

Class : 11Register
Number**COMMON HALF YEARLY EXAMINATION - 2024 - 25**

Time Allowed : 3.00 Hours

EMPLOYABILITY SKILLS

[Max. Marks : 70

Note : i) Answer all the questions **YouTube/ Akwa Academy**

30x1=30

ii) Choose the most appropriate answer from the given four alternatives and write the option code and the corresponding answer

1. Soft skill can also be defined as -----
a) Technical skills b) Communication skills c) Hard skills d) Non- Technical skills
2. A ----- can affect as positively
a) Follower b) Supporter c) Devotee d) Role model
3. ----- helps you develop your problem- solving skills
a) Verbal knowledge b) Self - learning c) Management skills d) Discipline
4. Inviting someone is correlated with the culture of -----
a) aloofness b) excess c) coolness d) Hospitality
5. Preparing or scheduling a day is known as -----
a) Management b) Planning c) Working d) Playing
6. I ----- staying in a hostel.
a) am b) is c) was d) are
7. Communication is a ----- exchange of information.
a) Single - way b) Multi - way c) Three - way d) Two - way
8. Class room conversation is a form of ----- communication.
a) Verbal b) Non verbal c) Work place d) Formal
9. Full form of CC is -----
a) Corrected copy b) Carbon copy c) Carbonated copy d) Coordinated copy
10. Informal communication is often called in organizations as
a) Grapevine b) Vineyard c) Grapeyard d) Graveyard
11. In Excel, the intersection of a row and column is called as a -----
a) Cell b) Label c) Square d) Worksheet
12. Spread sheets are saved with extension
a) .xlsx b) .docx c) .pdf d) .mp3
13. The expansion of ROM is
a) Read octet machine b) Read Only Memory c) Random Only Memory d) Rewrite Octet Machine
14. MS Power point is software of
a) Google b) Apple c) Android d) Microsoft
15. The objective of ----- is to collect information on various aspects of the business.
a) Market Survey b) Customer Survey c) Credibility d) Publicity
16. Buying and selling of goods is ----- business.
a) Selling b) Trading c) Manufacturing d) Service
17. Consumer's buying behavior does not depend on which Factor.
a) Buying habits b) Education c) Purchasing power d) Living habit
18. ----- analysis involves examining the changes in project out comes and objectives.
a) Ranks b) Rationale c) Risk d) Reliance
19. Which one has not more than Rs. 1 Crore and Annual Turnover?
a) Micro b) Scale c) Medium d) Large
20. ----- helps us to make better decisions.
a) Critical thinking b) Moderate thinking c) Positive thinking d) Negative thinking

21. ----- stress is helpful to perform well.
 a) Good b) Moderate c) Bad d) None of the above
22. In Pomodoro technique, we have to work without distraction for ----- minutes.
 a) 30 b) 25 c) 20 d) 15
23. In workplace, ----- helps in improving productivity.
 a) Team work b) Co -operation c) Collaboration d) Criticism
24. Stereotype in a ----- belief about a Particular group or class of people.
 a) Fixed b) Moderated c) Variable d) Relevant
25. 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
26. Dowry Prohibition act, -----
 a) 1961 b) 1962 c) 1963 d) 1964
27. Who issues currency notes in India?
 a) Govt of India b) RBI c) SBI d) PNB
28. What is the first stage in money Evaluation?
 a) Commodity money b) Metallic money c) Paper money d) Credit money
29. Practice Interview is also known as ----- Interview.
 a) Real b) Review c) Mock d) All the above
30. An Interview in which only two members participate is -----
 a) Group b) One on One c) Online d) Stress

II. Answer any 5 of the Following. Q. No 37 is compulsory.

5x2=10

31. Define Employability Skills.
 32. What is a mPoS?
 33. Write about CPU?
 34. What is Collaboration?
 35. What is Bias?
 36. What are the different types of mock interviews?

37. Change the sentences from Active voice to passive Voice.

- i) Durai will take a Photograph ii) Sudhan Caught the ball

III. Answer any 5 of the Following. Q. No 44 is compulsory.

5x3=15

38. What are Personal skills? How are they Classified?
 39. What is Visual Communication? Give two examples.
 40. What is Entrepreneurship?
 41. Differentiate Sex and Gender.
 42. Define ATM and its purposes.
 43. Differentiate between Job and Career.
 44. Define LAN, WAN, MAN.

IV. Answer the Following:

3x5=15

45. a) Differentiate classroom learning and Self - Learning.
 (OR)
 b) Explain the Steps involved in Creating an Electronic mail.
46. a) List some of the Functions of MSME.
 (OR)
 b) Differentiate constructive and Destructive Criticism.
47. a) Explain the types of Domestic abuse.
 (OR)
 b) Explain in detail about different Investment Avenues.

/ M.11 / skill / 2