

27 of 40

All personnel do better work, because they know what they should be doing and what their place is in the
(Select the correct word or phrase to complete a grammatical and idiomatic sentence.)

- host
- plan
- process
- scheme

19 of 40

Choose the correct sentence

- Fred, along with Harry and Pete, are coming to the conference
- Fred, along with Harry and Pete, is coming to the conference
- A&B
- None

10 of 40
Which closing future contact phrase is correct?

- Look forward to hear you.
- Looking forward to hear from you.
- I look forward to hear from you.
- I looking forward to hearing from you.

5 of 40

Accepting No Limits is a pillar which represents:

- a) Encourages employees to be adaptable and agile;
- b) To drive positive change in the lives of our stakeholders;
- c) Thinking big and looking beyond conventional boundaries;
- d) To take well-reasoned risks to deliver breakthrough products, services and solutions

(Choose the right options)

A, B & C

A, C & D

B, C & D

A, B & D

26 of 40

The new manager has the company with some exceptionally enlightening new ways of thinking.
(Select the correct word or phrase to complete a grammatical and idiomatic sentence.)

- furnished
- attained
- undergone
- retired

- When writing an email for awarding a promotion, the tone will be
- appreciative, enthusiastic
 - enthusiastic, confident
 - A&B
 - None

Oct 21 2016 | Logged in as : 475804

35 of 40

Joe Smith of Joe Smith & Associates, writes that email is a medium of communication for sheer convenience. (Select the correct option)

- uncompered
- undivided
- unequal
- unparalleled

Professionalism at Tech Mahindra means:

- a)Seeking the best people for the job;
- b)Giving them the freedom and the opportunity to grow;
- c)We support innovation and well-reasoned risk taking;
- d)But demand performance

- A, B & C
- A, B & D
- All of the above
- None of the above

34 of 40

Which part contains a mistake in grammar idiom or syntax.

- If one reads the newspaper regularly
- you will be surprised at the improvement
- in your overall reading skills
- day by day

36 of 40

Engaging in gossip is a highly act.

(Select the correct word or phrase to complete a grammatical and idiomatic sentence.)

- Ⓐ distasteful
- Ⓑ untasty
- Ⓒ tasteless
- Ⓓ bland

4 of 40

Driving Positive Change, speaks about:

- a) awareness into the mainstream through our products and services;
- b) focuses on understanding customer needs;
- c) offering quality products and services;
- d) that would not only delight them but also transform their lives

(Choose the right options)

A, B & C

A, C & D

B, C & D

A, B & D

6 of 40

We value individual dignity at Tech Mahindra by:

- a) Upholding the right to express disagreement;
- b) Noticing every contribution and acknowledging;
- c) Respecting the time and efforts of others;
- d) Nurturing fairness, trust, and transparency

(Choose the right options)

A, B & C

A, B & D

B, C & D

A, C & D

of 40

When writing an email for apologizing to a customer for a mistake the tone will be

- humble, confident that the mistake will be remedied
- appreciative, regretful
- A&B
- None

< Previous Question

Next Question >

Assessment Navigator



Avoid down the beginning of the email with abundant information of which the reader is already aware.

(Select the correct word or phrase to complete a grammatical and idiomatic sentence.)

- gearing
- setting
- weighing
- writing



5 of 40

Accepting No Limits is a pillar which represents:

- a) Encourages employees to be adaptable and agile;
 - b) To drive positive change in the lives of our stakeholders;
 - c) Thinking big and looking beyond conventional boundaries;
 - d) To take well-reasoned risks to deliver breakthrough products, services and solutions
- (Choose the right options)

- A, B & C
- A, C & D
- B, C & D
- A, B & D

The conclusion or ending paragraph should bring the communication to a polite and close. (Select the correct word or phrase to complete a grammatical sentence.)

- businesslike
- interminable
- measurable
- subtle

[< Previous Question](#)[Next Question >](#)[Assessment Navigator](#)

38 of 40

A very good way to organize your business is by following the 9000 standards; you do not necessarily have to become certified, but you can still use them as a guide in how to effectively operate your business.

(Select the correct word or phrase to complete a grammatical and idiomatic sentence.)

