Question and Answer

Section : Language Proficiency Assessment

Sub-section : 1 Verbal Communication

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1. Which phrase best articulates the concept of “data integrity” in a technical presentation?
a) Data is always available
b) Data remains accurate and unaltered throughout its lifecycle
c) Data is stored in the cloud
d) Data can be accessed by anyone

Answer: b

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2. When explaining a new risk framework to a non-technical audience, you should:
a) Use as many acronyms as possible
b) Speak quickly to cover more material
c) Use simple analogies and check for understanding
d) Avoid answering questions

Answer: c

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3. Which is the most precise way to describe a “zero-day vulnerability”?
a) A bug in software
b) An outdated patch
c) A security flaw unknown to the vendor and exploited before a fix is available
d) A virus in the system

Answer: c

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4. In a technical meeting, clear articulation means:
a) Speaking loudly
b) Using precise terms and explaining acronyms ✅
c) Using humor to engage
d) Reading from slides

Answer: b

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5. If a stakeholder asks for clarification during your presentation, you should:
a) Ignore the question
b) Pause and provide a concise explanation ✅
c) Continue without addressing it
d) Ask someone else to answer

Answer: b

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6. To ensure engagement in a virtual meeting, you should:

a) Invite questions and summarize key points ✅

b) Mute all participants

c) Read the agenda only

d) End the meeting quickly

Answer: a

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7. Which is the best opening for a technical presentation?

a) “Let’s get started.”

b) “I’m not sure if you’ll understand this.”

c) “Today, I’ll explain how our new encryption protocol enhances data security.” ✅

d) “This is a boring topic, but…”

Answer: c

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8. When introducing a new compliance requirement, you should:

a) Use legal jargon only

b) Explain its impact on daily operations ✅

c) Skip the details

d) Avoid examples

Answer: b

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9. Which technique improves verbal clarity?

a) Speaking rapidly

b) Pausing between key points ✅

c) Using filler words

d) Avoiding eye contact

Answer: b

10. When asked to summarize a technical report, you should:

a) Read the report verbatim

b) Highlight main findings and recommendations ✅

c) Skip the summary

d) Focus only on challenges

Answer: b

Sub-section : Written Expression

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1. Which is the most professional way to explain “phishing” in a report?

a) “Phishing is when someone tries to trick you.”

b) “Phishing is a type of spam.”
c) “Phishing is a cyberattack technique where attackers impersonate trusted entities to obtain sensitive information.” ✅
d) “Phishing is annoying.”
Answer: c

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2. A well-structured executive summary should:
a) Include technical jargon only
b) Provide concise findings and recommendations ✅
c) List all data tables
d) Be longer than the main report
Answer: b

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3. When writing about GDPR, you should:
a) Focus on unrelated laws
b) Explain its relevance to data privacy and business operations ✅
c) Use only abbreviations
d) Skip compliance details
Answer: b

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4. The best way to explain a complex algorithm is to:
a) Use only code snippets
b) Provide a step-by-step breakdown with examples ✅
c) Avoid diagrams
d) Use long paragraphs
Answer: b

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5. Which sentence uses technical vocabulary correctly?
a) “The firewall is cool.”
b) “The firewall acts as a barrier between trusted and untrusted networks, monitoring traffic based on security rules.” ✅
c) “The firewall is there.”
d) “The firewall is old.”
Answer: b

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6. In a policy document, clarity is achieved by:
a) Using ambiguous terms
b) Defining terms and using consistent language ✅
c) Mixing writing styles
d) Avoiding headings
Answer: b

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7. When drafting an incident report, you should:
a) Use informal language
b) State facts, actions taken, and outcomes ✅
c) Include personal opinions
d) Skip the timeline
Answer: b

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8. Which is the best closing for a formal email?
a) “Bye.”
b) “Best regards, [Your Name]” ✅
c) “See ya.”
d) “Later.”
Answer: b

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9. When explaining technical risks, you should:
a) Use only numbers
b) Describe likelihood and impact with supporting data ✅
c) Ignore business context
d) Use humor
Answer: b

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10. When asked to summarize a technical report, you should:
a) Read the report verbatim
b) Highlight main findings and recommendations ✅
c) Skip the summary
d) Focus only on challenges
Answer: b

3. Grammar and Syntax

1. Which sentence is grammatically correct?
a) “The data was analyzed by the team.”
b) “The data were analyzed by the team.” ✅
c) “The data is analyzed by the team.”
d) “The data are analyze by the team.”
Answer: b

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2. Identify the correct use of a semicolon:
a) “We reviewed the policy; and updated it.”
b) “We reviewed the policy; it required updates.” ✅
c) “We reviewed; the policy it required updates.”

d) “We reviewed the policy it required updates;.”
Answer: b

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3. Choose the correct sentence:
a) “Each of the users have access.”
b) “Each of the users has access.” ✅
c) “Each users has access.”
d) “Each user have access.”
Answer: b

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4. Which is the correct plural form?
a) “Criterias”
b) “Criteria” ✅
c) “Criterions”
d) “Criterion”
Answer: b

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5. Select the sentence with correct subject-verb agreement:
a) “The team of experts are here.”
b) “The team of experts is here.” ✅
c) “The team are here.”
d) “The experts is here.”
Answer: b

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6. Which sentence uses a comma correctly?
a) “After the audit, we implemented changes.” ✅
b) “After the audit, we implemented changes.”
c) “After the audit we, implemented changes.”
d) “After, the audit we implemented changes.”
Answer: a

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7. Identify the correct use of “affect”:
a) “The new policy will effect the process.”
b) “The new policy will affect the process.” ✅
c) “The new policy will affected the process.”
d) “The new policy will affecting the process.”
Answer: b

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8. Choose the correct form:
a) “Less issues were found.”

b) “Fewer issues were found.” ✅
c) “Few issues was found.”
d) “Lesser issues were found.”
Answer: b

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9. Which is the correct passive construction?
a) “The manager reviewed the report.”
b) “The report was reviewed by the manager.” ✅
c) “The report reviewed by the manager.”
d) “The report was review by the manager.”
Answer: b

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10. Select the correct use of “its”:
a) “The company updated it’s policy.”
b) “The company updated its policy.” ✅
c) “The company updated its’ policy.”
d) “The company updated its’s policy.”
Answer: b

