











- 57 The technical proposal should start with \_\_\_\_\_.
- an overview of the main area under study
  - sample list
  - reference
  - proposed structure of the report

**Choose the appropriate form of Active/Passive Voice for the following Sentences : [Q.No.58 to Q.No.60]**

- 58 Plants release oxygen through the process of photosynthesis.
- Oxygen is released by plants through the process of photosynthesis.
  - Oxygen was released by plants through the process of photosynthesis.
  - Oxygen has released by plants through the process of photosynthesis.
  - Oxygen are released by plants through the process of photosynthesis.
- 59 Do it at once.
- Let it be done
  - Let me do it
  - Let it be done at once
  - Let it not be done at once.
- 60 By whom was this book written?
- Who writes this book?
  - Who wrote this book?
  - Who has written this book?
  - Who had written this book?

**Select the appropriate form of reported Speech for the following sentences : [Q.No. 61 and Q.No. 62].**

- 61 "Alas! I have broken my brother's bat," said he.
- He exclaimed sadly that he had broken his brother's bat.
  - He said that the has broken his brother's bat.
  - He exclaimed sadly he had broken his brother's bat.
  - He sadly said that he had broken his brother's bat.
- 62 The child said, "What should we do to reduce the pollution?"
- The child asked what should they do to reduce the pollution.
  - The child asked what will they do to reduce the pollution.
  - The child asked what they will do to reduce the pollution.
  - The child asked what will they should do to reduce the pollution.

**Choose the pair of words from the options given that best expresses a Similar relationship to that of the given pair : [Q.No.63 and Q.No.64]**

- 63 Clock : Time
- Car : Engine
  - Summer : Hot
  - Thermometer : Temperature
  - Barometer : Weight

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- 64 Newspaper : Press : : Cloth : \_\_\_\_\_  
 a) Tailor                                      b) Fibre                                      c) Textile                                      d) Mill
- 65 Complete the Collocation :  
 Its chambers and staircases were \_\_\_\_\_ decorated.  
 a) greedily                                      b) richly                                      c) rich                                      d) greed
- 66 Choose the word often used with all of the following :  
 i) \_\_\_\_\_ upset  
 ii) \_\_\_\_\_ sleep  
 iii) \_\_\_\_\_ wet  
 a) go                                      b) get                                      c) give                                      d) come

**In the following questions, find out the part of the sentence that has an error. If the sentence is free from error, select option (d) No. Error. [Q.No.67 to Q.No.70]**

- 67 The principal (a)/ with his staff and students (b)/ were present (c)/No Error(d).
- 68 The invigilator asked him (a)/ that why he had not brought (b) /his hall ticket (c). /No Error (d).
- 69 Mr. Sharma is planning (a)/ to settle in Delhi as soon as (b)/ he will retire in April next year (c). /No Error (d).
- 70 Since we do not accept cheques (a)/ you will have to buy a draft (b)/ to pay for your tickets (c)/No Error (d).
- 71 The following are the techniques used to develop active listening, except \_\_\_\_\_.  
 a) getting distracted  
 b) paying attention  
 c) providing feedback  
 d) appropriately responding

**Choose the Appropriate Sentence from the following : [Q.No.72 and Q.No.73]**

- 72 a) Glass fibres are blended to plastic to produce fiberglass.  
 b) Glass fibres are blended in plastic to produce fiberglass.  
 c) Glass fibres are blended on plastic to produce fiberglass.  
 d) Glass fibres are blended with plastic to produce fiberglass.
- 73 a) A vaccine is a substance that develops immunity against a specific disease.  
 b) A vaccine is a substance that develops immunity for a specific disease.  
 c) A vaccine is a substance that develops immunity on a specific disease.  
 d) A vaccine is a substance that develops immunity of a specific disease.

