

Choose the correct option from those given in each of the sentences below.

1. The direction in which the formal communication flows is always _____.
A. Upward ☒ B. Downward C. Horizontal D. All of the Above
2. Communication in an organization should ideally flow _____.
A. From top to bottom B. From bottom to top ☒ C. Both ways D. None of these
3. Which one of the following cannot become a type of written communication _____
☒ A. Pictures and visual aids B. Meetings and conferences
C. Letters and suggestions D. Rules and Instructions
4. Consider the following statements about communication.
 1. It is a process of interaction with people and environment
 2. Two or more individuals interact and influence the ideas, beliefs and attitudes of each other.
 3. They can exchange information through words, gestures, signs and symbols, expressions etc.Answer using the following codes: A. 1 and 2 ☒ B. 2 and 3 C. 1 and 3 D. 1, 2 and 3
5. Which of the following is/are not included in the tools of verbal communication?
A. Listening B. Reading C. Writing ☒ D. Graphics
6. Which of the following statements explain Interpersonal skills?
A. The skills that a person uses to interact with other people.
B. People skills or communication skills
☒ C. It explains how people relate to one another D. All the above.
7. Which of the following is not a way to improve interpersonal skills?
A. Think positively, and enter the mindset to work well with others and maintain good relationships.
☒ B. Criticise others or yourself. B. Do not criticize others or yourself.
C. Be patient. D. Be clear
8. Consider the following:
A. Common frame of reference B. Mutual Interest
C. Common Language D. Common environment
Which of the above is/are features of effective communication? Answer using codes:
A. 1, 2, 3 and 4 ☒ B. 1, 2 and 3 C. 1 and 2 D. 1 and 3
9. In communication, when people do not talk much, question even less, and actually do very little it is called,

- A. Assertive style ☒ B. Passive style C. Passive – aggressive style D. Aggressive style
10. Which of the following are the key elements of communication?
☒ A. Communication is a two way process B. There has to be a message
 C. Commonness of understanding D. All the above

Choose the correct option from those given in each of the sentences below.

11. Interpersonal communication is the process by which people exchange information, feelings, and meaning through verbal and non-verbal messages.
☒ A. True B. False C. possible D. may be
12. Communicating the right way is not equally important in every walk of life, be it in personal, professional or social life.
☒ A. True B. False C. possible D. may be
13. The success of any business lies as much in networking and building sound professional relationships as it does in individual tact and business acumen. Communication is a crucial decisive factor in business relations.
☒ A. True B. False C. possible D. may be
14. Maintaining professional etiquette in oral and written business communication is of utmost importance and must not be taken lightly.
☒ A. True B. False C. possible D. may be
15. Communication is not indeed, the very lubricant that makes the machinery of human relations function smoothly.
☒ A. True B. False C. possible D. may be

Choose the best word to describe the PARTS OF SPEECH from those given in each of the sentences below as underlined.

16. I always go to the park on the weekends. ☒ A. Noun B. Adjective C. Verb D. Adverb
17. On cold winter days, I love to have a cup of hot chocolate.
☒ A. Adverb B. Adjective C. Verb D. Pronoun
18. Dinosaurs were very large, and they lived millions of years ago.
☒ A. Noun B. Verb C. Adjective D. Preposition
19. Those flowers are very beautiful. How much do they cost?
☒ A. Adjective B. Verb C. Conjunction D. Preposition
20. Stewart can speak Arabic very well because he lived in Egypt for a year.
☒ A. Verb B. Adjective C. Adverb D. Conjunction

Choose the correct option from those given in each of the sentences below.

21. According to phonetic method, the unit of a word is : A. Sentence B. Word C. Sound ☒ D. Letter
22. Total number of sounds in English language is : A. 12 B. 8 C. 20 ☒ D. 44
23. Which of the following has /i:/ sound : A. Car ☒ B. Seat C. fit D. Books
24. The word "Doctor" has : A. Two syllables with stress on one B. Two syllables with stress on both
 C. Two syllables with stress on first D. Two syllables with stress on second
25. According to phonetic method, the unit of a word is : A. Sentence B. Word ☒ C. Letter D. Sound
26. Majority of staff members were not satisfied with the new director. (Which word is a compound noun?)
 A. director ☒ B. staff members C. new D. majority
27. I want see justice served. (Which word is an abstract noun?)
 A. i B. seen C. want ☒ D. justice
28. Alice's father is a surgeon, he mostly does not have time to spend with his family. (Which word

29. Australian government will bring together anti-terror laws. (Which word is a nominative noun?)
 A. surgeon B. time C. family ☒ D. Alice's
30. They discussed the problems, but could not find the solution. (Which word is a uncountable noun?)
 A. bring ☒ B. Australian C. anti-terror D. government
31. They could not find the solution. (Which word is a uncountable noun?)
 A. could not B. find ☒ C. solution D. discussed

choose the whether the underlined nouns are common, proper, collective or abstract.