Sub-Section: Vocabulary Usage

1. What does “mitigate” mean in a risk context?
a) To ignore a risk
b) To reduce the severity of a risk ✅
c) To transfer a risk
d) To accept a risk
Answer: b

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2. The term “compliance” refers to:
a) Ignoring standards
b) Adhering to laws, regulations, and policies ✅
c) Creating new rules
d) Avoiding audits
Answer: b

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3. “Encryption” is best defined as:
a) Deleting data
b) Converting data into a coded format to prevent unauthorized access ✅
c) Sharing data publicly
d) Backing up data
Answer: b

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4. “Remediation” in cybersecurity means:
a) Reporting incidents
b) Correcting security weaknesses ✅
c) Ignoring vulnerabilities
d) Monitoring threats
Answer: b

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5. “Due diligence” is:
a) Skipping background checks
b) Conducting thorough investigations before making decisions ✅
c) Ignoring evidence
d) Delaying action
Answer: b

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6. “Audit trail” refers to:
a) A hiking path
b) A record of all system activities and changes ✅
c) A list of users
d) A backup file
Answer: b

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7. “Segregation of duties” is:
a) Assigning all tasks to one person
b) Dividing responsibilities to reduce risk of error or fraud ✅
c) Ignoring roles
d) Combining roles
Answer: b

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8. “Incident response” involves:
a) Ignoring alerts
b) Taking action to address and manage security incidents ✅
c) Creating new policies
d) Conducting audits
Answer: b

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9. “Vulnerability assessment” is:
a) Fixing bugs
b) Identifying and evaluating security weaknesses ✅
c) Writing code

d) Approving budgets
Answer: b

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10. “Business continuity” means:
a) Closing operations
b) Ensuring essential functions continue during disruptions ✅
c) Hiring new staff
d) Changing vendors
Answer: b

Sub-section: Technical Terminology

1. What is “SOC 2” compliance?
a) A software license
b) A standard for managing customer data based on five trust service principles ✅
c) A network device
d) A programming language
Answer: b

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2. “PII” stands for:
a) Public Internet Information
b) Personally Identifiable Information ✅
c) Private Internal Integration
d) Personal Industry Intelligence
Answer: b

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3. “HIPAA” applies to:
a) Financial institutions
b) Healthcare organizations ✅
c) Manufacturing plants
d) Retail stores
Answer: b

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4. Which is an example of “multi-factor authentication”?
a) Password only
b) Password plus fingerprint scan ✅
c) Username only
d) Email address only
Answer: b

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5. “Penetration testing” is:
a) Routine maintenance

b) Simulated cyberattack to identify vulnerabilities ✅
c) Data backup
d) Software update
Answer: b

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6. “ISO 27001” is a standard for:
a) Financial reporting
b) Information security management systems ✅
c) Environmental management
d) Product quality
Answer: b

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7. “DDoS” attack refers to:
a) Data deletion
b) Distributed Denial of Service ✅
c) Device downtime
d) Data duplication
Answer: b

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8. “Firewall” is:
a) A physical wall
b) A network security device that monitors and controls traffic ✅
c) A backup system
d) A database
Answer: b

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9. “Cloud computing” means:
a) Local file storage
b) Delivering computing services over the internet ✅
c) Manual processing
d) Offline access
Answer: b

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10. “GDPR” is a regulation for:
a) U.S. businesses only
b) Data protection and privacy in the European Union ✅
c) Manufacturing standards
d) Financial audits
Answer: b

Section : Research Acumen Assessment

Sub-section 1. Research Methodology

1. What is the first step in designing a research project?
a) Collecting data
b) Defining the research question ✅
c) Writing the conclusion
d) Publishing results
Answer: b

2. A "systematic literature review" involves:
a) Randomly selecting articles
b) Following a structured process to identify, evaluate, and synthesize research ✅
c) Ignoring recent studies
d) Using only one source
Answer: b

3. In quantitative research, data is primarily:
a) Descriptive
b) Numerical ✅
c) Anecdotal
d) Visual
Answer: b

4.The purpose of a "control group" is to:
a) Increase bias
b) Provide a baseline for comparison ✅
c) Manipulate results
d) Replace the experimental group
Answer: b

5."Sampling" in research means:
a) Testing every subject
b) Selecting a subset from a population ✅
c) Ignoring data
d) Using only volunteers
Answer: b

6. Which method is best for studying emerging technology trends?
a) Anecdotal evidence
b) Mixed-methods research ✅
c) Ignoring user feedback
d) Guesswork
Answer: b

7."Primary data" refers to:
a) Data from previous studies
b) Data collected directly by the researcher ✅
c) Data from books

d) Data from the internet
Answer: b

8. A hypothesis is:
a) A proven fact
b) A testable prediction ✅
c) An opinion
d) A summary
Answer: b

9.“Case study” methodology is best for:
a) Large-scale surveys
b) In-depth analysis of a single instance or organization ✅
c) Statistical modeling
d) Random sampling
Answer: b

10. The “independent variable” is:
a) The outcome measured
b) The factor manipulated in an experiment ✅
c) The control group
d) The literature reviewed
Answer: b

Sub-section : 2. Source Evaluation

1. Which is the most reliable source for academic research?
a) Personal blogs
✅ b) Peer-reviewed journals
c) Social media posts
d) Wikipedia
Answer: b

2. When evaluating a source’s credibility, you should check:
a) Number of ads
✅ b) Author’s qualifications and publication reputation
c) Color scheme
d) Font size
Answer: b

3. A “primary source” is:
a) A summary article
✅ b) Original research or firsthand evidence
c) A review article
d) A news report
Answer: b

4. Which is a sign of bias in a source?
a) Neutral language

✅ b) Selective use of data to support a specific view
c) Multiple viewpoints
d) Peer review
Answer: b

5. To verify information accuracy, you should:
a) Accept it as is
✅ b) Cross-check with multiple reputable sources
c) Use only one source
d) Ignore references
Answer: b

6. A “predatory journal” is:
a) Highly reputable
✅ b) Charges fees without proper peer review
c) Government-run
d) Nonexistent
Answer: b

7. The “publication date” is important because:
a) It’s always irrelevant
✅ b) Recent sources are more likely to be current and accurate
c) Older sources are always better
d) Only the title matters
Answer: b

8.“Citations” in a source indicate:
a) Plagiarism
✅ b) References to supporting evidence
c) Irrelevance
d) Errors
Answer: b