- BBB
- ISO
- POP
- QC



3 of 40

The conversation should end in an upbeat manner, with a summary of any action to be taken. (Choose the correct option)

- Yes
- No



6 of 40

We value individual dignity at Tech Mahindra by:

- a) Upholding the right to express disagreement;
- b) Noticing every contribution and acknowledging;
- c) Respecting the time and efforts of others;
- d) Nurturing fairness, trust, and transparency

(Choose the right options)

A, B & C

A, B & D

B, C & D

A, C & D



2 of 40

It is ok to keep someone waiting on the phone while you attend to another equally important task. (Choose the correct option)

- Yes
- No



4 of 40

Alternative Thinking, speaks about:

- a) seeking out fresh, diverse perspectives;
- b) new approaches in everyday work-life;
- c)rewarding alternative thinking;
- d) engage the communities we join through employment.

- A, B & C
- A, C & D
- B, C & D
- A, B & D

13 of 40

Which of the following sentences contains all of the five Ws for written communication?

- The JOSH volunteers will meet at the auditorium on Monday at 6 p.m.
- Tech Mahindra will conduct a tour of the new block on Thursday.
- At the Sales Conference, we met six associates from Alliances & Mergers each evening at 5.30 p.m. to discuss our next day's itinerary.
- Current employees should report at 8 a.m. on Monday for a meeting concerning insurance.

< Previous Question

Next Question >

Assessment Navigator



Questionmark Perception licensed to Tech Mahindra Ltd.



25 of 40

Choose the correct sentence

- Yesterday an emergency evacuation was mandated by the mayor.
- Yesterday the mayor mandated an emergency evacuation.
- A&B
- None

[< Previous Question](#)

[Next Question >](#)

[Assessment Navigator](#)



Questionmark Perception licensed to Tech Mahindra Ltd.



Oct 21 2016 | Logged in as : 475814

8 of 40

Which sentence in email writing is more appropriate?

- Please send the details to me at the earliest
- Please send the details to me by 3:00pm IST, 20th June.
- A&B
- None

< Previous Question

Next Question >

Assessment Navigator



37 of 40

Select a mouse that fits your hand; be sure that it is as flat as possible in order to minimize wrist

(Select the correct word or phrase to complete a grammatical and idiomatic sentence.)

- position
- strain
- tendons
- watch

I'm afraid it won't be possible to talk to the boss today because he's away business till Tuesday.
(Select the correct word or phrase to complete a grammatical and idiomatic sentence.)

- off
- on
- for
- to

[< Previous Question](#)[Next Question >](#)[Assessment Navigator](#)

27 of 40

If only you had spoken clearly, you.....

- would not be misunderstood
- would not have been misunderstood
- would not have been misunderstanding
- would not have misunderstood

< Previous Question

Next Question >

Assessment Navigator



Questionmark Perception licensed to Tech Mahindra Ltd.



Oct 21 2016 | Logged in as : 475814

36 of 40

Delegation is an approach to getting things done in with other employees.

(Select the correct word or phrase to complete a grammatical and idiomatic sentence.)

- concordance
- conjunction
- preparation
- proposition

< Previous Question

Next Question >

Assessment Navigator

Questionmark Perception licensed to Tech Mahindra Ltd.



Oct 21 2016 | Logged in as : 475814

32 of 40

My clients contact our office via email or phone and then we an appointment. (Select the correct word or phrase to complete the sentence.)

- make
- take
- give
- do

< Previous Question

Next Question >

Assessment Navigator



Questionmark Perception licensed to Tech Mahindra Ltd.



F2

F3

F4

F5

F6

F7

F8

F9

F10

F11

F12

Print
Scan
Search

27 of 40

If only you had spoken clearly, you.....

- would not be misunderstood
- would not have been misunderstood
- would not have been misunderstanding
- would not have misunderstood

[< Previous Question](#)[Next Question >](#)[Assessment Navigator](#)

Oct 21 2016 | Logged in as : 475814

13 of 40

Which of the following sentences contains all of the five Ws for written communication?