31. Honesty is the best policy. A. Common B. Proper C. Collective ☒ D. Abstract
32. Solomon was famous for his wisdom. A. Common ☒ B. Proper C. Collective D. Abstract
33. James is a bright student. A. Common B. Proper C. Collective ☒ D. Abstract
34. My family lives in that house. A. Common B. Proper C. Collective ☒ D. Abstract
35. A committee of five was appointed. A. Common B. Proper C. Collective ☒ D. Abstract

Silent and non Silent Letters

Select the missing silent letters from the options given. Check the spelling carefully.

36. I now London very well. A. w ☒ B. k C. w D. k
37. Reading is easier than riting. A. ing B. r ☒ C. w D. ng
38. I always rap up warm in winter. A. a B. s C. g ☒ D. w
39. Did you see the mangled eck? ☒ A. wr B. ek C. s D. n
40. People read salms and sing hymns in church. ☒ A. p B. psa C. ssl D. pis

Choose the most suitable answer that identifies the homophones in the sentence.

41. India the cricket match by 26 runs. A) One ☒ B) Won C) Ones D) Owned
42. The fisherman a big fish. A) Court ☒ B) Caught C) Catch D) Collect
43. The doctor took blood from my . ☒ A) Vein B) Vain C) Vaicen D) Vyine
44. It was good to be back in . A) Sink ☒ B) Sync C) synchronic D) Sinken
45. She after standing for two hours in a queue. ☒ A) Fainted B) Feinted C) Faint D) Feint

Questions (46-50) test your ability to use articles. Select the correct option in the series.

46. Travelling by flight is really experience to be remembered. ☒ (A) an (B) a (C) the (D) no article
47. The sun rises in east. (A) an (B) a ☒ (C) the (D) no article
48. I go to school every morning. (A) no article ☒ (B) the (C) a (D) an
49. I carried umbrella with me while going to school. (A) the ☒ (B) an (C) a (D) no article
50. Ravi is tallest boy among his friends. (A) an ☒ (B) the (C) no article (D) a

Speech Sounds

51. Which of the following has / ə / sound : (A) but ☒ (B) am (C) about (D) aunt
52. Diphthong is a : (A) Pure vowel sound (B) Pure consonant sound
☒ (C) Vowel glides or mixed vowel sounds (D) none of the above

Preposition : Choose the suitable prepositions and darken correct option in the series (1) (2) (3) & (4) from the options given.

53. My parents live New Zealand now. ☒ (A) in (B) to (C) live (D) now
54. We slept the open sky. ☒ (A) under (B) below (C) in (D) on
55. Our friends in the apartment us are really noisy. (A) over (B) below ☒ (C) above (D) inside
56. I am planning to meet all my friends these holidays. (A) on (B) within ☒ (C) during (D) over

57. I was waiting _____ the bus stop. (A) on (B) at (C) in (D) for
 58. There are two students _____ the class. (A) next (B) in (C) on (D) front
 59. The oranges are not in the basket. They are _____ the table. (A) in (B) between (C) on (D) next
 60. My pencil is _____ the books and the notebooks. (A) between (B) inside (C) outside (D) above

Word Stress : Select the correctly spelt/ stressed word

61. I want to be a photographer.
 (A) PHO-to-gra'fii-er (B) PHO-to-graph-er (C) pho-TO-graphi-er (D) pho-TO-Graph-er
 62. How do you pronounce this word?
 (A) PRO-nOUNce (B) pro-NOUnce (C) pro-NOUNCE (D) PRO-nounce
 63. We had a really interesting conversation.
 (A) con-ver-SA-tion (B) con-VER-SA-tion (C) con-VER-sa-tion (D) con-VeR-sa-tion

Tag Questions : Choose the correct question tag to complete each sentence.

