

**1. Key-board is a \_\_\_\_\_ device.**

- a) Output
- b) Input
- c) Both (a) & (b)
- d) None of these

Answer: Input

**2. What is the full form of FTP?**

- a) File Transfer Protocol
- b) File Typical Protocol
- c) Frequent Transfer Protocol
- d) First Time Protocol

Answer: File Transfer Protocol

**3. Which of the following two are the parts of CPU?**

- a) Control Unit
- b) Control Unit & ALU
- c) Printer and Main Memory
- d) ALU and Input device

Answer: Control Unit & ALU

**4. BCC option is used to send a copy of e-mail to \_\_\_\_\_.**

- a) A blind person
- b) Several people without letting them know sender's address
- c) Several people without letting the other recipients know
- d) All of these

Answer: Several people without letting the other recipients know

**5. Different type of indentations are \_\_\_\_\_.**

- a) Left and Right
- b) First Line and Right
- c) Left and First Line
- d) Left, First Line and Right

Answer: Left, First Line and Right

**6. To move a file/ folder from one location to another, use \_\_\_\_\_ option.**

- a) Copy and Paste
- b) Cut and Paste
- c) Move and Paste
- d) Delete and Paste

Answer: Cut and Paste

**7. Two popular pointing devices are**

- a) MICR and OCR
- b) Light Pen and Joy Stick
- c) Mouse and Joy Slick
- d) Mouse and Digital Camera

Answer: Mouse and Joy Slick

**8. One of the major consequences of high self-esteem is \_\_\_\_\_.**

- a) Increased worker involvement on teams

- b) Decreased complaints from unionized workers
- c) Good mental health
- d) Increased absenteeism

Answer: Good mental health

**9. In oral communication the speaker can observe the listener's being elated.**

- a) Response
- b) Rejection
- c) Reaction
- d) Reset

Answer: Reaction

**10. WWW stands for \_\_\_\_\_.**

- a) World Wide Web
- b) Word Wide Web
- c) World Word Web
- d) Word World Web

Answer: World Wide Web

**11. Most of our day-to-day reading is done -**

- a) Loudly
- b) Intensively
- c) Silently
- d) Extensively

Answer: Silently

**12. The Elements of Communication is -**

- a) Clarity
- b) Anxiety
- c) Information Overload
- d) Feedback

Answer: Feedback

**13. Kinesthetic is the interpretation of body language such as -**

- a) Facial expressions
- b) Gestures
- c) Non-verbal behaviour related to movement
- d) All of these

Answer: All of these

**14. MICR is mostly used -**

- a) Bank
- b) Railway
- c) To check examination copy
- d) All of above

Answer: Bank

**15. Types of skill development includes -**

- a) Speaking
- b) Listening
- c) Negotiating

d) All of these

Answer: All of these

**16. Binary code is also known as \_\_\_\_\_.**

- a) Assembly language
- b) High level language
- c) Procedural language
- d) Machine language

Answer: Machine language

**17. What is the full form of PPP?**

- a) Point-by-point Protocol
- b) Point-in-point Protocol
- c) Point-to-point Protocol
- d) None

Answer: Point-to-point Protocol

**18. What is essential to understand pronunciation of simple words?**

- a) Role of Vowels
- b) Role of consonants
- c) Both (a) & (b)
- d) None of these

Answer: Both (a) & (b)

**19. E mail servers accept, forward, deliver and \_\_\_\_\_ messages:**

- a) Store
- b) Delete
- c) Change
- d) None of these

Answer: Store

**20. She was so shy \_\_\_\_\_ all invitations.**

- a) That to refuse
- b) As to refuse
- c) As refusing
- d) For refusing

Answer: As to refuse

**21. A \_\_\_\_\_ is a word which connects words phrases, clauses or sentences.**

- a) Preposition
- b) Interjection
- c) Conjunction
- d) Verb

Answer: Conjunction

**22. In an interview when you do not know an answer, you should \_\_\_\_\_.**

- a) Admit you do not know the answer
- b) Remain quiet
- c) Keep guessing
- d) Bluff

Answer: Remain quiet

**23. Microsoft window is a (n) \_\_\_\_\_.**

- a) An operating system
- b) Word processing
- c) Graphic program
- d) Data base program

Answer: An operating system

**24. Ctrl - V is used to \_\_\_\_\_.**

- a) Copy the selected text
- c) Cut the selected text

- b) Paste the selected text
- d) Print the selected text

Answer: Paste the selected text

**25. Which of the following cell pointer indicates you that you can make selection?**

- a) Doctor's symbol (Big Plus)
- b) Small thin plus icon
- c) Mouse pointer with anchor at the tip
- d) None of these

