

English [Soft Skills]

Subject Code: BE01

Date: 2025-03-07

Subject Name: English [Soft Skills]

Time Duration: -

Total Marks: 92

Instructions:

1. Stable Internet Required: Ensure a good connection.
 2. Use Allowed Devices: Only a laptop/PC; no mobile phones or smartwatches.
 3. No Switching Tabs: Changing windows may lead to disqualification.
 4. Answer all questions within the given time limit. No extra time will be provided.
 5. Submit the exam before the deadline, as responses will not be accepted afterward.
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What is the difference between the forms of friendly and business letter ?

Marks: 2

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

Which of the following is not a bussiness letter ?

Marks: 2

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

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

Marks: 2

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



One must consider about any matter before ____ it

Marks: 2

- ☐ deciding
- ☐ decides
- ☐ decide
- ☐ decided

Why ____ you break your promise ?

Marks: 2

- ☐ did
- ☐ does
- ☐ done
- ☐ is

My father ____ newspaper after getting up.

Marks: 2

- ☐ read
- ☐ reads
- ☐ is read
- ☐ am read

The clerk ____ the money from the bank by one o'clock

Marks: 2

- ☐ has withdrawn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- ☐ will have withdrawn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



Choose the correct statement

Marks: 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

Look! A hamster _____ by a cat.

Marks: 2

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

Passengers _____ to smoke in the train

Marks: 2

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

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

Marks: 2

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



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

Marks: 2

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

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

Marks: 2

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

The information provided to you ____ wrong.

Marks: 2

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

A large number of soldiers ____ died for the country

Marks: 2

- ☐ has
- ☐ is
- ☐ are
- ☐ have



Half of the class ____ empty

Marks: 2

- ☐ was
- ☐ were
- ☐ are
- ☐ have

A lot of startups ____ started in last few years

Marks: 2

- ☐ is
- ☐ was
- ☐ has
- ☐ have

Either you or I should ____ a lead

Marks: 2

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

The ruler and the minister ____ killed

Marks: 2

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



Everyone in the class ____ to study

Marks: 2

- ☐ need
- ☐ needed
- ☐ needs
- ☐ needing

Ram and Laxman _____ at Archery

Marks: 2

- ☐ is
- ☐ are
- ☐ was
- ☐ both

Either shirts or tops ____ on sale.

Marks: 2

- ☐ are
- ☐ was
- ☐ is
- ☐ can



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 ?

Marks: 2

- ☐ (i)
- ☐ (ii)
- ☐ (iii)
- ☐ (iv)

An army of ants ____ approaching in my room.

Marks: 2

- ☐ were
- ☐ was
- ☐ are
- ☐ is

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

Marks: 2

- ☐ Attachment
- ☐ Enclosure
- ☐ None of these
- ☐ Both



Where is the subscription of the letter placed.

Marks: 2

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

What is the meaning of "cc" in bussiness writing ?

Marks: 2

- ☐ 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

Which part of the letter having the mailing address and reciever's name ?

Marks: 2

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

The inside address is also known as

Marks: 2

- ☐ reciever address
- ☐ sender address
- ☐ both
- ☐ none of above



The subject of the letter should be

Marks: 2

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

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

Marks: 2

- ☐ Letterhead
- ☐ Enclosure
- ☐ Salutation
- ☐ Signatory

The salutation Mrs Julia White requires the complimentary close

Marks: 2

- ☐ yours sincerely
- ☐ yours faithfully
- ☐ your's sincerely
- ☐ your's faithfully

It took me (A) /almost a hour (B) /to fill the (C) / application form. (D) / No error (E)

Marks: 2

- ☐ it took me
- ☐ almost a hour
- ☐ to fill
- ☐ application form



Each of these new students have been assigned a roll number and a file by the office.

Marks: 2

- ☐ Each of these new
- ☐ students have been
- ☐ assigned a roll number
- ☐ and a file by the office

Select the correctly spelled word:

Marks: 2

- ☐ Embarrass
- ☐ Embarras
- ☐ Emmbarras
- ☐ Embaras

Select the correctly spelled word:

Marks: 2

- ☐ Mischievous
- ☐ Mischevous
- ☐ Mischievious
- ☐ Mischivous

Choose the correct statement

Marks: 2

- ☐ Convenience
- ☐ Convinience
- ☐ Conveneance
- ☐ Convinence



What would the correct subject verb be: "Some of the students ____ angry because they did not."

Marks: 2

- ☐ was
- ☐ should
- ☐ were
- ☐ is

Why ____ you come late every day ?

Marks: 2

- ☐ had you come
- ☐ have you come
- ☐ do you come
- ☐ did you come

She ____ (wait) for me since morning

Marks: 2

- ☐ is waiting
- ☐ has been waiting
- ☐ have been waiting
- ☐ had been waiting

Either Ram or Bhuvan forgot to take their pen

Marks: 2

- ☐ either Ram or Bhuvan
- ☐ forgot to take
- ☐ their pen
- ☐ no error



Rahul and his friends _____ also invited to the party

Marks: 2

- ☐ is
- ☐ was
- ☐ were
- ☐ are

Not only my parents but also I _____ regretting the change of school.

Marks: 2

- ☐ are
- ☐ is
- ☐ am
- ☐ none

That woman _____ the vegetables

Marks: 2

- ☐ sells
- ☐ sold
- ☐ selling
- ☐ none

The Children _____ in the field now.

Marks: 2

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



Identify the correct spelling

Marks: 2

- ☐ Guarantee
- ☐ Guarentee
- ☐ Guaranty
- ☐ Gurantee