64. Nobody called, _____. (A) do they? (B) didn't they? (C) did they? (D) do not they?
 65. They will wash the car, _____. (A) will it? (B) won't they? (C) wouldn't they? (D) do not they?
 66. We must lock the doors, _____. (A) mustn't they? (B) shouldn't we? (C) mustn't we? (D) do they?
 67. I'm right, _____. (A) amn't I? (B) am not I? (C) aren't I? (D) do I?
 68. So you bought a car, _____. (A) did you? (B) haven't you? (C) weren't you? (D) don't I?
 69. You wouldn't like to invite my Dad, _____. (A) did you? (B) would you? (C) won't you? (D) don't you?
 70. We won't be late, _____. (A) won't we? (B) will we? (C) are we? (D) don't we?

Synonyms: Choose the word that is closest in meaning.

71. Mendacity : (A) Insolence (B) Risk taking nature or recklessness
 (C) Untruthfulness (D) Susceptibility
 72. Juxtaposing : (A) Posting (B) Placing side by side (C) Contrasting (D) Combining
 73. Obscure : (A) Block (B) Obstruct (C) Constrain (D) Vague
 74. Altercation : (A) Adjustment (B) Option (C) Row (D) Modification
 75. Massive : (A) Lump sum (B) Strong (C) Little (D) Huge
 76. Differ : (A) Indifferent (B) Defy (C) Differ (D) Postpone
 77. Animosity : (A) Agony (B) Hostility (C) Wrath (D) Displeasure
 78. Boisterous : (A) Ultimate (B) Suave (C) Noisy (D) Childish
 79. Effluent : (A) Abundant (B) Costly (C) Full (D) Waste
 80. Decadence : (A) Destroy (B) Declining (C) Sick (D) Go weak

Antonyms: Choose the word that is opposite in meaning.

81. Absence : (A) untidy (B) wise (C) presence (D) above
 82. Abundant : (A) wrong, left (B) scarce (C) accidental (D) wide
 83. Accept : (A) wet, left (B) aid, help (C) worst (D) refuse

Prefixes and suffixes : Choose the correct prefix or suffix from the options given to complete the gap.

84. In many countries it islegal to keep a gun in your house (A) ill (B) un (C) il (D) el
 85. Which of the following is the suffix of 'Suit....'? (A) Ary (B) Able (C) Ness (D) un
 86. Which of the following is the prefix of '....Polite'? (A) Im (B) dis (C) in (D) il
 87. The assignment is ...complete. (not finished). (A) not (B) un (C) in (D) on
 88. I just can't believe it! The story is ___believable! (A) un (B) in (C) not (D) unn

90. I had a sleep__ night last night (I did not sleep).

~~(A) less~~ (B) able (C) long (D) apt

Select the correct or preferred spelling for each of these commonly misspelled words.
Which of the following spellings is correct?

90. ~~(A) accommodate~~ (B) accomodate (C) acommodate (D) accomodate

91. ~~(A) argument~~ (B) arguments (C) arguemint (D) arguemintes

92. (A) acknowledgment ~~(B) acknowledgement~~ (C) acknowlegment (D) acknowlegement

Choose the correct verb/ tense form from the options given to complete the gap.

93. Our Holy Books tell us that man ----- mortal. ~~(A) is~~ (B) was (C) will be (D) are

94. The teacher asked the boys whether they ----- the problems.

(A) solve ~~(B) have solved~~ (C) had solved (D) solves

Choose the pairs of word/ phrases from the options given that best expresses a similar relationship to that of the given pair.

95. Patient : Hospital, (A) Teacher : School ~~(B) Pilot : Aeroplane~~ (C) Litigant : Court (D) Priest : Church

96. Truck : Cargo, (A) Ship : Water (B) Aircraft : Fuel ~~(C) Bus : Passengers~~ (D) Theatre : Movie

97. Entomology : Insects ~~(A) Oncology : Cancer~~ (B) Gerontology : Germs
(C) Tontology : Tortoises (D) Phonology : Telephones

98. See : Invisible (A) Sell : Insoluble (B) Alien : Inalienable

~~(C) Satisfy : Insatiable~~ (D) Differ : Indifferent

99. Duck : Drake (A) Bull : Cow (B) Dog : Kennel

(C) Deer : Fawn (D) Goose : Gander

100. Gemini : Zodiac (A) Star : Galaxy (B) Ministry : Government

~~(C) May : Year~~ (D) Channels : Television