- The JOSH volunteers will meet at the auditorium on Monday at 6 p.m.
- Tech Mahindra will conduct a tour of the new block on Thursday.
- At the Sales Conference, we met six associates from Alliances & Mergers each evening at 5.30 p.m. to discuss
- Current employees should report at 8 a.m. on Monday for a meeting concerning insurance.

[< Previous Question](#)

[Next Question >](#)

[Assessment Navigator](#)



Questionmark Perception licensed to Tech Mahindra Ltd



10 of 40
Which closing future contact phrase is correct?

- Look forward to hear you.
- Looking forward to hear from you.
- I look forward to hear from you.
- I looking forward to hearing from you.

Oct 21 2016 | Logged in as : 475804

35 of 40

Joe Smith of Joe Smith & Associates, writes that email is a medium of communication for sheer convenience. (Select the correct option)

- uncompered
- undivided
- unequal
- unparalleled

6 of 40

We value individual dignity at Tech Mahindra by:

- a) Upholding the right to express disagreement;
- b) Noticing every contribution and acknowledging;
- c) Respecting the time and efforts of others;
- d) Nurturing fairness, trust, and transparency

(Choose the right options)

A, B & C

A, B & D

B, C & D

A, C & D

36 of 40

Engaging in gossip is a highly act.

(Select the correct word or phrase to complete a grammatical and idiomatic sentence.)

- Ⓐ distasteful
- Ⓑ untasty
- Ⓒ tasteless
- Ⓓ bland

- When writing an email for awarding a promotion, the tone will be
- appreciative, enthusiastic
 - enthusiastic, confident
 - A&B
 - None

Professionalism at Tech Mahindra means:

- a)Seeking the best people for the job;
- b)Giving them the freedom and the opportunity to grow;
- c)We support innovation and well-reasoned risk taking;
- d)But demand performance

- A, B & C
- A, B & D
- All of the above
- None of the above

29 of 40

Organizations typically require a wide range of reports,
e.g. financial reports, status reports, project reports, etc, to what's being done, by when and how.
(Select the correct word or phrase to complete a grammatical and idiomatic sentence.)

- administer
- archive
- mandate
- monitor

< Previous

Question

Next Question >

Assessment Navigator



26 of 40

The new manager has the company with some exceptionally enlightening new ways of thinking.
(Select the correct word or phrase to complete a grammatical and idiomatic sentence.)

- furnished
- attained
- undergone
- retired

5 of 40

Accepting No Limits is a pillar which represents:

- a) Encourages employees to be adaptable and agile;
- b) To drive positive change in the lives of our stakeholders;
- c) Thinking big and looking beyond conventional boundaries;
- d) To take well-reasoned risks to deliver breakthrough products, services and solutions

(Choose the right options)

A, B & C

A, C & D

B, C & D

A, B & D

Oct 21 2016 | Logged in as : 475804

8 of 40

Choose the grammatically correct sentence

- Kindly inform the due date for the meeting.
- Request you to inform me about the scheduled date for the meeting.
- A&B
- None

20 of 40

Macroeconomics is to managers, as managers are often interested in k
(Select the correct word or phrase to complete a grammatical and idiomatic sentence)

- related
- relegated
- relevant
- requisite

13 of 40

Choose the sentence which is apt in email writing

- Please return this at your earliest convenience.
- Please return this at your convenience.
- Please return this by 5pm on 12th September.
- All of the above

26 of 40

The new manager has the company with some exceptionally enligh
(Select the correct word or phrase to complete a grammatical and idiom)

- furnished
- attained
- undergone
- retired

25 of 40

I must admit I think your idea is well considering.

(Select the correct word or phrase to complete a grammatical and idio

- valuable
- worthy
- value
- worth

Oct 21 2016 | Logged in as : 475804

28 of 40

There's really no point in hoping to add important topics right at the end of the meeting under the heading of any other

(Select the correct word or phrase to complete a grammatical and idiomatic sentence.)

- business
- work
- activity
- tasks

22 of 40

My clients contact our office via email or phone and then we an appointment. (S)

- make
- take
- give
- do

25 of 40

I must admit I think your idea is well considering.

(Select the correct word or phrase to complete a grammatical and idiomatically correct sentence.)

- valuable
- worthy
- value
- worth