

Multiple Choice Questions

26. Our weaknesses may include
- a. short-temper b. being sensitive c. being introverts d. all of the above
27. The weaknesses of role models are ----- when compared to their strengths.
- a. nothing b. not noticed c. less d. all of the above
28. Some strengths in role models include
- a. honesty and politeness b. punctuality and straightforward nature
c. kindness & helping-mindedness d. all of the above
29. Strengths of role models get ----- while weaknesses get -----.
- a. unnoticed, noticed b. elevator, noticed c. unnoticed, noticed d. none
30. Verbal communication includes
- a. how we say b. what we say c. greetings & introduction d. all of the above
31. While we are at home or with friends, we use ----- verbal communication.
- a. influence b. informal c. formal d. none
32. When we greet our superiors, managers and boss we greet them -----.
- a. informally b. casually c. formally d. indifferently
33. Spoken communication is not only ----- but also -----.
- a. verbal, non-verbal b. speaking, writing c. speaking, formal d. writing, informal
34. Non-verbal communication includes
- a. gestures & postures b. eye contact and facial expressions
c. tone and appearance d. all of the above
35. What we communicate without words, but with body language is an example of
- a. verbal communication b. formal communication
c. informal communication d. non-verbal communication

36. Working with others to find a mutually agreeable solution is called
- a. persuasion b. communication c. negotiation d. assertion
37. face-to-face communication involves features like
- a. maintaining eye contact b. responding patiently
c. clarifying doubts d. all of the above
38. Workplace communications essentially starts with exchanging
- a. greetings b. information/ideas c. verbally and non-verbally d. all of the above
39. Communication within an organization is ----- with superiors and can be -----with friends and colleagues.
- a. informal, formal b. informal, non-verbal c. formal, informal d. non-verbal, informal
40. 'Good morning', 'nice to meet you', 'How have you been?' – are examples of
- a. formal greetings b. informal greetings c. superiors d. organizations
41. Talking in the same manner with everyone in the organization is
- a. good b. acceptable c. unacceptable d. all of the above
42. An open mind during interaction and maintaining eye contact with the person spoken to is
- a. important b. not necessary c. informal d. all of the above
43. As employees we may require to write to
- a. take notes b. pass on messages
c. take specifications about machines/products d. all of the above
44. Formal writing in the workplace can be in the form of
- a. emails b. letters c. raising invoices d. all of the above
45. Writing emails, letters, memos, orders, filling forms, minutes, contracts, proposals and quotations are examples of ----- workplace communication.
- a. informal b. non-verbal c. formal d. none
46. Writing a leave letter is part of ----- communication.
- a. formal workplace b. informal workplace c. non-verbal workplace d. none
47. Please be informed that the annual staff meeting has been ----- to be ----- on the 1st of November.
- a. conducted, confirmed b. listened, conducted
c. conducted, listened d. confirmed, conducted

48. Reena has ----- to avail leave for 2 days to ----- her cousin's wedding. She has ----- the letter to the supervisor.
- a. submitted, attend, planned b. planned, attend, submit
c. plan, attended, submitted d. planned, attend, submitted
49. Imagine you have ----- ABC company as craftsman. ----- an email to be sent to your supervisor.
- a. join, written b. joined, written c. joined, wrote d. joined, write
50. ----- the role of the supervisor to ----- instructions to the craftsmen on safety in the workplace.
- a. played, give b. played, gave c. play, give d. played, given
51. ----- a note to be ----- to the newly recruited craftsmen about safety.
- a. written, circulate b. write, circulate c. write, circulated d. written, circulated
52. ----- means the immediate surroundings to the place one lives in.
- a. workplace b. facilities c. city d. neighbourhood
53. Neighbourhood includes features like
- a. hills and mountains b. rivers and lakes
c. parks and other human-made services like schools, post offices, etc. d. all of the above
54. Neighbourhoods may be ----- based on people, location, strength and weakness.
- a. describe b. include c. described d. none
55. When we take the surroundings along ----- the physical conditions in which a person -----, it is called environment.
- a. with, live b. with, lives c. with lived d. none
56. Village is a ----- place in a ----- area.
- a. big, rural b. small, urban c. big, rural d. small, rural
57. A town is ----- than a village, but ----- than a city.
- a. larger, smaller b. small, large c. smaller, larger d. smaller, large
58. We ----- books from a library.
- a. buy b. sell c. borrow d. none
59. There ----- a coffee shop ----- the park.
- a. are, next to b. is, next to c. is, next d. are, next
60. The area is ----- as the houses in it cost a lot of money.

