

QUARTERLY EXAMINATION -2022

11th Standard

Employability Skills

Time:3.00 hours

Total Marks:70

Choose the best answer:

30×1=30

1. Employability skills are those that are needed by an individual to be _____
 - A. Employable
 - B. Sustainable
 - C. Qualified
 - D. Energetic
2. Interpersonal skills include _____ skills.
 - A. Communication
 - B. Teamwork
 - C. Problem solving
 - D. All the above
3. Future of work is influenced by rapid change in _____
 - A. Skills
 - B. Network
 - C. Communication
 - D. Technology
4. Self – learning is a _____ effort.
 - A. Teachers
 - B. Group
 - C. Individual
 - D. Team
5. BBC Bitesize is a _____ tool
 - A. Book
 - B. Video
 - C. Lecture
 - D. Quiz

6. A _____ is someone to look upto based on your career values or aspiration.
- A. Journalist
 - B. Facilitator
 - C. Student
 - D. Role model
7. Personal skills can be divided into two categories as soft and _____ skills.
- A. Thick
 - B. Hard
 - C. Slender
 - D. Sharp
8. Expansion of MOOCs in internet access is _____.
- A. Massive Open Online Courses
 - B. Master Open Online Courses
 - C. Most Open Online Courses
 - D. Must Open Online Courses
9. Choose one of the disadvantages of online classes?
- A. No need of relocate
 - B. Expand horizons worldwide
 - C. Inability to focus on screens
 - D. Convenient
10. Business people often greet one another with
- A. A hug
 - B. A high five
 - C. A handshake
 - D. A Thumbs Up
11. Whose book _____?
- A. Is on the table
 - B. Are on the table
 - C. Are on the tables
 - D. Will on the table

12.Waiter: _____?

Customer : Yes, Please!

- A. Can you help me
- B. May I come in
- C. Can I help you
- D. Will I help you

13. Excuse me, _____ to the nearest metro, please?

- A. How can I get
- B. Where is
- C. How I can get
- D. How

14.You should stay home from work or school if you have a fever, cold, bad cough or other _____ illness.

- A. Contagious
- B. Disgusting
- C. Unhealthy
- D. None of the above

15.Could you make a _____ appointment in the next two weeks?

- A. Next
- B. Beginning
- C. Follow - up
- D. Both A and B

16. Pick the odd one out

- A. Happy
- B. Healthy
- C. Sad
- D. Anger

17.What is the purpose of a narrative?

- A. To give the reader information
- B. To persuade readers
- C. To tell a story
- D. To make Listen

18. Where _____ you living?

- A. is
- B. are
- C. am
- D. at

19. I thinking we have met before. Correct the underlined word with the choices given below.

- A. Think
- B. Thinks
- C. Thinked
- D. Will think

20. Sita is a dancer. _____ dances gracefully.

- A. I
- B. They
- C. You
- D. She

21. Communication that involves exchanging information without use of words is called _____

- A. Verbal communication
- B. Non verbal communication
- C. Written communication
- D. Pictorial communication

22. Which one of the following is a barrier to speaking?

- A. Confidence
- B. Nervousness
- C. Calmness
- D. Friendliness

23. In face to face communication, body language accounts for _____

- A. 7%
- B. 38%
- C. 55%
- D. 100%

24. An angry person's body language will be
- A. Calm and composed
 - B. Friendly and smiling
 - C. Nervous and aggressive
 - D. Relaxed and soothing
25. When you want to make a quick point it is better to be
- A. Clear and long
 - B. Clear and concise
 - C. Concise and confusing
 - D. Concise and slow
26. LinkedIn is a website that can be used to
- A. Meet new members of our profession
 - B. Share photos and videos
 - C. Watch movies
 - D. Wish people on their birthdays
27. Books and newspapers are _____ communication.
- A. oral
 - B. written
 - C. visual
 - D. None of the above
28. Find the odd one out.
- A. Prepare
 - B. Practice
 - C. Perform
 - D. Pictorial
29. Expand CC in Email.
- A. Carbon copy
 - B. Created copy
 - C. Contact copy
 - D. Connected copy

30. _____ is the channel or path through which information passes.

- A. Sender
- B. Encoding
- C. Medium of transmission
- D. Decoding

Answer any 5 questions:

5×2=10

- 31. Define Employability Skills.
- 32. Define Self – learning.
- 33. Convert the Active voice into Passive voice.
 - a. I purchased a bag.
 - b. I also bought a few things.
- 34. Match the quantity phrases of column A with column B

| Column A | Column B |
|----------------|-------------|
| a. A piece of | Tea |
| b. A packet of | Perfume |
| c. A pair of | Chewing gum |
| d. A bottle of | Shorts |

- 35. What is communication?
- 36. Define email.
- 37. Expand ILO.

Answer any 5 questions:

5×3=15

- 38. How can a person inherit hard skills?
- 39. Who is a role model?
- 40. Write the comparative and superlative forms of the adjectives given below.

| | | | |
|-------------|---------|------|-----|
| Intelligent | Bad | Busy | Fat |
| Lazy | Helpful | Good | Far |

- 41. Rearrange the conversation in the correct order.
 - a. May we also have the menu right away?
 - b. There is a nice table right there by the window.
 - c. I will get the menu immediately.
 - d. Could we have a table for four?
- 42. What is workplace communication?
- 43. What is Professional Networking?
- 44. Differentiate classroom learning and self-learning.

Answer all the questions:

3×5=15

45. Mention some ways in which you can improve your interpersonal skills.

(or)

What are the factors you will consider before choosing a career?

46. Write a set of five instructions that should be followed during an interview.

(or)

Rajiv wants to book a flight ticket to Delhi and he contacts the travel agent.

Write a short dialogue of eight exchanges between the travel agent and Rajiv.

47. Explain the barriers for effective communication.

(or)

Differentiate constructive and destructive criticism.

ALL THE BEST