

### Multiple Choice Questions

- mountains, trekking, surfing and scuba diving ----- called adventures.  
a. climb, are      b. climbing, was      c. climbing, is      d. climbing, are
- Adventures ----- risks and are ----- to people who undertake them.  
a. involves, exciting      b. involve, excited      c. involve, exciting      d. involved, exciting
- We ----- a mountain, ----- ropes to cross steep places.  
a. climbed, use      b. climbed, use      c. climb, using      d. climbing, using
- Many people ----- water sports ----- surfing, scuba diving in the ocean apart from fishing.  
a. like, enjoy      b. liked, enjoy      c. enjoy, liked      d. enjoy, like
- There ----- famous mountains ----- beaches in India.  
a. is, and      b. are, and      c. are, but      d. is, but
- Fuji ----- an active volcano about 100 kilometers southwest ----- Tokyo.  
a. are, of      b. is, for      c. is, of      d. are for
- The White Cliffs of Dover ----- on the coastline ----- England.  
a. are, of      b. is, of      c. are, for      d. is, for
- The Everest, the ----- peak in the world, ----- in Tibet.  
a. high, is      b. higher, is      c. highest, is      d. highest, are
- Jumping ----- a great height while connected ----- a large elastic cord is called bungee jumping.  
a. for, to      b. for, for      c. from, to      d. from, for
- I will arrange ----- the tickets ----- Pune.  
a. for, to      b. to, to      c. to, for      d. for, above
- Adventure sports ----- be jumping ----- great heights, diving deep ----- the sea, or flying ----- the air.  
a. can, from, on, in      b. can, from, into, in      c. can, of, of, in      d. can, of, in, of
- employees to ask questions. ----- a team atmosphere.

- a. respect, encourage    b. encourage, develop    c. encourage, take    d. respect, take

13. Rearrange the jumbled words to identify the correct option. 'communication, productivity, effective, employee, increases'

- a. Effective employee increases communication productivity.  
b. Effective productivity increases employee communication.  
c. Effective communication increases employee productivity.  
d. none

14. Rearrange the jumbled words to identify the correct option. 'two, process, communication, way, is, a'

- a. A two process is way communication.                      b. Communication is a two way process.  
c. Communication is a process two way.                      d. Two is a process way communication.

15. Communication in the workplace includes

- a. face-to-face communication    b. over the telephone    c. through emails    d. all of the above

16. Etiquette is manners to be followed in

- a. workplace                      b. society                      c. ITI                      d. all of the above

17. HR of your organization has asked you for details about the proposed tour. Since it is a communication in the workplace, it is ----- . You need to ----- the HR, use proper ----- and be ----- in tone.

- a. formal, gestures, polite, greet    b. gestures, formal, polite, greet  
c. formal, polite, greet, gestures    d. formal, greet, gestures, polite

18. While writing emails,

- a. be clear and specific in your message                      b. proofread well before you send the email  
c. be professional in your greetings and salutations                      d. all of the above

19. A new sanitizer dispenser has been ----- at your office. ----- your team to use the sanitizer ----- to keep themselves and the environment -----.

- a. install, instructed, frequently, infection-free    b. installed, instruct, frequently, infection-free  
c. install, instruct, frequently, infection-free    d. installed, instructed, frequently, infection-free

20. ----- people's body language and how they ----- when they talk over the phone.

- a. instruct, speak                      b. observe, speak                      c. observe, notice                      d. instruct, notice

21. Every time you ----- an email, try to ----- something from it.

- a. learn, see                      b. learned, see                      c. see, learned                      d. see, learn

22. ----- fidget. ----- and smile. ----- composed.

- a. don't, blink stay      b. don't, relax, stay      c. don't, blink, well      d. don't, instruct, stay

23. There are many dos and don'ts to be ----- while preparing for/attending an -----

- a. there, interview      b. identify, interview      c. identified, interviewed      d. identified, interview

24. Always ----- your mobile phone ----- silent mode.

- a. know, in      b. know, of      c. keep, in      d. keep, of

25. ----- for your turn. Do not ----- the officials at the venue, asking for your turn.

- a. clean, problem      b. wait, problem      c. wait, trouble      d. clean, trouble

26. Tell us about a difficult situation you have ----- and how you ----- to come out of it.

- a. face, manage      b. faced, manage      c. face, managed      d. faced, managed

27. Rearrange the jumbled words to identify the correct option. 'preparations, to be, before, interview, the, are, what, the, done'

- a. The preparations are to be done before the interview what  
b. The what preparations to be done are before the interview  
c. What are the preparation to be done before the interview?  
d. none

28. Rearrange the jumbled words to identify the correct option. 'interviews, face-to-face, online, can be, telephonic, conducted, or'

- a. Online can be conducted interviews, telephonic or face-to-face.  
b. Interviews can be online, face-to-face or telephonic conducted.  
c. Interviews can be online conducted, face-to-face or telephonic.  
d. Interviews can be conducted face-to-face, telephonic or online.