TIME: 1. 00 hr MARKS :100

SCHOOL EDUCATION DEPARTMENT - SALEM DISTIRCT ONE MARK TEST 2023 EMPLOYABLITY SKILL

CLASS :11

PART -A

1.	Cho	ose the best answer 1x100=100
2. Soft skills can also be defined as	1.	are acquired by an individual to become employable.
A. Technical skills B. Communication skills D. Non-Technical skills D. Non-Technical skills D. Personal skills A. Interpersonal skills S. Non-Technical skills D. Personal skills D. Personal skills A. Communication skills B. Employable skills C. Hard skills D. Verbal skills D. Personal skills A. Communication skills B. Employable skills C. Hard skills D. Verbal skills A. Folficulties B. comptonyable D. Verbal skills D. Verbal skills A. Difficulties B. opportunitiesC. Advices D. reality A. A spiration B. Personal skills D. Likes D. Apathy Setf-learning is a	_	
3.	2.	
A. Interpersonal skills B. Non- Technical skills C. Communication skills D. Personal skills 4. Personal skills are related to		
 4. Personal skills can be divided into two as soft kills and	З.	skill is used to think and behave ethically.
A. Communication skills B. Employable skills C. Hard skills D. Verbal skills 5. Hard skills are related to		•
 5. Hard skills are related to knowledge. A. Feelings B. EmotionsC. Technical D. Employable 6. Life gives us many is learn from people around us. A. Difficulties B. opportunitiesC. 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 affort. 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 coursesC. Offline education D. seminar 10. Evaluating one's own knowledge can be done in of learning 11. Online learning B. Classroom learning C. Self-learning D. Online learning 12. One of the fundamental motio of communication is to of learning. A. Digital formsB. Written C. Verbal D. Non-verbal 12. One of the fundamental motio of communication is to the other person A. Call B. GreetC. 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	4.	Personal skills can be divided into two as soft kills and
A. Feelings B. EmotionsC. Technical D. Employable 6. Life gives us many learn from people around us. A. Difficulties B. opportunitiesC. 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 affort. A. Teachers B. Group C. Individual D. Team 9		A. Communication skills B. Employable skills C. Hard skills D. Verbal skills
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23. Communication that involves exchanging information without use of words is called A. Verbal communication B. Non-verbal communication	22.	Which of the following is a criteria of a simple instruction?
A. Verbal communication B. Non-verbal communication		A. Confusing B. Big C. Precise D. Risky
	23.	Communication that involves exchanging information without use of words is called
C. Written communication D. Pictorial communication		
24. Which one of the following is a barrier to speaking?	201	A. Verbal communication B. Non-verbal communication
A. confidence B. nervousness C. calmness D. friendliness		A. Verbal communicationB. Non-verbal communicationC. Written communicationD. Pictorial communication
		A. Verbal communicationB. Non-verbal communicationC. Written communicationD. Pictorial communicationWhich one of the following is a barrier to speaking?
25. An angry person's body language will be	24.	A. Verbal communicationB. Non-verbal communicationC. Written communicationD. Pictorial communicationWhich one of the following is a barrier to speaking?
25. An angry person's body language will be A. Calm and composed B. Friendly and smiling	24.	A. Verbal communication B. Non-verbal communication C. Written communication D. Pictorial communication Which one of the following is a barrier to speaking? A. confidence B. nervousness A. confidence B. nervousness C. calmness D. friendliness An angry person's body language will be
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26. When you want to make a quick point it is better to be

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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? B. KalviTV A. Google.com (Gmail) 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 = _____ B. 4 bits C. 8 bits D. 16 bits A. 2 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 B. Label C. Square A. Cell D. Worksheet 37. In MS excel, collection of worksheet is known as ____ B. Workbook C. Excel book D. Sheet book A. Worksheet 38. The expansion of LAN is B. Local Area Network A. Local Area Name 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. Clipport 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 _____ analysis involves examining the changes in project outcomes and objectives 51. B. Rationale C. Risk D. Reliance A. Ranks 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. Kindly Send Me Your Key Answer to Our email id - Padasalai.net@gmail.com

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	A. Executive summary	B. Marke	t analysis and opp	ortunity	
	C. Height	D. Execu	ition plan		
54.	is the management process profitably.			anticipating, and s	atisfying customer requirements
55	A. Marketing B. Banking C. Insurance Which one has Not more than Rs.1 crore and				
55.	A. Micro B. Scale		C. Medium	D. Larg	a
56	It is Possible to develop a with the	e situatio		•	5
00.	A. Negative Attitude C. Positive Attitude			D. Critical Attitude	2
57.	We have to be as possible		-	Di Oniour / tinud	-
•••		D. Proble			
58.	Negotiation results when each party compro			for benefits	
				y one's Organizatio	ns
59.	Accepting at work can be an importa	•	•		
	A. Stress B. Criticism C. Question		D. Opinion		
60.	By good time management skills in workplac	e skills in	workplace one ca	n achieve better wo	rk – life balance
	A. Work life balance B. Job Balance C. A	Account B	alance D. Time	Balance	
61.	Which of the following is symptom of good s	stress			
	A. Headaches B. Sleeplessness C. Pain	D. Excite	ment		
62.	is a famous technique for ma	anaging th	e time efficiently		
	A. Pomodora B. Promodora C. Pomodorn	D. Pemac	dora		
	means that the work done by a tea	am will alv	ways be better tha	t work done alone	
	A. Synergy B. Energy C. Onergy	D. None	of the above		
64.	Which of the following is not a collaborative			••	
	A. Dependability B. Tolerance C. Arg		D. Ada	otability	
65.	can be both a cause and an ef				
~~	A. Ratiral Stress B. Emotional Stress C. Neg				
66.	Criticism is given with the inter				
67	A. Constructive B. Destructive B. De		C. Clear	D. Optimistic	
07.	A. Sex B. Gender C. Appearance				54.
68.	Gender distinctions are created by				
		'			
	A. Family norms B. Cultural norms C	C. Social i	norms	D. Locality norms	
69.	A. Family norms B. Cultural norms C Stereotype is a belief about a p			D. Locality norms eople.	
69.	A. Family norms B. Cultural norms C Stereotype is a belief about a particular belie	articular g			
	Stereotype is a belief about a p	articular ç	group or class of p D. Relevant		
	Stereotype is a belief about a p. A. Fixed B. Moderated C. Variable Although stereotypes look positive, It is	articular ç	group or class of p D. Relevant 		
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Kindly Send Me Your Key Answer to Our email id - Padasalai.net@gmail.com

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

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