

**INSTRUCTIONS TO THE CANDIDATES**

1. Answer all the **fifty** questions, each question carries one mark.
2. Use only **Black ball point pen** for writing / darkening the circles.
3. For each question, after selecting your answer, **darken the appropriate circle corresponding to the same question number on the OMR sheet.**
4. Darkening two circles for the same question makes the answer invalid.
5. **Damaging/overwriting, using whiteners** on the **OMR** sheets are strictly prohibited.

**Choose the part of the sentence that has an error :**

1. If I had known (a) this yesterday (b) I will have helped him (c) no error (d)
2. Having received your letter (a) this morning, we was writing (b) to thank you for the same (c) no error (d)
3. A large number of peoples (a) have gathered (b) to greek the leader (c) no error (d)
4. Driving for five hundred kilometers in a day (a) are a tiring proposition (b) no error (c)

**Directions : Fill in the blanks with suitable phrasal verbs :**

5. His arrogance \_\_\_\_\_ his ruin.  
a) brought in                      b) brought up  
c) brought about                d) none of these
6. Henry \_\_\_\_\_ the magazine quickly.  
a) Looked through                b) Looked up  
c) Looked in                        d) None of these

**Directions : Choose a suitable verb to complete the sentence :**

7. One of our employees \_\_\_\_\_ retiring today.  
a) are                                b) is  
c) were                                d) none of these

8. Either the teacher or the student \_\_\_\_\_ to be blamed for his performance in the final exam.  
a) are                                b) is  
c) were                                d) none of these

**Directions : Fill in the blanks with suitable tenses :**

9. Suddenly she gave a loud scream and \_\_\_\_\_ to the ground.  
a) had fallen                        b) has fallen  
c) fell                                d) none of these
10. The room \_\_\_\_\_ but the police failed to find anything suspicious.  
a) Searched                        b) was searched  
c) had searched                    d) none of these

**Directions : Do as directed :**

11. Okay, see you \_\_\_\_\_ the concert.  
a) at                                b) in  
c) for                                d) none of these
12. The children were \_\_\_\_\_ at having been informed about the trip.  
a) thrilling                        b) thrills  
c) thrilled                        d) none of these
13. \_\_\_\_\_ you ever been to Kashmir?  
a) Have                                b) Did  
c) Had                                d) None of these
14. Don't narrate \_\_\_\_\_ stories, they scare me.  
a) ghastly                        b) ghostly  
c) both 'a' and 'b'                d) none of these
15. That \_\_\_\_\_ be true. He wouldn't do something like that.  
a) wouldn't                        b) shouldn't  
c) can't                                d) none of these

**Directions : Rearrange the sentence :**

16. defined as a place (a) where man is passive (b) and the rest of the nature is active (c) a sanctuary may be (d)  
a) a, b, c, d                        b) d, c, a, b  
c) b, c, d, a                        d) d, a, b, c
17. are simply at a loss (a) of 500 and 1000 rupee notes (b) all the corrupt politicians and their cronics (c) after the demonetization (d)  
a) c, a, d, b                        b) b, a, c, d  
c) d, c, b, a                        d) b, c, a, d

**Directions : Change the voice of the following sentences :**

18. You need to clean your shoes properly.  
 a) Your shoes are needed to clean properly.  
 b) You are needed to clean your shoes properly  
 c) Your shoes need to be cleaned properly  
 d) Your shoes are needed by you to clean properly
19. James watt discovered the energy of steam.  
 a) The energy of steam discovered James watt  
 b) The energy of steam was discovered by James watt.  
 c) James watt discovering the energy of steam  
 d) James watt had been discovered energy by the steam

**Directions : Convert the following sentences from Direct to Indirect speech :**

20. "I am sorry", he said.  
 a) He apologized that he was sorry  
 b) He cried that he was to be sorry  
 c) He demanded that he was sorry  
 d) All of these