9. Which is NOT a credible source for technical standards?
a) ISO website
✅ b) Anonymous forum posts
c) NIST publications
d) Regulatory authority sites
Answer: b

10. When a source is “peer-reviewed,” it means:
a) It’s written by peers
✅ b) It’s evaluated by experts in the field before publication
c) It’s open access
d) It’s free
Answer: b

Sub-section : 3. Data Analysis

1. “Mean” refers to:
a) The middle value

✅ b) The average value
c) The most frequent value
d) The range
Answer: b

2. A “scatter plot” is used to:
a) Show trends over time
✅ b) Display relationships between two variables
c) Show proportions
d) List data points
Answer: b

3. “Standard deviation” measures:
a) Central tendency
✅ b) Spread of data around the mean
c) Frequency
d) Median
Answer: b

4. “Correlation” indicates:
a) No relationship
✅ b) Degree to which variables move together
c) Causation
d) Randomness
Answer: b

5. A “pie chart” is best for:
a) Trends over time
✅ b) Showing proportions of a whole
c) Comparing two variables
d) Displaying raw data
Answer: b

6. “Outliers” are:
a) Average values
✅ b) Data points significantly different from others
c) Most frequent values
d) Median values
Answer: b

7. “Regression analysis” is used to:
a) Describe data
✅ b) Predict outcomes based on variables
c) Show proportions
d) Randomize data
Answer: b

8. “Histogram” displays:
a) Relationships
✅ b) Frequency distribution of data

c) Proportions
d) Outliers only
Answer: b

9. "P-value" in statistics helps to:
a) Prove causation
✅ b) Assess statistical significance
c) Show mean value
d) Display raw data
Answer: b

10. "Data visualization" is important because:
a) It's decorative
✅ b) It helps communicate complex findings clearly
c) It replaces analysis
d) It's optional
Answer: b

1. The main goal of a literature review is to:
a) List all articles found
✅ **b) Synthesize existing research to identify gaps and trends**
c) Ignore conflicting studies
d) Focus on one author
Answer: b

2. A good literature review includes:
a) Only recent studies
✅ **b) A mix of academic and industry sources**
c) Only books
d) No citations
Answer: b

3. "Synthesis" in a literature review means:
a) Summarizing each source separately
✅ **b) Integrating findings to form new insights**
c) Listing sources alphabetically
d) Ignoring differences
Answer: b

4. Which is NOT a step in literature review?
a) Searching databases
b) Evaluating sources
✅ **c) Conducting experiments**
d) Summarizing findings
Answer: c

5. To avoid plagiarism, you should:
a) Copy and paste
✅ **b) Paraphrase and cite sources**
c) Skip citations

d) Use only your own ideas
Answer: b

6. “Thematic analysis” organizes literature by:
a) Author
✅ b) Key themes or topics
c) Publication date only
d) Journal name
Answer: b

7. A “gap in the literature” is:
a) An error
✅ b) An area not yet explored by research
c) An outdated study
d) A missing page
Answer: b

8. “Meta-analysis” involves:
a) Collecting new data
✅ b) Statistically combining results from multiple studies
c) Ignoring data
d) Writing summaries
Answer: b

9. “Annotated bibliography” provides:
a) Only titles
✅ b) Summaries and evaluations of each source
c) No analysis
d) Only author names
Answer: b

10. A “systematic review” differs from a narrative review by:
a) Being less structured
✅ b) Following a predefined protocol
c) Ignoring quality
d) Using fewer sources
Answer: b

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5. Research Question Formation

1. A good research question should be:
a) Vague and broad
✅ b) Specific and focused
c) Unrelated to the topic
d) Unanswerable
Answer: b

2. Which is an example of a focused research question?
a) “What is technology?”

✅ b) “How does cloud adoption impact data security in healthcare?”
c) “Why is tech important?”
d) “Is data useful?”
Answer: b

3. A research question should be:
a) Impossible to answer
✅ b) Measurable and researchable
c) Too complex
d) Opinion-based
Answer: b

4. The question “What are the effects of GDPR on SaaS companies?” is:
a) Too broad
✅ b) Appropriately focused
c) Unrelated
d) Too narrow
Answer: b

5. A “hypothesis” is:
a) A random guess
✅ b) A testable statement based on the research question
c) An opinion
d) A summary
Answer: b

6. Which is NOT a characteristic of a good research question?
a) Clarity
b) Relevance
✅ c) Vagueness
d) Feasibility
Answer: c

7. Research questions should be based on:
a) Personal bias
✅ b) Identified gaps in existing literature
c) Random selection
d) Unrelated topics
Answer: b

8. An example of an unanswerable question is:
a) “How does encryption improve security?”
✅ b) “What is the meaning of life?”
c) “What are the risks of IoT?”
d) “How do regulations impact fintech?”
Answer: b

9. “Operationalizing” a research question means:
a) Ignoring variables
✅ b) Defining how concepts will be measured

c) Skipping details
d) Using only theory
Answer: b

10. A "SMART" research question is:
a) Simple, Measurable, Accurate, Reliable, Timely
✅ **b) Specific, Measurable, Achievable, Relevant, Time-bound**
c) Short, Meaningful, Accurate, Realistic, Timely
d) Sophisticated, Measurable, Achievable, Reliable, Timely
Answer: b

#Section:English Comprehension Assessment

##Sub-section : 1. Reading Comprehension

1. When reading a technical research paper, you should first:
a) Skip the abstract
✅ b) Read the abstract to understand the main findings
c) Read the references
d) Ignore the introduction
Answer: b

2. The "methodology" section describes:
a) Results
✅ b) How the research was conducted
c) The literature review
d) The conclusion
Answer: b

3. "Limitations" in a paper refer to:
a) Strengths
✅ b) Weaknesses or constraints in the study
c) Main findings
d) Recommendations
Answer: b

4. To identify the main argument, you should:
a) Read only the title
✅ b) Look for the thesis statement in the introduction
c) Skip to the end
d) Read the references
Answer: b

5. "Significance" of research means:
a) Its length
✅ b) Its impact or contribution to the field
c) Its font size
d) Its cost
Answer: b

6. “Peer-reviewed” articles are:
a) Not checked for quality
✅ b) Evaluated by experts before publication
c) Written by students
d) Always free
Answer: b

7. “Findings” section presents:
a) Theories
✅ b) Results of the research
c) Literature review
d) Methodology
Answer: b