- a. beautiful b. expensive c. safe d. big
61. There are ----- apartments in my neighbourhood.
- a. spacious b. school c. kind d. fresh
62. It is a ----- locality. One need not fear.
- a. boring b. safe c. school d. fresh
63. There is water scarcity in the locality. The area is
- a. polluted b. noisy c. dry d. uneven
64. Transportation to some rural areas is difficult as the roads are -----
- a. polluted b. dry c. spacious d. uneven
65. There is a big playground ----- our house.
- a. on b. in c. near d. over
66. There is a garden with ----- flowers in our neighbourhood.
- a. safe b. clear c. lovely d. none
67. Can ----- tell ----- about the strengths of the neighbourhood?
- a. me, you b. your, me c. you, my d. you, me
68. There is a lake near the area. Sometimes, people ----- garbage ----- it.
- a. keep, into b. keep, on c. throw, into d. throw, between
69. The conditions in a place that ----- the behaviour and ----- of somebody or something is called environment.
- a. affected, develop b. affect, development c. affected, development d. affect, developed
70. A ----- maintained neighbourhood is a ----- environment to live in.
- a. good, good b. well, well c. well, good d. good, well
71. Identify the opposites. clean x -----, healthy x -----
- a. dirty, health b. dirty, healthy c. dirt, unhealthy d. dirty, unhealthy
72. Rainwater harvesting ----- to prevent water scarcity.
- a. gives b. gave c. help d. helps
73. ----- of trees ----- the environment.
- a. plant, save b. planting, saves c. planting, save d. plant, saves
74. You can express your views by ----- or ----- to the problems and solutions.
- a. agree, disagree b. agreeing, disagree
- c. agree, disagreeing d. agreeing, disagreeing

75. There ----- instructions to be ----- to maintain neighbourhoods well.
 a. is, followed b. are, follow c. are, followed d. is, follow
76. ----- recycled ----- newspapers to make new paper.
 a. make, old b. use, old c. make, new d. none
77. ----- air pollution by using bicycles ----- the campus.
 a. use. inside b. get, above c. control, inside d. control, between
78. Use ----- paper in your office and printer.
 a. new b. recycled c. fresh d. none
79. ----- the computer every day after use.
 a. turn on b. switch on c. turn off d. all of the above
80. Buy ----- batteries for ----- used devices.
 a. AAA, frequently b. rechargeable, frequently c. Alkaline, frequently d. none
81. I have some ----- to make our home ----- safe and eco-friendly.
 a. maintain, environment b. ideas, environment c. fresh, environment d. none
82. Activities that help us ----- from the tedious everyday work are called hobbies.
 a. kind b. inside c. relax d. all of the above
83. Hobbies ----- to activities that we ----- in our leisure time.
 a. take, do b. refer, did c. refer, do d. refers, do
84. Gardening, reading, collecting stamps, singing ----- some examples of hobbies.
 a. is b. was c. were d. are
85. The Jog falls is the second ----- waterfalls in India.
 a. tallest b. highest c. higher d. taller
86. The world's ----- beach is along the Bay of Bengal in Tamil Nadu.
 a. highest b. longer c. longest d. high
87. One of the seven ----- of the modern world is located in Agra in Uttar Pradesh.
 a. wonder b. wander c. wanders d. wonders