Answer: Doctor's symbol (Big Plus)

**26. Which of the following is NOT good practice when in an interview?**

- a) Sit upright in your chair
- b) Speak in varied tones
- c) Cross your arms
- d) Smile

Answer: Cross your arms

**27. Which of the following input device is used in playing computer games?**

- a) Scanner
- b) Joy stick
- c) Light pen
- d) Digital camera

Answer: Joy stick

**28. External memory or is a form of permanent storage.**

- a) Secondary memory
- b) Internal memory
- c) Primary memory
- d) Random Access memory

Answer: Secondary memory

**29. GUI stands for \_\_\_\_\_.**

- a) Group User Interface
- b) Graphical Utility Interface
- c) Graphical User Interface
- d) Guided User Interface

Answer: Graphical User Interface

**30. We should \_\_\_\_ during communication.**

- a) Not listen the speaker, carefully
- b) Interface to the speaker
- c) Listen to the speaker, carefully
- d) All of these

Answer: Listen to the speaker, carefully

31. \_\_\_\_\_ stress makes a person worrisome, less productive and may lead to various disorders.

- a) Negative
- b) Positive
- c) Both of the above
- d) None of the above

32. Stress refers to \_\_\_\_\_ strain/tension.

- a) Physical
- b) Mental
- c) Emotional
- d) All of the above

33. Issues related to health of an individual can lead to low self-esteem and cause \_\_\_\_\_ stress.

- a) Financial
- b) Emotional
- c) Mental
- d) Physical

34. Stress management prevents \_\_\_\_\_.

- a) psychological disorders
- b) behavioural problems
- c) both of the above
- d) none of the above

35. Irritation, impatience, loneliness, upset mood, anxiety are signs of \_\_\_\_\_ stress.

- a) Mental
- b) Physical
- c) Emotional
- d) None of the above

36. \_\_\_\_\_ is/are Stress Management Technique.

- a) Physical Exercise
- b) Yoga
- c) Meditation
- d) All of the above

37. \_\_\_\_\_ is a practice where an individual is supposed to focus his/her mind.

- a) Yoga
- b) Physical Exercise
- c) Meditation
- d) Nature Walk

38. Self-Reliance means \_\_\_\_\_.

- a) Ability to Work Independently.
- b) Take ownership of the task assigned and leave no stone unturned in accomplishing the task.
- c) Both of the above
- d) None of the above

39. Having conscious knowledge of your own self, capabilities, feelings and one's own character is called as \_\_\_\_\_.

- a) Self-Regulation
- b) Self-Motivation
- c) Self-Awareness
- d) None of the above

40. Ability to work independently can be enhanced by being \_\_\_\_\_.  
a) Self-aware  
b) Self-motivated  
c) Self-regulated  
d) All of the above
41. Being \_\_\_\_\_ means that you can identify your strengths and weaknesses.  
a) Self-Aware  
b) Self-Motivated  
c) Self-Regulated  
d) None of the above
42. \_\_\_\_\_ makes you to complete work or studies without others cheering you.  
a) Self – confidence  
b) Communication  
c) Self – motivation  
d) Self – Esteem
43. Ravi works hard to get the best student award at the end of year. What type of motivation is this?  
a) Internal  
b) External  
c) Intermediate  
d) None of the above
44. Neha spends all her after-school hours to practice more and more sample question papers. She wants to do well in her exams. This is an example of \_\_\_\_\_.  
a) Self-Awareness  
b) Self-Motivation  
c) Self-Regulation  
d) None of the above
45. \_\_\_\_\_ are a set of dreams with a deadline to get them.  
a) Goals  
b) Goal Setting  
c) Vision  
d) None of the above
46. We can use \_\_\_\_\_ method to set goals.  
a) SMART  
b) CLASS  
c) FIRST  
d) None of the above

47. Goals should be \_\_\_\_\_.

- a) Specific
- b) Measurable
- c) Achievable
- d) All of the above

48. Which of the following is an un realistic goal?

- a) I will read my entire year's syllabus of all subjects in one day.
- b) I will write 1 page daily to improve my hand writing.
- c) Both of the above
- d) None of the above

49. Qualities of Self-motivated People is/are \_\_\_\_\_.

- a) They are focused
- b) They know what is important
- c) They are dedicated to fulfil their dreams
- d) All of the above

50. Time management is the thinking skill that helps you to \_\_\_\_\_.

- a) complete tasks on time
- b) make a daily timetable.
- c) not waste time during the day.
- d) All of the above