

Test Series: Employability Skills – 16 Feb |

Curated by Skill Veda

Success begins with a single step, and you've already taken many! 🚀

To all the amazing learners who have supported SkillVeda, your dedication and passion inspire us every day. Remember, **skills shape success, and learning never stops!** Keep pushing forward, keep growing, and let's conquer new heights together!

🔥 Believe, Learn, Achieve! 🔥

Let me know if you want any tweaks! 😊

1. Short Answer Questions:

1. How does knowing multiple languages contribute to better communication and career opportunities? Provide at least two benefits with examples.
 2. Define a **concise statement** and provide an example to illustrate its meaning.
 3. Communication should be clear, concise, and _____. Fill in the blank and explain its importance in effective communication.
 4. We listen to obtain information, understand, enjoy, learn, and build relationships. Additionally, we also listen to _____. Fill in the blank and explain how listening helps in resolving it.
 5. Can feedback be both positive and negative? Explain with examples how each type of feedback contributes to effective communication.
 6. What is the difference between **understanding** and **evaluating** in active listening? Provide an example to illustrate both stages.
 7. Expand the acronym **RESPECT** used in active listening and explain each component briefly.
 8. What are 'supporting parts of speech,' and how do they help in connecting words, phrases, clauses, or sentences? Provide two examples.
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2. Fill in the Blanks:

1. You may have developed _____ or _____ based on past experiences and interactions.
2. Avoid developing _____ and be _____ in your approach when interacting with others.
3. In any language, _____ are the categories of words based on their function within a sentence and serve as the 'building blocks' of a language.

4. **MINTS** is a set of simple rules that help you to capitalise words correctly. **(True/False)**
 5. These sentences show an order, command, request, or advice. They can end with a _____ or an _____.
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3. Multiple Choice Questions (MCQs):

1. **Which of the following is a punctuation mark?**
 - (a) Bracket
 - (b) Noun
 - (c) Adjective
 - (d) Verb
 2. **Which of the following statements about punctuation marks is incorrect?**
 - (a) A colon (:) is used to introduce a list or explanation.
 - (b) A semicolon (;) is used to connect closely related independent clauses.
 - (c) An ellipsis (...) is used to indicate a missing word or trailing thought.
 - (d) A hyphen (-) and a dash (—) serve the same grammatical purpose.
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4. Match the Following:

Sentence	Sentence Type
1. Where is my I-card?	(a) Exclamatory
2. My arms ache from planting those saplings!	(b) Imperative
3. Reading mythology will make you more aware.	(c) Declarative
4. Come with us right now.	(d) Interrogative
5. No way! I don't want a tattoo!	(e) Exclamatory
6. Get out of the bed immediately!	(f) Imperative

1. Short Answer Questions:

1. Define **stress** and explain its impact on an individual's well-being with an example.
2. List the **three steps** for practicing self-awareness and briefly explain each.

3. What are the **Big Five Factors** of the **Five Factor Model (FFM)** of personality? List and briefly explain each factor.
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2. Fill in the Blanks:

1. Similarly, _____, which is a mental attitude reflecting a belief or hope, can lead to positive and desirable outcomes.
 2. People who have difficulty in meeting others and worry too much about things show signs of _____.
-

3. Multiple Choice Questions (MCQs):

1. **The statement:** "Incentives related to the motive or goal can satisfy one's needs." **refers to which type of motivation?**

(a) Intrinsic Motivation
(b) Extrinsic Motivation
(c) Self-Motivation
(d) Social Motivation
2. **True/False:**

Realistic goals are important because setting unattainable goals can damage our sense of self-efficacy. Goals must always be realistically attainable. (True/False)

4. Match the Following (Cluster-Based Personality Disorders):

Personality Disorder	Cluster Type
1. Paranoid Personality Disorder	(a) Emotional and Impulsive
2. Schizoid Personality Disorder	(b) Anxious
3. Schizotypal Personality Disorder	(c) Suspicious
4. Antisocial Personality Disorder	(d) Emotional and Impulsive
5. Borderline Personality Disorder	(e) Emotional and Impulsive

6. Histrionic Personality Disorder (f) Emotional and Impulsive
7. Narcissistic Personality Disorder (g) Emotional and Impulsive
8. Avoidant Personality Disorder (h) Anxious
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1. Short Answer Questions:

1. Define **Spreadsheet Software** and explain two of its key uses in data management.
 2. What are **two advantages** of using Presentation Software in professional settings?
 3. Explain the **difference between "Save" and "Save As" functions** in a computer application.
 4. What are some **basic operations** that can be performed in a spreadsheet? Provide at least three examples.
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2. Fill in the Blanks:

1. A _____ is a software used to store, organize, and analyze data in a tabular format.
 2. _____ is used to create and deliver visually appealing slideshows for presentations.
 3. The shortcut key **Ctrl + S** is used to _____ a document.
 4. _____ is the process of arranging data in a specific order based on a particular criterion in spreadsheet software.
 5. A _____ is a collection of data stored electronically, which can be organized, edited, and retrieved easily.
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3. Multiple Choice Questions (MCQs):