8. To understand a complex table, you should:
a) Ignore it
✅ b) Read the caption and examine the data
c) Skip to the next section
d) Only read the numbers
Answer: b

9. “References” section lists:
a) Only books
✅ b) All sources cited in the paper
c) Unrelated articles
d) Only author names
Answer: b

10. To evaluate the quality of evidence, you should:
a) Trust the author
✅ b) Check the source and methodology
c) Ignore details
d) Focus on length
Answer: b

Sub-section : 2. Listening Skills

1. When listening to a technical webinar, you should:
a) Ignore the speaker
✅ b) Take notes on key points
c) Only listen to the introduction
d) Skip the Q&A
Answer: b

2. If you miss a detail, you should:
a) Ignore it
✅ b) Ask for clarification or replay the section
c) Guess the answer

d) Change topics
Answer: b

3. To understand technical terms, you should:
a) Ignore them
✅ b) Listen for definitions or ask questions
c) Skip the presentation
d) Use unrelated examples
Answer: b

4. When a speaker summarizes, you should:
a) Stop listening
✅ b) Pay attention for key takeaways
c) Leave the session
d) Change topics
Answer: b

5. If a speaker uses an unfamiliar acronym, you should:
a) Ignore it
✅ b) Note it and look up its meaning
c) Assume it's not important
d) Make up a definition
Answer: b

6. During a group discussion, active listening means:
a) Interrupting others
✅ b) Focusing on the speaker and responding appropriately
c) Multitasking
d) Ignoring questions
Answer: b

7. To verify your understanding, you should:
a) Stay silent
✅ b) Paraphrase what you heard
c) Change the subject
d) Disagree without reason
Answer: b

8. Listening for "context" means:
a) Focusing on individual words only
✅ b) Understanding the overall message and purpose
c) Ignoring examples
d) Guessing meanings
Answer: b

9. If you don't understand a technical explanation, you should:
a) Remain confused
✅ b) Ask for clarification
c) Leave the meeting

d) Ignore the topic
Answer: b

10. Good listening skills help you to:
a) Miss important details
✅ b) Accurately interpret and respond to information
c) Avoid participation
d) Forget key points
Answer: b

##Sub-section: 3. Text Analysis

1. In a case study, “stakeholders” are:
a) Only customers
✅ **b) Individuals or groups affected by the case**
c) Only managers
d) Only employees
Answer: b

2. To identify the main issue in a case study, you should:
a) Ignore the background
✅ **b) Look for the problem statement**
c) Focus on solutions only
d) Skip to the end
Answer: b

3. “Perspective” in text analysis refers to:
a) Only the author’s view
✅ **b) Different viewpoints of stakeholders**
c) Ignoring opinions
d) Only one solution
Answer: b

4. When analyzing a decision, you should consider:
a) Only benefits
✅ **b) Both risks and benefits**
c) Ignore context
d) Only costs
Answer: b

5. “Context” in a case study means:
a) Only location
✅ **b) Background information influencing the case**
c) Only time
d) Only people
Answer: b

6. To evaluate a recommendation, you should:
a) Accept it as is
✅ **b) Assess feasibility and impact**
c) Ignore evidence

d) Focus on style
Answer: b

7. “Root cause” analysis aims to:
a) Identify symptoms
✅ b) Find underlying reasons for a problem
c) Propose solutions first
d) Skip analysis
Answer: b

8. When comparing alternatives, you should:
a) Choose randomly
✅ b) Weigh pros and cons
c) Ignore data
d) Use only cost
Answer: b

9. “Implications” of a decision are:
a) Only short-term effects
✅ b) Potential consequences and outcomes
c) Only positive results
d) Ignored
Answer: b

10. To summarize a case study, you should:
a) List all details
✅ b) Highlight key issues, actions, and outcomes
c) Skip the conclusion
d) Focus only on problems
Answer: b

##Sub-section: 4. Critical Understanding

1. To assess the strength of an argument, you should:
a) Focus on the author’s reputation
✅ b) Evaluate the evidence and logic used
c) Ignore counterarguments
d) Only read the conclusion
Answer: b

2. “Logical consistency” means:
a) Contradictory statements
✅ b) Arguments follow a clear, rational structure
c) Random ideas
d) Unrelated facts
Answer: b

3. “Evidence quality” is determined by:
a) Length of the document

✅ b) Relevance, credibility, and reliability of sources
c) Number of images
d) Author's opinion
Answer: b

4. A "fallacy" in argumentation is:
a) Strong evidence
✅ b) A flaw in reasoning
c) A summary
d) A citation
Answer: b

5. To identify bias, you should:
a) Trust all statements
✅ b) Look for selective or one-sided information
c) Ignore tone
d) Focus on length
Answer: b

6. "Counterargument" is:
a) Supporting the main point
✅ b) Presenting an opposing view
c) Ignoring evidence
d) Repeating the thesis
Answer: b

7. "Assumption" in an argument is:
a) Proven fact
✅ b) Unstated belief taken for granted
c) Conclusion
d) Evidence
Answer: b

8. To test argument validity, you should:
a) Accept it as is
✅ b) Check if conclusions logically follow from premises
c) Ignore details
d) Focus on style
Answer: b

9. A strong argument includes:
a) Only opinions
✅ b) Clear reasoning and supporting evidence
c) Personal attacks
d) Vague statements
Answer: b

10. "Critical thinking" involves:
a) Memorizing facts
✅ b) Analyzing and evaluating information objectively

c) Ignoring new ideas
d) Accepting all claims
Answer: b

##Sub-section: 5. Academic Context Comprehension

1. Technical documentation for end-users should be:
a) Highly technical
✅ **b) Clear and accessible**
c) Full of jargon
d) Unstructured
Answer: b

2. For expert audiences, documentation should:
a) Avoid details
✅ **b) Provide in-depth technical explanations**
c) Use only visuals
d) Skip references
Answer: b

3. “Executive summary” targets:
a) Developers
✅ **b) Decision-makers and non-technical leaders**
c) End-users
d) Testers
Answer: b

4. “Appendix” in a report contains:
a) Main findings
✅ **b) Supplementary information and data**
c) Introduction
d) Conclusion
Answer: b

5. “Glossary” provides:
a) Data tables
✅ **b) Definitions of technical terms**
c) References
d) Charts
Answer: b

