D. Deposit

3. 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

4. AePS empowers a bank customer to access his/her _____?

A. Father's bank a/c B. All bank a/c C. SBI bank a/c D. Aadhar enabled bank a/c

5. USSD mobile banking is available by pressing _____ in your phone?

A. *99# B. #99* C. *89# D. *98#

6. UPI - stands for?

A. Unify Payment Interface B. United Payment Interface
C. Unified payments Interchange D. Unified Payment Interface

7. Cards allow the account holder to perform banking transactions through the atm machine?

- A. Debit B. Credit C. Plastic D. PAN

8. Pick out the function of RBI?

- A. With draw B. Locker facilities C. deposit D. Monetary authority

9. Who issues currency notes in India?

- A. Govt of India B. RBI C. SBI D. PNB

10. RBI act was passed in the year _____.

- A. 1935 B. 1934 C. 1933 D. 1954

11. Which of the following is not the type of bank?

- A. LIC B. Central bank C. Scheduled bank D. Cooperative bank

12. What is the full form of ATM ?

- A. Any Time Money B. Automated Teller Machine
C. All Time Money D. Automatic Teller Money

13. NEFT was owned & operated by

- A. Finance ministry B. Government bank of India
C. Reserve bank of India D. State bank of India

14. IMPS - stands for

- A. Immediate Payment Service B. Immediate Payment System
C. Integrated Payment System D. Integrated Payment Service

15. UPI was developed by _____?

- A. RBI B. GOI C. Finance ministry D. National Payment Corporation of India

16. Loans are examples for ?

- A. Borrowing B. Deposit C. Withdrawal D. Savings account

17. What is the first stage in money evaluation?

- A. Commodity money B. Metallic money C. Paper money D. Credit money

18. Mortgage is a loan financing particularly given to purchase and maintenance of _____?

- A. Current assets B. Fixed assets C. Tangible assets D. Movable assets

19. Stands for EMI.

- A. Equaled Monthly Installment B. Equal Monthly Installment
C. Equal Money Installment D. Equaled Money Installment

20. 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

CHAPTER-9 PREPARATION TO THE WORLD OF WORK

1. World of Work is the world of the _____
 A. Job B. Career C. Workplace D. Occupation
2. 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
3. SMART stands for Specific, _____, Achievable, Relevant and Time-based
 A. Material B. Measurable C. Moving D. Moderate
4. The first reason for _____ is being a misfit to the role
 A. Acceptance B. Employment C. Rejection D. Appreciation
5. 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
6. Your first mode of introduction to your prospective employer is _____
 A. Resume B. Cover Letter C. Application D. Leave form
7. To overcome the faults of resume _____ helps.
 A. Review B. Reject C. Publish D. Projection
8. The most popular mode used to select employees for an organization is called as _____
 A. Interview B. Recommendation C. Reference D. Call letter
9. 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
10. Practice interview is also known as _____ interview.
 A. Real B. Review C. Mock D. All the above
11. Preparation is stage in interview?
 A. During B. Before C. After 6 months D. A year later
12. Which of the following sequences is right?
 A. Interview, Job offer, Resume B. Resume, Interview, Job offer
 C. Job offer, Interview, Resume D. Resume, Job offer, Interview
13. When the goal is set, but if it is not achieved, it is a
 A. Representation B. Failure C. Success D. Work
14. An interview in which only two members participate is _____
 A. Group B. One on one C. Online D. Stress
15. What is an unfavorable situation in an interview?
 A. Prepare on questions related to the resume B. Eat and rest well
 C. Reach the interview location on time D. Not knowing the job role
16. The process that turns imagination and dreams into reality is _____.
 A. Taking rest B. Punctuation marking C. Watching match D. Goal setting

17. 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

18. Which has a well defined fixed title and salary?

- A. Employment B. Job C. Career D. Occupation

19. Pick up the don'ts in your resume.

- A. Resume has to be one or two pages B. Write anything negative in the resume
C. Keep it in a neat folder D. Make the resume error free

20. Which of the following is the modern way of interviewing ?

- A. Group B. One on one C. Online D. Stress

AKHILA ACADEMY