

**SCHOOL EDUCATION DEPARTMENT – SALEM DISTRICT
ONE MARK TEST 2023
EMPLOYABILITY SKILL**

CLASS :11

TIME: 1. 00 hr

MARKS :100

PART –A

Choose the best answer

1x100=100

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 Stupe.
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
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.

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 B. Eat and rest well
C. Reach the interview location on time 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 B. Write anything negative in the resume
C. Keep it in a neat folder 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

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