6. “User manual” aims to:
a) Explain business strategy
✅ **b) Guide users in operating a product**
c) Provide financial data
d) Present research findings
Answer: b

7. “Change log” documents:
a) User feedback
✅ **b) Updates and modifications to a system**
c) Test results
d) Policies
Answer: b

8. For compliance reports, clarity is achieved by:
a) Using only legal terms
✅ **b) Explaining requirements and actions taken**
c) Skipping details
d) Avoiding structure
Answer: b

9. “Version control” in documentation ensures:
a) Outdated information
✅ **b) Accurate tracking of changes over time**
c) Ignoring updates
d) Multiple conflicting copies
Answer: b

10. “Technical whitepaper” is intended for:
a) General public only
✅ **b) Technical and business stakeholders**
c) Students only
d) End-users only
Answer: b

 # Section: Soft Skills Assessment

##Sub-section :1. Communication Skills

1. In a behavioral interview, you should:
a) Give one-word answers
b) ✅ Use the STAR method (Situation, Task, Action, Result)
c) Avoid examples
d) Focus on unrelated topics
Answer: b

2. Effective communication involves:
a) Speaking only
b) ✅ Listening and responding appropriately
c) Ignoring feedback
d) Using jargon
Answer: b

3. When giving feedback, you should:
a) Be vague
b) ✅ Be specific and constructive
c) Use sarcasm

d) Avoid details
Answer: b

4. To resolve misunderstandings, you should:
a) Ignore the issue
b) ✅ Clarify and confirm understanding
c) Argue
d) Change the topic
Answer: b

5. Nonverbal communication includes:
a) Only words
b) ✅ Body language and facial expressions
c) Written reports
d) Emails
Answer: b

6. Active listening means:
a) Interrupting
b) ✅ Focusing on the speaker and asking clarifying questions
c) Multitasking
d) Daydreaming
Answer: b

7. To communicate technical information to non-experts, you should:
a) Use acronyms
b) ✅ Simplify language and use analogies
c) Speak quickly
d) Skip explanations
Answer: b

8. In a conflict, effective communicators:
a) Avoid discussion
b) ✅ Address issues respectfully and seek solutions
c) Blame others
d) Ignore the problem
Answer: b

9. Written communication should be:
a) Unclear
b) ✅ Clear, concise, and well-organized
c) Lengthy
d) Full of jargon
Answer: b

10. To ensure understanding, you should:
a) Assume everyone understands
b) ✅ Ask for feedback or questions
c) Skip checks

d) Use complex terms
Answer: b

Sub-section : 2. Teamwork and Collaboration

1. Effective teamwork requires:
a) Working alone
b) ✅ Open communication and shared goals
c) Ignoring others' ideas
d) Competing with teammates
Answer: b

2. In a group project, facilitation means:
a) Doing all the work yourself
b) ✅ Guiding discussion and ensuring participation
c) Avoiding meetings
d) Ignoring conflicts
Answer: b

3. To resolve team disagreements, you should:
a) Ignore them
b) ✅ Encourage open discussion and compromise
c) Take sides
d) Avoid communication
Answer: b

4. Collaboration tools help by:
a) Creating confusion
b) ✅ Streamlining communication and task management
c) Slowing progress
d) Limiting ideas
Answer: b

5. To build trust in a team, you should:
a) Hide information
b) ✅ Be reliable and transparent
c) Blame others
d) Avoid feedback
Answer: b

6. When a team member is struggling, you should:
a) Ignore them
b) ✅ Offer support and assistance
c) Criticize them
d) Take over their tasks
Answer: b

7. Team diversity leads to:
a) More conflict

b) ✅ Broader perspectives and better solutions
c) Less creativity
d) Slower progress
Answer: b

8. In group problem-solving, it's important to:
a) Dominate the discussion
b) ✅ Listen to all ideas and build consensus
c) Ignore quiet members
d) Rush decisions
Answer: b

9. Clear roles and responsibilities help by:
a) Creating confusion
b) ✅ Preventing overlap and ensuring accountability
c) Limiting flexibility
d) Reducing productivity
Answer: b

10. Feedback in a team should be:
a) Avoided
b) ✅ Timely, specific, and respectful
c) Only negative
d) Ignored
Answer: b

Sub-section: 3. Adaptability

1. Adaptability means:
a) Resisting change
✅ **b) Adjusting to new situations and challenges**
c) Ignoring feedback
d) Avoiding new tasks
Answer: b

2. When faced with a new technology, you should:
a) Refuse to learn
✅ **b) Explore and seek training**
c) Ignore it
d) Complain
Answer: b

3. If a project's requirements change, you should:
a) Continue as planned
✅ **b) Reassess and adjust the approach**
c) Ignore new requirements
d) Blame the client
Answer: b

4. Adaptable professionals:
a) Stick to routines

✅ **b) Embrace learning and flexibility**
c) Avoid new roles
d) Resist feedback
Answer: b

5. In a crisis, adaptability involves:
a) Panicking
✅ **b) Staying calm and finding solutions**
c) Ignoring the problem
d) Waiting for instructions
Answer: b

6. To develop adaptability, you should:
a) Avoid challenges
✅ **b) Seek new experiences and feedback**
c) Stay in your comfort zone
d) Reject change
Answer: b

7. When a team's priorities shift, you should:
a) Complain
✅ **b) Refocus efforts and communicate changes**
c) Ignore the shift
d) Resist new tasks
Answer: b

8. Adaptability is important because:
a) Change never happens
✅ **b) Work environments and technologies evolve**
c) It slows progress
d) It's optional
Answer: b

9. If your solution fails, you should:
a) Give up
✅ **b) Analyze what went wrong and try alternatives**
c) Blame others
d) Ignore feedback
Answer: b

10. Flexible professionals:
a) Avoid new roles
✅ **b) Take on new responsibilities when needed**
c) Reject training
d) Resist collaboration
Answer: b

Sub-section: 4. Leadership Potential

1. A good mentor:
a) Does all the work
✅ b) Guides and supports mentees' development
c) Ignores questions
d) Focuses on their own tasks
Answer: b

2. Leadership involves:
a) Giving orders only
✅ b) Inspiring and motivating others
c) Avoiding responsibility
d) Ignoring feedback
Answer: b

3. To develop others, a leader should:
a) Criticize mistakes
✅ b) Provide constructive feedback and opportunities
c) Avoid coaching
d) Focus on weaknesses
Answer: b

