

QUESTIONS
ENGLISH OPEN COURSE
ENGLISH FOR CAREERS

1. A resume should focus on.....
A) Employability B) Education
B) Experience D) Personality
2. Covering letter is always attached to a
A) Book B) Certificate C) Resume D) Experience certificate
3. In a covering letter which comes first?
A) Senders Address B) Receivers Address C) Place D) Date
4. Among the following which one is a topic for case based group discussion?
A) Reservation in Jobs B) Literacy programmers in India
B) Obama's Visit to India D) A Story
5. Which is not a task building role in a GD?
A) Initiating B) Challenging C) Criticizing D) Clarifying
6. Which is a group building task
A) Synthesing B) Summerising C) Complimenting D) Explaining
7. Which is not a skill for GD?
A) Communication Skills B) Interpersonal Skills
B) Leadership Skills D) Intrapersonal Skills
8. What is proxemics?
A) Spacial Language B) Body Language C) Facial Expression D) Gestures
9. Who developed the term Kinesics?
A) Edward T Hall B) Birdwhistell C) Saussure D) Chomsky
10. Para language refers to.....
A) Pitch, tone and rhythm B) Physical context
B) Gestures D) Body movements
11. Aural communication refers to communication through.....
A) Symbols B) sense of hearing C) words D) technology
12. In a letter, words like 'Dear Mr John' are called
A) Greeting B) Introduction C) Adress D) Salutation
13. Which is not advisable in filling up application forms?

- A) Use of dummy forms B) Use of block letters
B) Copying from a friend D) Filling in of dates
14. A session in a presentation where participants get to know each other is called
A) Dynamism B) Brainstorming C) Ice Breaker D) House warming session
15. In an interview, it is not advisable not to
A) Look into the eyes of the interviewer B) lean back on your arm chair
B) Ask direct questions about your salary D) Greet people openly
16. A group discussion is meant to find out
A) Ability to be a team player B) ability to lead the group
C) Ability to co ordinate D) All the above
17. My mother is reading..... news paper
B) Today's B) this day's C) A today's D) the today's
18. She looks..... than she is.
C) More young B) Very younger C) Much younger D) Most younger
19. I sawof my friends.
A) No B) None C) Nobody D) No one
20. Study hard,....you will fail the test.
A) Or B) And C) Unless D) If
21. Ito football team.
A) Am belonging B) belong C) belonging D) am belonged
22. We will go out to dinner.....Friday night.
A) At B) In C) On D) with
23. Which is not an essential for a cv?
A) Education B) Experience C) Hobbies D) Reference
24. Among the following which is not a type of formal interview?
A) Face to face interview B) Telephone interview
C) Video conferencing D) Mock interview
25. Choose the correctly spelt word
A) Confession B) confesion C) conffesion D) conffession

26. In a presentation of thirty minutes the ideal time that can be allotted for introduction is.....
- A) 3 minutes B) 5 minutes C) 7 minutes D) 4 minutes
27. Choose a word which is quite opposite to the meaning of the word anomaly.
- A) Perturbation B) irregularity C) regularity D) swerve
28. Among the following which is an ideal structure of a presentation
- A) Introduction, body, conclusion, question and answers
B) Introduction, body, question and answers conclusion
C) Introduction, question and answers, body, conclusion
D) Introduction, body, conclusion
29. He made the payment cash
- A) in B) by C) with D) on
30. In the SEEI steps of problem solving S stands for
- A) Solving B) Statement of the problem C) solution to the problem D) Standard
31.is not a part of front office.
- A) Night auditor B) Reservation agent C) Front desk agent D) Captain
32. Team building is not for.....
- A) Improving communication B) Motivating a team
C) Improving profit D) improving team productivity
33. In a group discussion, it is advisable to
- A) address your co- participants by their name
B) talk out of turn C) rebut all criticisms
D) Grab as much verbal space as possible

34. Chose a word which is synonymous to the word hesitate.

A) Stumble B) refuse C) protect D) hostile

35. Which of the following is not a step in a seminar presentation?

A) Slide show. B) Dictating notes C) Video Screening D) Graphic presentation

36. An interview which can be done from a faraway place is called.

A) Personal interview B) Video conferencing

C) Face to face interview D) None of the above

37. We adopt selective reading when

A) We read a news paper B) We read a document

C) We read a thesis D) None of these

38. Which of the following will produce a gap in communication?

A) Homogenous cultures B) Standard accents

C) Heterogeneous cultures D) Appropriate use of language

39. Which of the following is not an essential factor of communication?

A) Sender B) Message C) Receiver D) Response

40. Inter personal communication is ...

A) Communication between people

B) Communication within an individual

C) Communication between human beings and non- human beings

D) Communication in different levels

41. Identify correctly spelt word.

A) easthetics B) easethetics C) aesthetics D) easethatics

42. Identify correctly spelt word

A) Aggravate B) Agravate C) Aggravete D) Agravete

43. Identify correctly spelt word

A) Embarrass B) Embaras C) Embarras D) Embarrass

44. Identify correctly spelt word

A) Guarantee B) Guarentee C) Garentee D) Guarantee

45. Choose a word which is quite opposite to the word abundant.

A) Rich B) Bountiful C) Scarce D) Plenty

46. Choose a word which means opposite to the word irritant

A) Nuisance B) trouble C) bother D) happiness

47. He stepped.....the car.

A) out of B) in C) out D) to

48. The accident did not cause much damagemy car

A) on B) to C) in D) with

49. Marydrink orange juice than a cold drink

A) would B) would rather C) had rather D) might

50. You.....attend the class before they issue you a warning.

A) should B) had better C) must D) need to