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- 74 Cloze test :  
Pakistan (i) on harping that Kashmir is the core issue (ii) to adversarial relations. To India too, Kashmir, is the core issue (iii) not only its security and stability but (iv) geo-political equations among all countries within South Asia's land mass.
- |                    |              |              |             |
|--------------------|--------------|--------------|-------------|
| i) A. keep         | B. keeping   | C. keeps     | D. keeper   |
| ii) A. making      | B. bringing  | C. tending   | D. leading  |
| iii) A. tarnishing | B. effecting | C. affecting | D. creating |
| iv) A. its         | B. their     | C. world's   | D. also     |
- a) C, D, B, A      b) C, D, C, D      c) A, B, C, D      d) A, B, D, C
- 75 Name the parts of speech of the capitalized word in the given sentence : Films are made in a STUDIO.
- a) Noun      b) Pronoun      c) Verb      d) Adverb
- 76 Read the given passage and answer the question that follows :  
Humans conduct experiments using robots. But the scientists at the university of Liverpool (UK) have developed a new robot. It can conduct experiments on its own. This robot does not take any break from work, unless it has to charge its battery. Recently, this brilliant robot finished around 700 experiments in eight days.  
This passage best supports the statement that :
- a) Human beings create robots.  
b) The scientists of UK have developed a robot that is never lazy.  
c) Robots need to be charged.  
d) Robots are brilliant.
- 77 How can you address the recipient in your formal letter, if you do not know the recipient's name?
- a) Dear Mr./Mrs.      b) Hello      c) Dear Sir/Madam      d) My dear
78. When writing a formal letter, you must think about \_\_\_\_\_.
- a) Who are you writing to?      b) Why are you writing?  
c) What do you need to tell the reader?      d) All of these.
79. Which of these must be avoided in business letters?
- a) Formal words      b) Abbreviations      c) Salutation      d) Clear details.
80. A good cover letter will \_\_\_\_\_.
- a) Make a good first impression      b) be direct and to the point  
c) both (a) and (b)      d) None of the above.
81. What should be the ideal length of a cover letter?
- a) One page      b) Two pages  
c) More than two pages      d) Half of the page.
82. Which of these is not mentioned in the resume?
- a) Educational Qualification      b) Contact details  
c) Pet dog's name      d) Professional Objective.



83. Applicant's name, address and photo should be mentioned \_\_\_\_\_ the resume.  
a) at the bottom of  
b) at the top of  
c) at the center of  
d) anywhere in
84. When should you read the email completely before responding?  
a) Always  
b) Only if you have time  
c) Only if it is sent by your juniors.  
d) Only if it is sent by your seniors.
85. SMS language (u, cu, plz, etc.) in the email \_\_\_\_\_.  
a) Should be used with all clients  
b) Should be used with selected clients  
c) Should not be used  
d) Can be used sometime.
86. A person who creates the blog post is called a \_\_\_\_\_.  
a) Browser  
b) Blogging  
c) Blogger  
d) Vlogger.
87. \_\_\_\_\_ is/are the techniques of reading :  
a) Intensive reading  
b) Scanning  
c) Extensive reading  
d) All of these.
88. Interpersonal skills are also known as \_\_\_\_\_.  
a) Worthless skills  
b) Soft skills  
c) Hard skills  
d) Rarely used skills.
89. Which of these is the best way to establish a rapport with the audience?  
a) Pointing a finger  
b) Looking at the ceiling of the room  
c) Making eye contact  
d) Standing erect.
90. The following are valid conclusions for non-verbal communication, except \_\_\_\_\_.  
a) Our gestures and facial expression express what words cannot.  
b) Non-Verbal communication is the transmission of messages through words.  
c) Non-Verbal cues can substitute verbal messages.  
d) Non-verbal communication takes place without the use of words.
91. What is verbal communication?  
a) Gesture  
b) Facial Expression  
c) Body Posture  
d) Use of language.
92. Personality development is one of the \_\_\_\_\_ for group discussion.  
a) required features  
b) optional features  
c) inessential features  
d) insignificant features.
93. Which of the following is not a characteristic of leadership?  
a) Self-confidence  
b) Intelligence  
c) Initiative  
d) Overconfidence.

94. Which of the following is not true about interviews?  
a) Let the interviews lead the conversation.  
b) Speak faster than the interviewer.  
c) Pause to think during difficult questions.  
d) Keep a smile on your face while answering the interviewer.
95. Which of the following is an example of embarrassing/degrading question during an interview?  
a) Do you take alcohol?  
b) What is your hobby?  
c) What are your strengths and weakness?  
d) Introduce yourself.
96. Clothes, hair-style and \_\_\_\_\_ are the ways of radiating your appearance during interview.  
a) Money  
b) Mobile  
c) Facial expression  
d) Heavy jewelry.
97. To make a presentation effective and impressive, you should \_\_\_\_\_.  
a) Use your voice effectively  
b) Keep the presentation simple.  
c) Make eye contact with your audience  
d) All of these.
98. Positive gesture during presentation make you look \_\_\_\_\_.  
a) Comfortable  
b) Worried  
c) Uncomfortable  
d) Depressed.
99. Which of the following is/are the merits of written communication?  
a) Permanent record of evidence  
b) Better Understanding  
c) Legal Document  
d) All of these.
100. Which of these could be a barrier to effective communication?  
a) Sharing of knowledge  
b) Ambiguity  
c) Listening attentively  
d) Speaking clearly.

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