4. In a mentoring session, active listening means:
a) Interrupting
✅ b) Paying attention and asking clarifying questions
c) Giving advice only
d) Ignoring concerns
Answer: b

5. A leader builds trust by:
a) Hiding information
✅ b) Being transparent and consistent
c) Avoiding communication
d) Blaming others
Answer: b

6. Delegation is important because:
a) The leader does everything
✅ b) It empowers team members and builds skills
c) It creates confusion
d) It slows progress
Answer: b

7. Leaders handle conflict by:
a) Ignoring it
✅ b) Addressing issues openly and fairly
c) Taking sides
d) Avoiding discussion
Answer: b

8. To motivate a team, a leader should:
a) Use threats
✅ b) Recognize achievements and set clear goals
c) Ignore progress
d) Focus on failures
Answer: b

9. Leadership potential is shown by:
a) Avoiding responsibility
✅ b) Taking initiative and supporting others
c) Waiting for instructions
d) Ignoring feedback
Answer: b

10. Effective leaders:
a) Work alone
✅ b) Build strong relationships and foster collaboration
c) Avoid feedback
d) Focus on their own success
Answer: b

Sub-section: 5. Emotional Intelligence

1. Emotional intelligence involves:
a) Ignoring emotions
✅ b) Recognizing and managing your own and others' emotions
c) Avoiding feedback
d) Hiding feelings
Answer: b

2. Self-awareness means:
a) Ignoring your strengths
✅ b) Understanding your emotions and reactions
c) Blaming others
d) Avoiding reflection
Answer: b

3. Empathy is:
a) Ignoring others' feelings
✅ b) Understanding and sharing others' emotions
c) Focusing on yourself
d) Avoiding communication
Answer: b

4. Relationship management includes:
a) Avoiding difficult conversations
✅ b) Building positive interactions and resolving conflicts
c) Ignoring feedback

d) Working alone
Answer: b

5. To manage stress, you should:
a) Ignore it
✅ b) Use coping strategies and seek support
c) Blame others
d) Avoid tasks
Answer: b

6. Emotional intelligence helps by:
a) Creating conflict
✅ b) Improving teamwork and decision-making
c) Reducing productivity
d) Ignoring feedback
Answer: b

7. Self-regulation means:
a) Acting impulsively
✅ b) Controlling your emotions and behavior
c) Ignoring rules
d) Blaming others
Answer: b

8. To show empathy, you should:
a) Dismiss concerns
✅ b) Listen actively and acknowledge feelings
c) Change the subject
d) Focus on yourself
Answer: b

9. Social skills involve:
a) Avoiding interaction
✅ b) Communicating effectively and building networks
c) Ignoring feedback
d) Working in isolation
Answer: b

10. Emotional intelligence is important because:
a) It's optional
✅ b) It enhances leadership, teamwork, and adaptability
c) It slows progress
d) It's only for managers
Answer: b

Problem Solving Assessment

1. Problem Identification

1. The first step in problem-solving is:
a) Implementing a solution
✅ b) Clearly defining the problem
c) Assigning blame
d) Ignoring the issue
Answer: b

2. Stakeholder analysis helps by:
a) Ignoring concerns
✅ b) Identifying who is affected by the problem
c) Delaying action
d) Avoiding feedback
Answer: b

3. Constraints in a scenario are:
a) Opportunities
✅ b) Limitations or restrictions affecting solutions
c) Solutions
d) Ignored
Answer: b

4. To analyze a complex scenario, you should:
a) Guess the problem
✅ b) Gather relevant information and data
c) Ignore context
d) Skip analysis
Answer: b

5. Root cause analysis focuses on:
a) Symptoms
✅ b) Underlying reasons for the problem
c) Solutions only
d) Outcomes
Answer: b

6. A well-defined problem statement is:
a) Vague
✅ b) Specific and measurable
c) Unrelated to the issue
d) Too broad
Answer: b

7. To identify all stakeholders, you should:
a) Focus on one group
✅ b) Consider everyone affected by the problem
c) Ignore external parties
d) Limit analysis
Answer: b

8. Constraints may include:
a) Unlimited resources
✅ b) Budget, time, and regulatory requirements
c) Only opportunities
d) Ignored
Answer: b

9. Problem identification is important because:
a) Solutions come first
✅ b) It ensures the right issue is addressed
c) It slows progress
d) It's optional
Answer: b

10. To clarify the problem, you should:
a) Skip details
✅ b) Ask questions and seek input
c) Ignore feedback
d) Focus on symptoms
Answer: b

Sub-section : 2. Solution Development

1. To develop solutions, you should:
a) Choose the first idea
✅ b) Brainstorm multiple alternatives
c) Ignore constraints
d) Avoid feedback
Answer: b

2. Implementation planning includes:
a) Skipping steps
✅ b) Defining tasks, timelines, and responsibilities
c) Ignoring resources
d) Delaying action
Answer: b

3. Feasibility analysis assesses:
a) Only costs
✅ b) Practicality and viability of solutions
c) Ignoring risks
d) Only benefits
Answer: b

4. To select the best solution, you should:
a) Choose randomly
✅ b) Evaluate pros, cons, and impact
c) Ignore data

d) Use intuition only
Answer: b

5. Pilot testing a solution helps by:
a) Skipping evaluation
✅ b) Identifying issues before full implementation
c) Avoiding feedback
d) Delaying progress
Answer: b

6. Solutions should be:
a) Vague
✅ b) Specific, actionable, and measurable
c) Unrelated to the problem
d) Too complex
Answer: b

7. Stakeholder input is important because:
a) It's optional
✅ b) It ensures solutions meet needs
c) Slows progress
d) Creates conflict
Answer: b

8. Implementation planning should include:
a) Only goals
✅ b) Steps, resources, and success criteria
c) Ignoring risks
d) No timelines
Answer: b

9. To ensure buy-in, you should:
a) Skip communication
✅ b) Involve stakeholders in planning
c) Ignore feedback
d) Avoid updates
Answer: b

10. Monitoring solutions helps by:
a) Ignoring results
✅ b) Tracking progress and making adjustments
c) Delaying action
d) Skipping evaluation
Answer: b

Sub-section : 3. Critical Thinking

1. Logic puzzles test:
a) Memory only
✅ b) Analytical reasoning and problem-solving
c) Writing skills

d) Typing speed
Answer: b

2. Analytical reasoning involves:
a) Guesswork
✅ b) Breaking down complex problems into parts
c) Ignoring details
d) Jumping to conclusions
Answer: b