1. **Which of the following is NOT a feature of a spreadsheet software?**
 - (a) Data Sorting
 - (b) Creating Animations
 - (c) Formula Calculations
 - (d) Data Filtering
2. **Which file format is commonly used to save a presentation in Microsoft PowerPoint?**
 - (a) .xls
 - (b) .pptx
 - (c) .txt

(d) .doc

3. Which shortcut key is used to create a new document in most applications?

- (a) Ctrl + N
- (b) Ctrl + S
- (c) Ctrl + P
- (d) Ctrl + O

4. What is the purpose of "Sorting" in a spreadsheet?

- (a) To delete duplicate data
- (b) To arrange data in ascending or descending order
- (c) To filter unnecessary information
- (d) To perform complex calculations

5. Which of the following software is NOT used for spreadsheet processing?

- (a) Microsoft Excel
- (b) Google Sheets
- (c) LibreOffice Calc
- (d) Adobe Photoshop

4. Match the Following:

Function	Description
1. Ctrl + P	(a) Saves the document
2. Ctrl + X	(b) Prints the document
3. Ctrl + C	(c) Cuts the selected text
4. Ctrl + V	(d) Copies the selected text
5. Ctrl + S	(e) Pastes the copied/cut content

1. Short Answer Questions:

1. What is the purpose of **Farmer Producer Organizations (FPOs)**, and how do they help **small and marginal farmers** in reducing agricultural risks?

2. Identify the **council** that has been set up by the **Ministry of Skill Development and Entrepreneurship** to develop competencies in **renewable energy, sustainable development, and waste management**.
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2. Fill in the Blanks:

1. The total **forest and tree cover** is _____ percent of the country's geographical area.
 2. _____ is a range of cells that are selected.
 3. _____ refers to the vertical arrangement of cells.
 4. _____ refers to the ability to do something well.
 5. _____ refers to the ability to make the right decisions at the right time.
 6. The _____ is a premier organization under the **Ministry of Skill Development and Entrepreneurship, Government of India**, engaged in training, consultancy, and research to promote entrepreneurship and skill development.
 7. Management gurus define an _____ as a person who has a vision and generates an action plan to achieve it.
 8. Without _____, no communication is complete.
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3. Multiple Choice Questions (MCQs):

1. **Which of the following is NOT considered a common environmental factor affecting entrepreneurship?**
 - (a) Lack of adequate resources or raw material
 - (b) Non-availability of skilled labor
 - (c) Abundance of financial and infrastructural support
 - (d) Lack of requisite machinery and other infrastructure
 2. **The statement: "Incentives related to the motive or goal can satisfy one's needs." refers to which type of motivation?**
 - (a) Intrinsic Motivation
 - (b) Extrinsic Motivation
 - (c) Self-Motivation
 - (d) Social Motivation
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4. Identify the Speaker/Scheme/Term:

1. **Who defined entrepreneurship as** "A purposeful activity to initiate, maintain, and aggrandise profit-oriented business"?

2. **Who is the founder of Facebook?**
3. **What do you call a person who takes over the business or functioning of an enterprise but is NOT a first-generation entrepreneur?**
4. **Identify the scheme under which new startups in India can avail regulatory and tax benefits, capital gain exemption, and access to government funding if they fulfill the criteria.**

5. Match the Following (Competencies and Attitudes - Page 98)

Competency/Attitude	Description
1. Initiative	(a) Ability to take responsibility for decisions
2. Creativity	(b) Willingness to take calculated risks
3. Risk-taking Ability	(c) Generating new and innovative ideas
4. Problem-solving	(d) Identifying and resolving challenges efficiently
5. Self-confidence	(e) Taking proactive steps without waiting for instructions

Answer Key for the Employability Skills Test:

1. Short Answer Questions (Answers may vary but should cover these points):

1. **Knowing multiple languages** enhances communication with a diverse audience, improves job prospects in multinational companies, and fosters cultural understanding. (Example: A bilingual customer service executive can assist a wider range of customers.)
2. A **concise statement** conveys information clearly and briefly. Example: "The meeting starts at 10 AM."
3. Communication should be clear, concise, and **accurate** to ensure the correct message is delivered.
4. We listen to obtain information, understand, enjoy, learn, and build relationships. Additionally, we also listen to **resolve conflicts**, helping in better decision-making and understanding perspectives.
5. **Yes, feedback can be both positive and negative.** Positive feedback motivates improvement, while negative feedback, when constructive, helps identify areas for

development. (Example: "Great job on the project!" vs. "Next time, improve time management.")

