* Mark which words complete the following statement best:

Intonation could be used while greeting someone in order to

sound important enough.

convey friendliness.

convey friendliness only to equals.

convey importance, especially to juniors. B

* Suppose you meet someone new at a business party.

Mark which of the following is correct

You could use his/ her first name as soon as you meet.

You should never use his/ her first name during the first meeting.

Each time you address the person, take his/ her full name.

If the person himself/ herself asks you to address him/ her by first name, then you could do so. D

* When you are introduced to someone, you could say:

Pleased to meet you.

Glad to meet you.

See you soon.

Both A and B D

* While introducing two people at work,

One should look very serious because it is workplace afterall.

One should look pleasing and should encourage friendliness between the two persons being introduced.One should only take names of the two persons and leave them to know each other on their own.

One should always crack a joke so that the two persons become friendly. B

1. The most appropriate formal greeting by the candidate at the interview:

Hi!

Hi there!

Hello everyone. Good morning/ Good afternoon/ Good evening, everyone. D

"What's new?" is used when

we talk to a new person.

we talk to some one on a new day.

we talk on a new topic.

only in informal conditions. D

1. Which sentence is true for introducing two persons to each other by a third person?

Out of the two persons, always the lady should be introduced first.

Usually, either introduction would comprise of the name followed by the designation of the person being introduced.

Usually, either introduction would comprise of the name followed by the age of the person being introduced.

The third person should insist that the two strangers shake their hands. B

1. Which of the following greetings is most used?

Afternoon' instead of 'Good afternoon'.

Evening' instead of 'Good evening'.

Morning' instead of 'Good evening'.

Both A and B C

1. Hi' is a common way to greet someone

formally.

senior who is not good at work.

informally.

you meet for the first time at work. C

1. If you want to show politeness to your boss in your greeting,

you must look very submissive and docile.

you should appear polite yet confident.

You should use a very, very low tone while greeting.

you can leave it to his good judgement that you are a polite person;

it is more important that you use a loud voice in order to show your confidence. B

1. If you wish to talk to a stranger at a party,

you should necessarily find the host in order to get introduced.

you can walk up to the stranger and ask, "Who are you?"

you can politely walk up to the stranger and introduce yourself first before expecting him/ her to do the same.

you must get the person a drink and ask, "Who are you?" C

1. Which can be used in most situations:

Hello

Hi there!

Hey!

What's up? A

1. You are asked to introduce yourself at a formal meeting:

You give only your name because they will ask more questions if they really wish to know details.

You try to manage the length of your answer as per common sense and judging the situation's requirement.

Since you've learnt your formal introduction by heart, you try to remember every word of your script and avoid looking into the eyes of people whom you are talking to, in order to avoid distraction.

Even before answering the question, you insist repeatedly that you must be provided the word limit. B

1. While leaving from a most formal meeting with your seniors, you could wish them by saying,

"Thank you. Catch you later."

"Thanks and good day to all."

"Goodbye, guys."

"Ba-bye, everyone." B

1. You met an old friend at the airport. You could say,

"Hi there! See you soon."

"Hi there! Good to see you after a long time."

"It was nice to meet you."

"Hello. I am travelling in Business Class." B

1. While introducing yourself to someone new who can be a possible business partner,

be modest, yet specify how your professional strengths can benefit the other person.

speak about your own professional background in the highest possible manner. This is the present-day trend of impressing people and striking business deals.

wait for the other person to speak about his achievements; and attack him the moment he tries to boast.

be very modest. If your work is good, the world would know. A

1. Hey' can be used for greeting

only when you know someone well.

only by women.

usually at the seaside.

only by teenagers. A

1. Mark the true statement:

When a friend is upset, you should say

'Goodbye' instead of 'Bye'.

Goodbye' is spoken to religious people.

Bye' is more informal than 'Goodbye'.

Goodbye' is used more towards evening time. C

1. If you wish to introduce someone to a colleague who is busy in some work/ conversation,

you must stand near the busy man waiting for him to get free no matter how important it is to introduce the new person.

you can say to the busy man, "Excuse me" and begin the introduction, if it is important.

you can tactfully create some disturbance to distract the busy man; and then immediately begin the introduction.

None of A, B or C. B

1. On the first day of your job, in an induction session, a group of new joinees is asked to introduce themselves.

You make sure you get the maximum time for your introduction among all.

speak about yourself, the new organisation and give a detailed description of the positive points about your native place.

concentrate on your basic introduction in order to value time constraint.

Volunteer not to speak so that others may get a chance. C

1. While introducing yourself to a stranger at a party, you could begin by saying,

"What's up?"

"How's it going? I am Krishna Sharma."

"What's happening? I'm Krishna Sharma."

"Hello. I don't think we've met. I am Krishna Sharma." D

1. Which of the following is the best answer to "How are you, Sir?"

I'm fine, thanks.

You needn't call me 'Sir'.And by the way,I'm fine.

I'm fine, thanks. And you?

Unlike everyone, I'm always fine! Thank you. C

1. Pradip meets a familiar face at a business party. Pradip says, "Hello. It seems we met at one of the meetings a few months back. I am Pradip Arora, Executive Engineer." The other person could answer, "Did we? I'm not sure."

"I feel the same. Suneet Gupta. Pleased to meet you."

"Sorry, I have a bad memory; and I have to go."

"We might have. Anyway, I am Suneet Gupta." B

1. "Pleased to meet you" is

a most casual way of speaking.

can be used strictly only in formal situations.

can be used only at the end of a dialogue.

None of A, B or C. D

1. Read the following conversation and then mark the true opton:

SPEAKER 1 - Hello. You seem to be new in town. Sherlock Gray.