3. To solve a logic puzzle quickly, you should:
a) Guess
✅ b) Look for patterns and eliminate impossibilities
c) Ignore clues
d) Work randomly
Answer: b

4. Time constraints in problem-solving require:
a) Rushing
✅ b) Prioritizing key information and acting efficiently
c) Skipping steps
d) Ignoring the deadline
Answer: b

5. "Deductive reasoning" means:
a) Guessing
✅ b) Drawing conclusions from general principles
c) Using opinions
d) Ignoring evidence
Answer: b

6. "Inductive reasoning" involves:
a) Generalizing from specific cases
✅ b) Drawing general conclusions from specific observations
c) Using only theory
d) Ignoring data
Answer: b

7. To avoid bias, you should:
a) Use only one perspective
✅ b) Consider multiple viewpoints and evidence
c) Ignore data
d) Focus on opinions
Answer: b

8. "Root cause" analysis helps by:
a) Identifying symptoms
✅ b) Finding the underlying issue
c) Proposing solutions first

d) Skipping analysis
Answer: b

9. In analytical reasoning, assumptions should be:
a) Unstated
✅ b) Identified and tested
c) Ignored
d) Accepted as facts
Answer: b

10. To improve critical thinking, you should:
a) Memorize answers
✅ b) Practice analyzing and questioning information
c) Avoid new ideas
d) Focus on speed
Answer: b

Sub-section : 4. Analytical Reasoning

1. Root cause analysis is used to:
a) Propose solutions first
✅ b) Identify underlying reasons for failures
c) Ignore evidence
d) Focus on symptoms
Answer: b

2. Preventive recommendations should:
a) Be generic
✅ b) Address specific root causes
c) Ignore context
d) Be optional
Answer: b

3. To analyze a failed project, you should:
a) Assign blame
✅ b) Review processes, data, and decisions
c) Ignore feedback
d) Skip documentation
Answer: b

4. "Fishbone diagram" helps by:
a) Listing solutions
✅ b) Visualizing causes of a problem
c) Showing timelines
d) Ignoring details
Answer: b

5. Data-driven analysis means:
a) Using opinions
✅ b) Basing conclusions on evidence and data
c) Ignoring data

d) Guessing
Answer: b

6. “Lessons learned” help by:
a) Ignoring past mistakes
✅ b) Improving future projects
c) Blaming individuals
d) Skipping analysis
Answer: b

7. To prevent recurrence, you should:
a) Ignore causes
✅ b) Implement corrective actions
c) Delay changes
d) Repeat mistakes
Answer: b

8. Analytical reasoning requires:
a) Quick decisions
✅ b) Systematic evaluation of information
c) Ignoring evidence
d) Focusing on opinions
Answer: b

9. To ensure accuracy, you should:
a) Skip verification
✅ b) Cross-check data and sources
c) Guess results
d) Use only one source
Answer: b

10. Preventive recommendations are most effective when:
a) Generic
✅ b) Tailored to the specific context and causes
c) Ignored
d) Delayed
Answer: b

##Sub-section: 5 Innovation and Creativity

1.Innovation means:
a) Copying existing solutions
✅ **b) Developing new and effective ideas**
c) Ignoring change
d) Avoiding risk
Answer: b

2.Creative problem-solving involves:
a) Following routines
✅ **b) Thinking outside the box**
c) Ignoring feedback

d) Using only standard methods
Answer: b

3.To foster creativity, you should:
a) Discourage new ideas
✅ b) Encourage brainstorming and experimentation
c) Focus on rules
d) Avoid collaboration
Answer: b

4.Strategic solutions address:
a) Short-term fixes only
✅ b) Long-term goals and challenges
c) Only current issues
d) Ignoring context
Answer: b

5.Industry challenges require:
a) Standard approaches
✅ b) Innovative and adaptable solutions
c) Ignoring trends
d) Delaying action
Answer: b

6.To develop creative solutions, you should:
a) Work alone
✅ b) Collaborate and seek diverse perspectives
c) Avoid feedback
d) Stick to routines
Answer: b

7.“Design thinking” is:
a) Linear process
✅ b) User-centered approach to innovation
c) Ignoring users
d) Avoiding prototypes
Answer: b

8.Risk-taking in innovation means:
a) Ignoring consequences
✅ b) Trying new approaches despite uncertainty
c) Avoiding change
d) Skipping evaluation
Answer: b

9.To evaluate creative ideas, you should:
a) Accept all
✅ b) Assess feasibility and impact
c) Ignore feedback

d) Focus on cost only
Answer: b

10.Continuous improvement is achieved by:
a) Stopping after one solution
✅ b) Regularly reviewing and refining processes
c) Ignoring results
d) Avoiding change
Answer: b

Section: MS Office Proficiency Assessment

Sub-section: 1 Word Processing

1.To create an automated table of contents in Word, you should:
a) Type it manually
✅ b) Use heading styles and insert Table of Contents
c) Use footnotes
d) Insert a picture
Answer: b

2.“Track Changes” is used for:
a) Formatting text
✅ b) Reviewing and editing documents collaboratively
c) Inserting tables
d) Adding images
Answer: b

3.To apply consistent formatting, you should use:
a) Manual changes
✅ b) Styles
c) Text boxes
d) Comments
Answer: b

4.“Mail Merge” allows you to:
a) Send one email
✅ b) Create personalized documents for multiple recipients
c) Insert images
d) Track changes
Answer: b

5.To insert a cross-reference, you should:
a) Use hyperlinks
✅ b) Use the References tab and select Cross-reference
c) Insert a table
d) Add a comment
Answer: b

6.“Section breaks” are used to:
a) Add page numbers
✅ b) Change formatting within a document
c) Insert images
d) Add comments
Answer: b

7.“Macros” in Word help by:
a) Changing fonts
✅ b) Automating repetitive tasks
c) Adding tables
d) Inserting images
Answer: b

8.To protect a document, you should:
a) Print it
✅ b) Set a password
c) Add a watermark
d) Change margins
Answer: b

9.“SmartArt” is used to:
a) Insert pictures
✅ b) Create diagrams and visuals
c) Format text
d) Add tables
Answer: b

10.To compare two documents, you should:
a) Open both and read
✅ b) Use the Compare feature
c) Print both
d) Use Track Changes
Answer: b