6. **Understanding** in active listening means comprehending the message, whereas **evaluating** involves analyzing its credibility. (Example: Understanding: "He said the deadline is tomorrow." Evaluating: "Is this deadline realistic based on workload?")
 7. **RESPECT Acronym:**
 - **R:** Remove distractions
 - **E:** Eye contact
 - **S:** Show active listening
 - **P:** Pay attention
 - **E:** Empathize
 - **C:** Clarify doubts
 - **T:** Tune yourself to the speaker's timing
 8. **Supporting parts of speech** help in linking words, phrases, or clauses (Examples: **Conjunctions** like "and," "but," **Prepositions** like "in," "on").
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2. Fill in the Blanks:

1. You may have developed **biases** or **prejudices** based on past experiences and interactions.
 2. Avoid developing **biases** and be **objective** in your approach when interacting with others.
 3. In any language, **parts of speech** are the categories of words based on their function within a sentence and serve as the 'building blocks' of a language.
 4. **True** (MINTS is a set of simple rules that help capitalize words correctly.)
 5. These sentences show an order, command, request, or advice. They can end with a **full stop** or an **exclamation mark**.
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3. Multiple Choice Questions (MCQs):

1. Which of the following is a punctuation mark?
(a) Bracket ✓
 2. Which of the following statements about punctuation marks is incorrect?
(d) A hyphen (-) and a dash (—) serve the same grammatical purpose. ✓
-

4. Match the Following (Sentences & Sentence Types):

Sentence

Sentence Type

- | | |
|--|---------------------|
| 1. Where is my I-card? | (d) Interrogative ✓ |
| 2. My arms ache from planting those saplings! | (a) Exclamatory ✓ |
| 3. Reading mythology will make you more aware. | (c) Declarative ✓ |
| 4. Come with us right now. | (f) Imperative ✓ |
| 5. No way! I don't want a tattoo! | (e) Exclamatory ✓ |
| 6. Get out of the bed immediately! | (b) Imperative ✓ |
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5. Short Answer Questions (Self-Management):

1. **Stress** is a state of emotional or physical tension caused by challenging situations. It can affect productivity and well-being. (Example: Exam stress can reduce concentration.)
 2. **Three Steps to Practicing Self-Awareness:**
 - Identify emotions
 - Track feelings and responses
 - Expand awareness beyond emotions
 3. **Big Five Personality Factors:**
 - **Openness** (Creativity, curiosity)
 - **Conscientiousness** (Discipline, organization)
 - **Extraversion** (Outgoing, social)
 - **Agreeableness** (Kind, cooperative)
 - **Neuroticism** (Anxiety, emotional instability)
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6. Fill in the Blanks (Self-Management):

1. Similarly, **optimism**, which is a mental attitude reflecting a belief or hope, can lead to positive and desirable outcomes.
 2. People who have difficulty in meeting others and worry too much about things show signs of **neuroticism**.
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7. MCQs (Self-Management):

1. The statement: "Incentives related to the motive or goal can satisfy one's needs." refers to which type of motivation?
(b) Extrinsic Motivation ✓
 2. True/False: Realistic goals are important because setting unattainable goals can damage self-efficacy.
True ✓
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8. Match the Following (Cluster-Based Personality Disorders):

Personality Disorder	Cluster Type
1. Paranoid Personality Disorder	(c) Suspicious ✓
2. Schizoid Personality Disorder	(c) Suspicious ✓
3. Schizotypal Personality Disorder	(c) Suspicious ✓
4. Antisocial Personality Disorder	(d) Emotional ✓
5. Borderline Personality Disorder	(e) Emotional ✓
6. Histrionic Personality Disorder	(f) Emotional ✓
7. Narcissistic Personality Disorder	(g) Emotional ✓
8. Avoidant Personality Disorder	(h) Anxious ✓

9. Short Answer Questions (ICT):

1. **Spreadsheet Software** is used to store, organize, and analyze data. It helps in calculations and data visualization.
 2. **Two advantages of Presentation Software:** Engages audience visually, simplifies complex ideas.
 3. **"Save" vs. "Save As":** "Save" updates the current file, "Save As" creates a new file with a different name/location.
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10. Fill in the Blanks (ICT):

1. A **spreadsheet** is a software used to store, organize, and analyze data in a tabular format.
 2. **Presentation software** is used to create and deliver visually appealing slideshows.
 3. The shortcut key **Ctrl + S** is used to **save** a document.
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11. MCQs (ICT):

1. Which of the following is NOT a feature of a spreadsheet?
(b) Creating Animations ✓
 2. Which file format is commonly used to save a PowerPoint presentation?
(b) .pptx ✓
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12. Match the Following (ICT Shortcut Keys):

Function	Description
1. Ctrl + P	(b) Prints document ✓
2. Ctrl + X	(c) Cuts text ✓
3. Ctrl + C	(d) Copies text ✓
4. Ctrl + V	(e) Pastes text ✓
5. Ctrl + S	(a) Saves document ✓

13. Identify the Speaker/Scheme/Term:

1. Who defined entrepreneurship as "A purposeful activity to initiate, maintain, and aggrandise profit-oriented business"?
Answer: Cole ✓
 2. Who is the founder of Facebook?
Answer: Mark Zuckerberg ✓
 3. What is the scheme for startups in India offering tax benefits and funding access?
Answer: Startup India Scheme ✓
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