

Time: One Hour

Max. Marks: 50

Instructions

- solve any 25 questions Q1 to Q30
- solve any 25 questions Q30 to Q60

- 1 _____ is the appropriate word for the beginning of the writing of the appointment letter
 (A)We are happy (B)We feel proud (C)Congratulations! Welcome (D)None of the above
- 2 In appointment letter writer should highlight theof the interviewer
 (A)achievements (B)habits (C)sentiments (D)feelings
- 3 The writer of the appointment letter should offer _____ like environment to the interviewer
 (A)college (B)family (C)office (D)restaurant
- 4 In the advertisement the offer to the customer should be _____
 (A)exciting (B)frustrating (C)disappointing (D)challenging
- 5 By reading the offer in the advertisement the customer should make _____ to purchase
 (A)delay (B)hurry (C)both (D)none of them
- 6 Language of the letter should _____
 (A)generate interest of the reader (B)appeal to the reader's pride (C)try to include the reader in the process (D)All the above
- 7 In the complaint letter the complainer expects to _____ the problem
 (A)extend (B)keep (C)solve (D)increase
- 8 In answering the complaint letter, it should begin with _____
 (A)I am extremely happy (B)I am extremely sorry (C)I am extremely fine (D)I am extremely confused
- 9 In the letter to deal with complaints, the writer should _____ first
 (A)angry (B)apologize (C)hate (D)regret
- 10 In the complaint letter the customer is anxious to know _____ in response to his/her complaint
 (A)what action has been taken (B)are they thanks (C)are they apologize (D)none of them
- 11 Agenda is _____
 (A)list of items to be attended in the meeting (B)list of food items on menu card (C)list of items should be purchased from market (D)none of them
- 12 Is meeting will be well planned without agenda?
 (A)Yes (B)No (C)Both are possible (D)Don't know
- 13 Proper schedule of any meeting should be within _____
 (A)2 to 2 1/2 (B)5 hours (C)10 hours (D)none of them
- 14 _____ are important to write 'minutes of meeting'
 (A)Notes (B)Agenda of the meeting (C)only A (D)Both A and B
- 15 Minutes of meeting is a _____ Of meeting
 (A)agenda (B)Record (C)Both A and B (D)None of them
- 16 _____ tense should be used in writing 'minutes of meeting'
 (A)Present (B)Past (C)Future (D)Present continues
- 17 Which tool should be used in writing minutes of meeting?
 (A)laptop (B)tape recorder (C)pen and paper (D)all the above
- 18 Minutes of meeting should be ready before the _____ Of meeting
 (A)beginning (B)middle (C)end (D)none of them
- 19 Resume is a _____ of an employee
 (A)sales document (B)life story (C)career obituary (D)confession
- 20 Resume is a _____ document
 (A)fake (B)honest (C)property (D)medical
- 21 Resume is a _____ stage in the selection process
 (A)last (B)middle (C)first (D)none of them
- 22 Resume should be _____ to the job role
 (A)divergence (B)relevant (C)Irrelevant (D)none of them
- 23 Resume should start with _____ information
 (A)personal (B)educational (C)references (D)skills
- 24 Resume should be within _____
 (A)1 or 2 pages (B)information in bullet form (C)precise and interesting (D)All of them
- 25 In resume mention your _____ to demonstrate your leadership quality
 (A)hobbies (B)skills (C)education (D)none of them