Sub-section: 2 Spreadsheet Management

1.“Pivot tables” are used to:
a) Enter data
✅ b) Summarize and analyze large datasets
c) Format cells
d) Insert charts
Answer: b

2.To create a dashboard in Excel, you should:
a) Use only text
✅ b) Combine charts, pivot tables, and slicers
c) Use formulas only

d) Insert images
Answer: b

3.“Conditional formatting” helps by:
a) Changing fonts
✅ b) Highlighting data based on criteria
c) Adding comments
d) Inserting tables
Answer: b

4.To automate calculations, you should use:
a) Manual entry
✅ b) Formulas and functions
c) Text boxes
d) Comments
Answer: b

5.“VLOOKUP” is used to:
a) Sort data
✅ b) Search for values in a table
c) Format cells
d) Insert charts
Answer: b

6.To protect a worksheet, you should:
a) Print it
✅ b) Set a password
c) Change fonts
d) Add a table
Answer: b

7.“Data validation” ensures:
a) Formatting
✅ b) Only valid data is entered
c) Adding images
d) Inserting charts
Answer: b

8.“Slicers” are used with:
a) Formulas
✅ b) Pivot tables for interactive filtering
c) Charts only
d) Conditional formatting
Answer: b

9.To visualize trends, you should use:
a) Tables only
✅ b) Line or bar charts
c) Text boxes

d) Comments
Answer: b

10.“IF” function is used for:
a) Formatting
✅ b) Logical tests and conditional outputs
c) Inserting images
d) Adding tables
Answer: b

##Sub-section :3 Presentation Design

1.To create interactive slides in PowerPoint, you should use:
a) Only text
✅ b) Hyperlinks and action buttons
c) Images only
d) Animations only
Answer: b

2.Multimedia integration means:
a) Adding only images
✅ b) Including video, audio, and interactive elements
c) Using text only
d) Adding charts
Answer: b

3.“Slide master” helps by:
a) Formatting one slide
✅ b) Ensuring consistent design across all slides
c) Adding transitions
d) Inserting tables
Answer: b

4.To embed a video, you should:
a) Insert a picture
✅ b) Use the Insert Video feature
c) Add a hyperlink
d) Use SmartArt
Answer: b

5.“Transitions” are used to:
a) Add text
✅ b) Animate movement between slides
c) Insert images
d) Change fonts
Answer: b

6.To present data visually, you should:
a) Use only tables

✅ **b) Use charts and infographics**
c) Add more text
d) Use bullet points only
Answer: b

7.“Animations” help by:
a) Distracting the audience
✅ **b) Emphasizing key points**
c) Slowing the presentation
d) Adding noise
Answer: b

8.To ensure accessibility, you should:
a) Use small fonts
✅ **b) Use high-contrast colors and readable fonts**
c) Add more images
d) Skip alt text
Answer: b

9.“Presenter view” allows you to:
a) Show slides only
✅ **b) See notes and upcoming slides while presenting**
c) Edit slides live
d) Add animations
Answer: b

10.To engage the audience, you should:
a) Read slides verbatim
✅ **b) Use visuals, questions, and interactive elements**
c) Skip Q&A
d) Use only text
Answer: b

##Sub-section : 4 Email Management

1.To organize emails in Outlook, you should use:
a) Only the inbox
✅ **b) Folders and categories**
c) Print emails
d) Delete all
Answer: b

2.“Rules” in Outlook help by:
a) Sending emails
✅ **b) Automating email sorting and actions**
c) Formatting text
d) Adding signatures
Answer: b

3.To schedule meetings, you should use:
a) Email only
✅ b) Calendar integration
c) Tasks
d) Notes
Answer: b

4.“Flags” are used to:
a) Delete emails
✅ b) Mark emails for follow-up
c) Archive emails
d) Add attachments
Answer: b

5.To reduce inbox clutter, you should:
a) Ignore emails
✅ b) Use filters and unsubscribe from unwanted lists
c) Print emails
d) Forward all emails
Answer: b

6.“Quick Steps” automate:
a) Only replies
✅ b) Common multi-step actions
c) Calendar invites
d) Formatting
Answer: b

7.To share availability, you should:
a) Send multiple emails
✅ b) Use calendar sharing
c) Call everyone
d) Ignore requests
Answer: b

8.“Conversation view” helps by:
a) Sorting by date only
✅ b) Grouping related emails together
c) Deleting emails
d) Printing threads
Answer: b

9.To recall a sent email, you should:
a) Delete it from sent items
✅ b) Use the Recall feature
c) Resend it
d) Forward it
Answer: b

10.“Out of Office” replies are set to:
a) Ignore emails
✅ b) Notify senders of your absence
c) Delete incoming mail
d) Send calendar invites
Answer: b

##Sub-section :5 Integration and Automation

1.“Mail Merge” integrates:
a) Excel and PowerPoint
✅ b) Word and Excel/Outlook
c) PowerPoint and Outlook
d) OneNote and Word
Answer: b

2.To automate data flow between Excel and Word, you should:
a) Copy and paste
✅ b) Use linked objects or embedded data
c) Print documents
d) Use macros only
Answer: b

3.“Power Automate” is used to:
a) Format text
✅ b) Create automated workflows across applications
c) Add charts
d) Insert images
Answer: b

4.To import data from Excel to Access, you should:
a) Email the file
✅ b) Use the Import feature
c) Print the data
d) Use Word
Answer: b

5.“Macros” in Office automate:
a) Manual typing
✅ b) Repetitive tasks and processes
c) Formatting only
d) Printing
Answer: b

6.To synchronize calendars, you should:
a) Use email only
✅ b) Integrate Outlook with Teams or other apps
c) Print schedules

d) Use PowerPoint
Answer: b

7.“OLE” stands for:
a) Online Learning Environment
✅ b) Object Linking and Embedding
c) Office Learning Edition
d) Outlook Link Extension
Answer: b

8.To automate report generation, you should:
a) Write manually
✅ b) Use templates and data links
c) Print reports
d) Use PowerPoint
Answer: b

9.“API integration” allows:
a) Manual updates
✅ b) Automated data exchange between applications
c) Printing
d) Formatting
Answer: b

10.To optimize processes, you should:
a) Avoid automation
✅ b) Identify repetitive tasks for automation
c) Ignore feedback
d) Skip integration
Answer: b