

ENGLISH

Subject Code: 4340001

Date: 2025-04-16

Subject Name: SOFT SKILLS

Time Duration: 46.0 minutes

Total Marks: 92

Instructions:

1. Ensure you have a stable internet connection (for online mode).
2. Keep your calculator, pen, and rough sheet ready.
3. Login using your correct credentials (if on Cloud Exam platform).
4. Read each question carefully before answering.
5. There is no negative marking, unless specified.

1. What is the difference between the forms of friendly and business letter ?

- ☐ Date ☐ Address of writer ☒ Address of reciever ☐ Heading

2

2. Which of the following is not a bussiness letter ?

- ☐ ordering books
☐ ordering a journal
☒ Letter to a newspaper
☐ Requesting a service

2

3. I'm sorry the house is not available any longer. It ___ to a timber

- ☐ was being sold ☐ will be sold ☐ is sold ☒ has been sold

2

4. One must consider about any matter before ___ it

- ☒ deciding ☐ decides ☐ decide ☐ decided

2

5. Why ___ you break your promise ?

- ☒ did ☐ does ☐ done ☐ is

2

6. My father ___ newspaper after getting up.

- ☐ read ☒ reads ☐ is read ☐ am read

2

7. The clerk ___ the money from the bank by one o'clock

- ☐ has withdrawn
☐ will have withdrawing
☒ will have withdrawn
☐ is withdrawing

2



8. Choose the correct statement

2

- ☐ He swore that he had not stolen the bag
- ☒ He swore that he had not stolen the bag
- ☐ He was swearing that he had not stolen the bag
- ☐ He swears that he had not stolen the bag

9. Look! A hamster ___ by a cat.

2

- ☒ is being chased
- ☐ was being chased
- ☐ is chased
- ☐ has been chased

10. Passengers ___ to smoke in the train

2

- ☐ was not allowed
- ☐ had not allowed
- ☐ will not allow
- ☒ are not allowed

11. Which tense does this statement belong to ? We leave for Pune by the morning bus.

2

- ☐ Simple Future tense
- ☐ Simple Past tense
- ☒ Simple present tense
- ☐ Future perfect tense

12. Which of these tenses does the statement belong to ? A letter is being written by me.

2

- ☐ Present perfect tense (active)
- ☐ Present tense (passive)
- ☒ Present continuous tense (passive)
- ☐ Present perfect tense (passive)

13. Fill in the blank with past perfect tense: I met Ruchi in Nagpur yesterday. I ___ her a few week before

2

- ☐ saw
- ☒ had seen
- ☐ was seeing
- ☐ had been seeing

14. The information provided to you ___ wrong.

2

- ☐ were
- ☒ was
- ☐ are
- ☐ have been

15. A large number of soldiers ___ died for the country

2

- ☐ has
- ☐ is
- ☐ are
- ☒ have

16. Half of the class ___ empty

2

- ☒ was
- ☐ were
- ☐ are
- ☐ have

17. A lot of startups ___ started in last few years

2

- ☐ is
- ☐ was
- ☐ has
- ☒ have

18. Either you or I should ___ a lead

2

- ☒ take
- ☐ takes
- ☐ taking
- ☐ took

19. The ruler and the minister ___ killed

2

- ☐ was
- ☐ has been
- ☒ have been
- ☐ is



20. Everyone in the class ___ to study

- ☐ need ☐ needed ☒ needs ☐ needing

2

21. Ram and Laxman ___ at Archery

- ☐ is ☒ are ☐ was ☐ both

2

22. Either shirts or tops ___ on sale.

- ☒ are ☐ was ☐ is ☐ can

2

23. Which is grammatically correct sentence i) Who are performing tonight, Steve or John ? ii) Tom or Jerry, who is going to win the race ? iii) Danny or Jade are going to drive ? Iv) Pink or Blue, which are your favourite color ?

- ☐ (i) ☒ (ii) ☐ (iii) ☐ (iv)

2

24. An army of ants ___ approaching in my room.

- ☐ were ☐ was ☐ are ☒ is

2

25. Select the abbreviation that is written to show that a separate document accompanies the letter ?

- ☐ Attachment ☒ Enclosure ☐ None of these ☐ Both

2

26. Where is the subscription of the letter placed.

- ☐ at the beginning ☐ at the middle of the letter ☒ at the end of the letter ☐ none

2

27. What is the meaning of "cc" in business writing ?

- ☒ A copy of the letter has been sent to the person(s) indicated.
☐ A copy of the letter has been filed
☐ None of these
☐ both

2

28. Which part of the letter having the mailing address and receiver's name ?

- ☒ inside address ☐ addressee notation ☐ salutation ☐ None of Above

2

29. The inside address is also known as

- ☒ receiver address ☐ sender address ☐ both ☐ none of above

2

30. The subject of the letter should be

- ☐ long as possible
☒ brief and clear
☐ exaggerated and irrelevant
☐ none of above

2

31. Which part of the letter consist of an email address, telephone and fax number ?

- ☒ Letterhead ☐ Enclosure ☐ Salutation ☐ Signatory

2



- 32. The salutation Mrs Julia White requires the complimentary close** 2
☐ yours sincerely ☐ yours faithfully ☐ your's sincerely ☐ your's faithfully
- 33. It took me (A) /almost a hour (B) /to fill the (C) / application form. (D) / No error (E)** 2
☐ it took me ☒ almost a hour ☐ to fill ☐ application form
- 34. Each of these new students have been assigned a roll number and a file by the office.** 2
☐ Each of these new
☒ students have been
☐ assigned a roll number
☐ and a file by the office
- 35. Select the correctly spelled word:** 2
☒ Embarrass ☐ Embarras ☐ Emmbarras ☐ Embaras
- 36. Select the correctly spelled word:** 2
☒ Mischievous ☐ Mischevous ☐ Mischievous ☐ Mischivous
- 37. Choose the correct statement** 2
☒ Convenience ☐ Convinience ☐ Conveneance ☐ Convinence
- 38. What would the correct subject verb be: "Some of the students ___ angry because the did not."** 2
☐ was ☐ should ☒ were ☐ is
- 39. Why ___ you come late every day ?** 2
☐ had you come ☐ have you come ☒ do you come ☐ did you come
- 40. She ___ (wait) for me since morning** 2
☐ is waiting ☒ has been waiting ☐ have been waiting ☐ had been waiting
- 41. Either Ram or Bhuvan forgot to take their pen** 2
☐ either Ram or Bhuvan ☐ forgot to take ☒ their pen ☐ no error
- 42. Rahul and his friends ___ also invited to the party** 2
☐ is ☐ was ☒ were ☐ are
- 43. Not only my parents but also I ___ regretting the change of school.** 2
☐ are ☐ is ☒ am ☐ none
- 44. That woman ___ the vegetables** 2
☒ sells ☐ sold ☐ selling ☐ none



45. The Children ____ in the field now.

- ☐ has played ☒ are playing ☐ plays ☐ will had played

2

46. Identify the correct spelling

- ☒ Guarantee ☐ Guarentee ☐ Guaranty ☐ Gurantee

2