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- 26 The author of the prose 'On the Education of the Man of Business' is _____
(A) Arthur Helps (B) James Joyce (C) H.G. Wells (D) R.L. Stevenson
- 27 According to the prose 'On the Education of the Man of Business' essential quality for a man of business is _____
(A) deceptive nature (B) cruel nature (C) moral nature (D) crafty nature
- 28 According to the author of the prose 'On the Education of the Man of Business' the man of business should form _____
(A) manners (B) principles (C) hobbies (D) none of them
- 29 The man of business should learn _____
(A) arrange and express what he knows (B) cultivate fluency in writing (C) fix attention in details (D) All the above
- 30 Man of business should have _____
(A) patient temperament (B) disciplined imagination (C) deep sense of responsibility (D) All the above
- 31 The author of 'In the Office' is _____
(A) Somerset Maugham (B) Virginia Woolf (C) AS Hornby (D) T.S. Eliot
- 32 According to the author of 'In the Office' modern business is done chiefly in _____
(A) shop (B) market (C) office (D) none of them
- 33 According to the author of 'In the Office' one businessman needs to _____ with other businessman.
(A) communicate (B) fight (C) quarrel (D) play
- 34 In the prose 'In the Office' author gives a brief overview of _____
(A) work procedure (B) tools of communication (C) both (D) none of them
- 35 The author of 'When Ideas make Money' is _____
(A) R.K. Narayan (B) Sharmila Ganesan (C) M.R. Anand (D) R. K. Laxman
- 36 The prose 'When Ideas make Money' is an article written for the newspaper _____
(A) Lokshatta (B) Economic Times (C) The Hindu (D) Times of India
- 37 In 'When Ideas make Money' the successful businessmen started their business on _____
(A) finance (B) rent (C) unworkable ideas (D) debt
- 38 In 'When Ideas make Money' the successful businessmen were _____
(A) established businessmen (B) bankrupt (C) corrupt (D) ordinary individuals
- 39 In 'When Ideas make Money' all the businessmen become successful because they were _____
(A) corrupt (B) dared to dream big and hard work (C) help to others (D) none of them
- 40 The author of 'When Ideas make Money' gave importance to _____ in the field of business.
(A) innovation (B) discovery (C) support (D) experience
- 41 Sandeep Gajakas had started business of _____
(A) crockery (B) the shoe laundry (C) electronics (D) selling dogs
- 42 Suhag Khemlani's business was _____
(A) cleaning windows (B) bakery (C) housekeeping (D) none of them
- 43 The title of Wasif Khan's company is _____
(A) Care and Taker (B) Homemade (C) Home-care (D) Packers and Movers
- 44 Wasiff Khan supplies fresh food for _____
(A) dogs (B) elephants (C) goats (D) cats
- 45 The Spiderwoman Khemlani cleaned facade of _____
(A) Taj in Mumbai (B) Burj Khalifa in Dubai (C) BBC building in London (D) Shanghai Tower
- 46 The author of the 'Appro JRD' is _____
(A) Sudha Murty (B) Narayan Murty (C) R.K. Laxman (D) Raja rao
- 47 In 1974, the author of the 'Appro JRD', was taking education in _____ IISc
(A) Mumbai (B) Chennai (C) Bangalore (D) Hyderabad
- 48 The author of the 'Appro JRD', was taking education of _____
(A) Medicine (B) Computer (C) Fine Arts (D) Architect
- 49 In 'Appro JRD' the advertise of the recruitment was of _____ company
(A) Hindustan Antibiotics (B) Bajaj (C) Telco (D) Graware
- 50 After reading the advertisement of job the author of the 'Appro JRD' disappointed to _____
(A) gender discrimination (B) less vacancy (C) far job place (D) high qualification
- 51 The author of the 'Appro JRD' wrote letter to _____
(A) JRD Tata (B) Ratan Tata (C) Narayan Murty (D) Azim Premji
- 52 The author of the 'Appro JRD' was gone to _____ for interview
(A) Nagpur (B) Bangalore (C) Pune (D) Mumbai
- 53 The author of the prose 'The Man Who Emailed the World' is _____
(A) AS Hornby (B) Po Bronson (C) Sudha Murty (D) T.S. Eliot
- 54 'The Man Who Emailed the World' is a story of _____ Indian base American entrepreneurs.
(A) Sandeep Gajakas (B) Sabeer Bhatia (C) Narayan Murty (D) Jack Smith
- 55 On July4, 1996 Bhatiya and Smith launched their company called _____

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- (A)Yahoo (B)Gmail (C)Hotmail (D)Microsoft
- 56 In the noun clause, the verb in the main clause is ____
- (A)intransitive (B)transitive (C)auxiliary (D)none of them
- 57 Subordinate clause is also called as ____
- (A)main clause (B)independent clause (C)dependent clause (D)none of them
- 58 Clause must have ____
- (A)subject and predicate (B)adjective and adverb (C)noun and pronoun (D)conjunction and preposition
- 59 Full stop is a ____ in the sentence.
- (A)short pause (B)long pause (C)no pause (D)none of them
- 60 Colon signs as ____
- (A): (B), (C); (D)!