**Directions : Do as directed :**

21. A sentence that introduces the topic or the main idea to the readers is called.  
 a) Topic sentence  
 b) First sentence  
 c) Both 'a' and 'b'  
 d) None of these
22. A paragraph which is written after analyzing a situation is called,  
 a) Descriptive paragraph  
 b) Analytical paragraph  
 c) Illustrative paragraph  
 d) narrative paragraph
23. The important parts of an essay are :  
 a) Introduction  
 b) Body  
 c) Conclusion  
 d) All of these
24. \_\_\_\_\_ is a gist of any passage written in as few words as possible.  
 a) Essay writing  
 b) Precis writing  
 c) Analytical writing  
 d) None of these
25. Which among the following is not a feature of reports?  
 a) Focuses on facts and data  
 b) Is written for a specific purpose  
 c) Includes irrelevant information  
 d) Is structured in an organized way
26. Reports which are submitted at regular intervals is called,  
 a) Routine report  
 b) Periodic report  
 c) Both 'a' and 'b'  
 d) None of these
27. A technical report establishes a,  
 a) illogical conclusion  
 b) logical conclusion  
 c) personal prejudice  
 d) misplaced learning

28. \_\_\_\_\_ is drafted in response to an advertisement or demand.  
 a) Solicited proposal  
 b) Unsolicited proposal  
 c) Both 'a' and 'b'  
 d) None of these
29. Childhood is a time when there are \_\_\_\_\_ responsibilities to make life difficult. If a child \_\_\_\_\_ good parents, he is fed, looked \_\_\_\_\_ and loved.  
 a) many, had, up  
 b) few, has, after  
 c) little, have, at  
 d) all of these
30. Listening is a vital skill which helps in enhancing our learning.  
 a) True  
 b) False
31. Which among the following are barriers to listening?  
 a) Forged attention  
 b) Poor interpersonal relations  
 c) Premature evaluation  
 d) All of these
32. Which among the following should not be implemented for effective listening?  
 a) Having an open mind  
 b) Not being prejudiced  
 c) Employing critical thinking  
 d) Asking irrelevant questions
33. A business letter must be,  
 a) written in proper format  
 b) short and concise  
 c) polite in tone  
 d) All of these
34. The date on a business letter should appear after the salutation.  
 a) True  
 b) False
35. This format of the letter has the heading, dateline, complementary closure and signature right aligned.  
 a) Block format  
 b) Informal format  
 c) Modified block format  
 d) None of these
36. Which among the following is not to be mentioned in a resume?  
 a) Educational qualification  
 b) Work experience  
 c) Strengths  
 d) Weaknesses
37. The \_\_\_\_\_ format of resume lists your work history with dates, with your most recent employer and job title listed first.  
 a) Historical  
 b) Functional  
 c) Chronological  
 d) All of these
38. BCC in an email refers to :  
 a) British council careers  
 b) Blind carbon copy  
 c) Booked carbon copy  
 d) None of these
39. The cover letter is written,  
 a) To introduce oneself as the suitable candidate for the job.  
 b) To give biographical details of the candidate.  
 c) To try for the job  
 d) To let the employer know of our writing skills



40. \_\_\_\_\_ communication is a direct, written or oral communication that occurs between two or more persons  
a) Interpersonal      b) Extra-personal      c) Intrapersonal      d) None of these
41. In a group discussion one must communicate with,  
a) Hostility      b) Arrogance  
c) Long sentences      d) Knowledge
42. Which among the following should not be followed while appearing for an interview?  
a) Arriving late to the venue      b) Knowing your resume  
c) Being formally dressed      d) Knowledge of the company
43. When giving a presentation in front of an audience you should do all of the following except :  
a) Speak loud and clear      b) Provide handouts if needed  
c) Dress professionally      d) Lack of eye contact with the audience
44. A group discussion checks and monitors,  
a) Leadership skills      b) Listening ability  
c) Confidence      d) All of these
45. Communication helps to make accurate decisions and influence organizational performance positively.  
a) True      b) False

Directions : Fill in the Blanks :

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46. What actually scared us \_\_\_\_\_ the fact that there was no one around to help us.  
a) were      b) was  
c) with      d) all of these
47. He was the man \_\_\_\_\_ they thought was dead.  
a) of      b) who      c) whom      d) all of these
48. The flowers smell \_\_\_\_\_.  
a) Sweet      b) Sweetly      c) Sweeter      d) Sweetest
49. The Guptas are travelling \_\_\_\_\_ plane.  
a) at      b) in      c) on      d) by
50. Which of the following sentence does not contain misplaced modifier?  
a) Tired after a long day at work, Rita napped with her cat.  
b) Happy that school was over, the afternoon was quite relaxing  
c) We glued together the vase we broke quietly  
d) My uncle had to see a doctor with indigestion

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