

Time: One Hour

Max. Marks: 50

Instructions solve any 25 questions Q1 to Q30

solve any 25 questions Q30 to Q60

- 1 A standard business letter is related to _____ .
 (A)education (B)business (C)classroom (D)family
- 2 At the top left of a letter, there is the address of _____
 (A)the sender (B)the recipient (C)the postman (D)none
- 3 A businessman is someone who works in _____
 (A)commerce (B)company (C)house (D)industry
- 4 The letter of complaint deals with _____ .
 (A)satisfaction (B)pleasure (C)dissatisfaction (D)nothing
- 5 A complaint can be associated with _____
 (A)goods (B)accommodation (C)goods and accommodation (D)none of these
- 6 Who is a consumer?
 (A)Someone who buys something (B)Someone who sells something (C)Someone who buys and sells (D)None of these
- 7 What do you mean by entrepreneur?
 (A)A person who keeps accounts (B)A farmer- laborer (C)A worker (D)A person who sets a business
- 8 What is a meeting?
 (A)A place for discussion (B)An assembly of people to discuss (C)A close communication (D)None of these
- 9 How many most common types of meeting are there?
 (A)Three (B)Two (C)Five (D)Six
- 10 What is the teamwork?
 (A)The work of people (B)The collective enjoyment of people (C)The combined action of a group (D)Conflict of a team
- 11 What do you understand by the "minutes of meeting"?
 (A)Time required for a meeting (B)The seconds that form minutes (C)A summarised record (D)None of these
- 12 "Agenda" is basically the plural form of _____ .
 (A)Agendum (B)Agindum (C)Agnendum (D)Agedum
- 13 A job application has been a/an _____ document.
 (A)informal (B)formal (C)semi-formal (D)simple
- 14 Resume is also called as _____
 (A)self-data (B)bio-data (C)curriculum vitae (D)ID letter
- 15 Cover letter is closely related to _____ .
 (A)business (B)trade (C)people (D)resume
- 16 _____ is an essential quality for a man of business according to Arthur Helps
 (A)Money (B)Loving truth (C)Infrastructure (D>Wealth
- 17 It is important for a man of business to form _____ .
 (A)business (B)wealth (C)decisions (D)principles
- 18 The temperament of a man of business should be _____ .
 (A)commercial (B)aggressive (C)calm (D)casual
- 19 "A man of business cannot play at _____" , says Arthur Helps.
 (A)deciding (B)money (C)business (D)life
- 20 A man of business should be brought up in the habit of _____ .
 (A)business (B)reasoning (C)lies (D)nothing
- 21 Our student is not intended to become a learned man, but a man of _____ .
 (A)action (B)world (C)wealth (D)business
- 22 According to Arthur Helps, our student should begin soon to cultivate a fluency in _____ .
 (A)Reading (B)Writing (C)Speaking (D)Listening
- 23 23. As per A S Hornby, the word commerce suggests buying and _____ .
 (A)distributing (B)manufacturing (C)selling (D)buying
- 24 Modern business is done chiefly in _____
 (A)house (B)market (C)the street (D)offices
- 25 "Office work usually means various forms of _____" , says Hornby.
 (A)communication (B)machinery (C)work (D)people
- 26 The word industry suggests the production of _____ by mining and manufacture.
 (A)products (B)goods (C)money (D)relations

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- 27 Hornby suggests that a businessman needs to communicate with other _____.
- (A)people (B)areas (C)businessmen (D)industrialists
- 28 A businessman need not call in his shorthand typist when he wants to dictate _____.
- (A)speech (B)others (C)terms (D)letters
- 29 A sheet of paper coated with wax is put into the _____.
- (A)machine (B)typewriter (C)Computer set (D)printer
- 30 Sharmila Ganesan states that a brush, a bucket and a/an _____ came together.
- (A)film (B)idea (C)effigy (D)broom
- 31 What is "When Ideas Make Money"?
- (A)An essay (B)A story (C)An article (D)A speech
- 32 The Andheri resident would get calls from all corners of _____.
- (A)Mumbai (B)India (C)world (D)earth
- 33 Which business does Sandeep own?
- (A)Book Stall (B)Medical Stores (C)The Shoe Laundry (D)Fruits
- 34 Sandeep has tied up even with Reebok and _____ for after-sales services.
- (A)Puma (B)Adidas (C)Nike (D)Skechers
- 35 Suhag Khemlani from Bangalore has a business called _____.
- (A)cleaning house (B)cleaning toilets (C)cleaning floor (D)cleaning windows
- 36 How old is Wasiff Khan according to Sharmila Ganesan?
- (A)30 years (B)25 years (C)27 years (D)22 years
- 37 In which subject did Sudha Murty want to complete her doctorate?
- (A)Computer Science (B)Physics (C)Chemistry (D)Biology
- 38 Which country offered scholarships to Sudha Murty?
- (A)England (B)Germany (C)the US (D)Japan
- 39 The name of Telco is _____ now.
- (A)Tata Sons (B)Tata Motors (C)Tata Capital (D)Tata
- 40 The advertisement had its bottom line as _____.
- (A)everyone can apply (B)everyone can apply (C)everybody can apply (D)anyone can apply
- 41 To whom did Sudha Murty address her letter of disappointment?
- (A)Ratanlal Tata (B)JRD Tata (C)Dadabhooy Tata (D)D. Tata
- 42 Sudha Murty was up against _____.
- (A)Social discrimination (B)economic discrimination (C)political discrimination (D)gender discrimination
- 43 Why did Sudha Murty go to Pune ?
- (A)for the interview (B)for shopping (C)for education (D)for pleasure
- 44 Sudha Murty was from _____.
- (A)Bangalore (B)Chennai (C)Mumbai (D)Hubli
- 45 What does appro mean in Gujarati ?
- (A)their (B)your (C)our (D)near
- 46 "The Man Who E-mailed the World" is a/an _____ of an Indian entrepreneur.
- (A)advertisement (B)success story (C)suspense story (D)useless story
- 47 How old was Sabeer Bhatia ?
- (A)15 years (B)22 years (C)25 years (D)19 years
- 48 Which university was Bhatia a graduate from?
- (A)University of California (B)Harvard University (C)Stanford University (D)Princeton University
- 49 What is the name of the company Bhatia and Smith launched?
- (A)Hotmail (B)McDonald (C)Apple Computer (D)Wipro
- 50 Which company wanted to buy Hotmail?
- (A)Apple (B)Microsoft (C)Samsung (D)LG
- 51 Which post did Bhatia hold?
- (A)Top Executive (B)CEO (C)Director (D)Manager
- 52 A simple sentence contains _____.
- (A)subject only (B)verb only (C)verb and object (D)subject and predicate
- 53 "I entered the room and switched on my computer set" is a type of _____.
- (A)simple sentence (B)compound sentence (C)complex sentence (D)exclamatory sentence
- 54 A full stop is used to put an end to a _____ in general.
- (A)sentence (B)book (C)word (D)letter
- 55 A comma is used to break a _____.
- (A)Word (B)paragraph (C)sentence (D)paragraph

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56 The exclamatory mark is used at the end of a/an _____.

- (A)question (B)interjection (C)simple sentence (D)word

57 'Tell me what is right' is a type of _____ sentence.

- (A)exclamatory (B)interrogative (C)imperative (D)complex

58 Every first word of every sentence begins with _____ letter(s).

- (A)small (B)capital (C)all capital (D)all small

59 a subordinate clause consists of _____.

- (A)a single sentence (B)more than one sentence (C)a single word (D)two words

60 A question mark is used to indicate _____.

- (A)interrogation (B)request (C)surprise (D)warning