SPEAKER 2 - Jack Cruise. Yes, you are right. I arrived last week.

Sherlock Gray is new in town.

The name of Speaker 2 is Sherlock.

The name of Speaker 2 is Jack.

Jack is an old resident of the town. C

1. When someone says to you, "Pleased to meet you", you could reply,

"Pleased to meet you too."

"And you."

"It was nice meeting you."

Either of A and B D

1. Sushmita is asked to introduce herself in an interview. She could begin by saying,

"I am Sushmita Das."

"Sushmita Das here."

"Sushmita Das is the name."

"You can see my name in the resume." A

1. Linda says to her boss, "Sir, may I introduce you to Mr. Hopkins?" Since Linda is asking permission,

she is expected to wait till her boss permits her to introduce Mr. Hopkins.

Mr. Hopkins should feel offended.

The way Linda asks is only a formal and respectful way of introducing someone.

Linda is trying to show that Mr. Hopkins is of more importance. C

1. At a fair, you meet a person you worked closely with four years back. You could say,

"Hi there! What a pleasant surprise!"

"Hello! What a pleasant surprise!"

"Stop staring! Don't you know it's me?"

Either of A and B D

1. On meeting someone new and sharing names with each other, the next question could be,

"I wish to discuss business plans with you."

"And what do you do, Mr. Desai?"

"Don't you think corruption has eaten away our resources?"

"Which cricket team do you like more: India or Australia?" B

1. You are presenting a proposal to a panel. You are first asked to introduce yourself.

You must focus your eyes at the person who asked the question.

You must concentrate primarily on moving your eyes at calculated intervals (in seconds) from one panel member to another.

You can easily change glance from one member to another.

You could look only at the member who seems most interested. C

1. While introducing yourself

you must talk at length about your native place if it is a famous one.

Usually, you just name your native place; or maximum speak a sentence about it.

your native plave doesn't matter at all.

you must name all the places you've stayed at, as long as the list may be. B

1. Good evening' is used after around 5: 00 pm. after 6: 30 pm. depends on the colour of the sky at 6: 30 pm. None of A, B or C. A

"Which company do you represent" means:

which company are you the Sales Representative for

which company do you work for

which company do you match

None of A, B or C. B

1. You say, "It's been a while!" when

you see someone after considerable time.

when you see someone very soon.

you see someone all the while.

you see someone unexpectedly A

1. You want to introduce two new employees to each other. You can interrupt by saying, "Excuse me" if one of them is

talking to the boss.

making a presentation.

busy in some routine deskwork.

busy in an important departmental meeting. C

1. "What's your line of business?" means:

what are your principles in business

what is your designation

who is your role model in business

which is your field of occupation D

1. While introducing yourself , which of the given sequences would be the most appropriate choice –

name, present educational/professional status, past educational/ professional background name, past educational/professional background, present educational/professional status name, hobbies, present educational/ professional status name, hobbies, past educational/ professional background

name, hobbies, past educational/ professional background A

1. Which is the most commonly used greeting for Christmas:

Rocking Christmas!

Happy Christmas!

Merry Christmas!

Jingly Christmas! C

1. You report to your boss every day at 11:00 am. Which of the phrases can you use with him on Thursday:It's been a while.

Good morning, Sir.

What's up!

Hi again! B

1. While introducing yourself ,

speak about your parents at length. Afterall, they made you.

You could speak, maximum, a line about parents.

if you belong to a village, do not tell them. Instead, say you belong to the national capital.

talk about the expected salary first of all. B

1. In "How's it going?", what does 'it' stand for?

life, in general

studies

work

health A

1. Mark the true statement:

You can greet your boss from a distance of 15 feet.

At work, it is a rule that between a man and a woman, the former greets first.

At work, you should never greet first somebody younger than you.

Usually, somebody very junior is not expected to wave casually to his boss. D

1. You are asked to introduce yourself at a RODIES show organised at your university. The most appropriate way to begin could be:

"A very good morning to all honourable ladies and gentlemen.

"Good morning, everyone.

"Yo man!"

"Infosys Road Show is good indeed!" B

1. Which is the closest meaning of "What's new with you?":

Did you buy something new recently?

How are you doing?Tell me what is new in your life.

Do you have any new ideas for work?

What new likings have you developed? B

1. You've gone to an office different from yours. Which is the most appropriate choice to talk to the receptionist?

"I badly need to meet Mr. Suri."

"Please call Mr. Suri."

"Good morning. I am Nandita Gandhi. Where can I find Mr. Suri, HR Manager?"

"Good morning. Nandita Gandhi is the name. I need to see Mr. Suri, HR Manager." C

1. If you meet on the roadside an elderly couple who you've met earlier , your greeting could be

semi-formal.

strictly as per old English norms.

very casual, like "Hi there!". Afterall, you're a kid for them.

"Hi, Granpa, Granny!" A

1. When someone asks you, "What's your position at the company?", he/ she wishes to know:

how much do you earn.

what is your designation at the company.

which building and block you are seated in.

which lobby inside the company do you stick to. B

1. You need to meet the Security Officer at your workplace. You shouldn't begin your talk saying:

"Hello, Officer. Purushottam from the Engineering Division."

"Hello, Officer. I am Purushottam from the Engineering Division."

"Hello, Cop. I am Purushottam from Engineering Division."

"Hello, Sir. I am Purushottam from the Engineering Division." C

1. At a business party, a young man meets a senior lady he's never met before. He could begin his conversation saying,

"Hi, respected Ma'am."

"Good evening, Ma'am."

"Good to see you."

"How's it going?" B