

Choose the correct Preposition in the sentence :

6. We arrived in this City thirty years _____
 a) ago b) before c) by d) away

Choose the correct Preposition :

7. Though whatever happened was unavoidable, we are sorry _____ the inconvenience it may have caused you.
 a) from b) with c) for d) to
8. What are the features of Report writing?
 a) Its written with a specific purpose b) It includes detailed information
 c) It does not contain recommendations d) They are written casually
9. Front matter of Report writing consists of
 a) Introduction b) Title Page c) Acknowledgement d) Both B & C
10. Which among the following is a Routine Report?
 a) Inventory Reports b) Inspection Reports c) Memo Reports d) Both A & B
11. Is Proposal writing and Business plan one and the same?
 a) Yes b) No c) Might be d) None of the above
12. What are the methods of data collection in Report writing?
 a) Personal observation b) Mail Questionnaire
 c) Internet d) A & B
13. Solicited Proposals are
 a) Sales Proposal b) Uninvited Proposal
 c) Proposed Proposal d) Invited Proposal
14. Written Reports are :
 a) Informal in Nature b) Ephemeral in Nature
 c) More accurate and reliable d) Easy for the speaker
15. Structure of Proposal includes :
 a) Front matter, Main body & Back matter b) Introduction, Main body & Conclusion
 c) Background, Technical section and Summary
 d) Prefatory, Main Body and Supplementary.
16. Will cost estimate be included in a Proposal
 a) Yes b) No c) May Be d) None of the above

Choose the correct form of Active / Passive voice of the given sentence :

17. I cannot accept your offer
 a) Your offer cannot be accepted by me b) I cannot be accepted by your offer
 c) The offer cannot be accepted by me d) Your offer cannot be accepted

Choose the correct form of Reported Speech for the sentence :

18. Suresh asked, 'How long will it take to travel from Pune to Goa'?
- Suresh asked how long it will take to travel from Pune to Goa.
 - Suresh asked how long would it take to travel from Pune to Goa.
 - Suresh asked how long it would take to travel from Pune to Goa.
 - Suresh was asking how long it will take hi, to travel from Pune to Goa.

Choose the correct form of Reported Speech for the sentence :

19. The sage said, "God helps those who helps themselves".
- The sage said that God helps those who helps themselves.
 - The sage said that God helped those who helped themselves.
 - The sage said that God helps those who helped themselves.
 - The sage said that God helped those who help themselves.

Choose correct form of Active / Passive voice for the sentence :

20. You need to clean your shoes properly.
- Your shoes are needed to clean properly
 - You are needed to clean your shoes properly
 - Your shoes need to be cleaned properly
 - Your shoes are needed by you to clean properly.
21. **Choose the part of sentence in which grammatical error is noticed :**
- Everyone knows
 - That the leopards are
 - faster
 - of all animals
22. Choose the part of sentence in which grammatical error is noticed :
- Ever since the Government
 - announced its new policy
 - the private institutions had
 - run into heavy weather
23. Choose the part of sentence in which grammatical error is noticed :
- I believe that
 - next time when you
 - will be coming to Mumbai
 - you will bring my book

Choose the pair of word/phrase from the options given that best describe the relationship to that of the given pair :

24. LIGHT : BLIND
- speech : dumb
 - language : deaf
 - tongue : sound
 - voice : vibration

Complete the analogous pair :

25. _____ as piano is to play.
- cobbler is to needle
 - kitchen is to pen
 - book is to read
 - Carpenter is to shovel.

Complete the analogous pair :

26. Helmet is to head as _____
- Open is to up
 - Mask is to face
 - positive is to credit
 - negative is to debit

Choose the appropriate option :

27. The childless couple visited the orphanage to _____ a child.
 a) adopt b) Adapt c) Oadopt d) Adapted

Choose the appropriate option :

28. You are quite right in saying so :
 a) Qiete b) Quiet c) Quite d) Queit

Fill in the blanks with appropriate verb that would complete the collection :

29. Abbreviations _____ space and hence they are common in newspaper headlines.
 a) catch b) save c) take d) use

Choose the correct options by maintaining correct subject – verb concord :

30. Which of the days _____ you the most?
 a) suit b) suits c) both A & B d) None of the above

The principle advantage in having a clear cut objective of business is that it does not derail ; the enterprise does not stray (1) _____ the direct route that it has set for (2) _____. Enterprises with well – defined objectives can conveniently undertake (3) _____ and follow long range development policies. Recognition of objectives (4) _____ the temptation to compromise long range objectives for short term gains and improves co-ordination in work and consistency in policy.

31. 1) a. from b. on c. along d. towards
 32. 2) a. others b. industry c. itself d. government
 33. 3) a. production b. research c. audit d. appraisal
 34. 4) a. invites b. defers c. shifts d. removes

Choose the correct option :

35. a) Linguistics is an interesting subject b) Linguistics are an interesting subject
 c) Both A & B d) None of the above

Choose the correct option :

36. a) Someone is knocking at the door, who could he be?
 b) Someone is knocking at the door, who could they be?
 c) Both A & B d) None of the above

Choose the correct option :

37. a) Some of them still feels that they both are at fault.
 b) Some of them still feel that they both are at fault.
 c) Both A & B d) None of the above

Read the following passage and answer the questions that follow :
[Q. No 61 – Q.No 65].

Many sociologists have argued that there is functional relationship between education and economic system. They point to the fact that mass formal education began in industrial society. They note that the expansion of the economics of industrial societies is accompanied by a corresponding expansion of their educational systems. They explain this correspondence in terms of the needs of industry for skilled and trained manpower, needs which are met by the educational system. Thus, the provision of mass elementary education in Britain in 1870 can be seen as a response to the needs of industry for a literate and numerate workforce at a time when industrial processes were becoming more complex and the demand for technical skills was steadily growing.

61. The industry needs a literate work – force because
- its expansion needs sound learning
 - it relies heavily on expertise
 - it promotes a competitive spirit
 - its operations need intricate technical knowledge.
62. The author argues that
- formal education can be traced to industrial society.
 - industrial society is responsible for expansion of education at mass level
 - industrial society gave rise to vocational education.
 - industrial society changed the pattern of education.
63. The observation of the sociologists are based on a study of
- the statistical data available in a historical context.
 - Economic system of the 19th century.
 - the co-relation between industry and education in a historical context.
 - growth of industry 19th century.
64. The sociologists referred to it in the passage say that the relationship between industry and elementary education was one.
- based on mutual need
 - based entirely on the need of the industry
 - based entirely on economic need
 - based on some inexplicable historical forces
65. By 'functional relationship' is meant
- a short – term relationship
 - practical and utilitarian relationship
 - temporary arrangement
 - close and unbreakable relationship
66. What are transitions in Paragraph writing?
- The sentences that express the main point, or idea, of a paragraph.
 - Reasons, examples and other details to support the main point of the paragraph
 - Signal words that increase the effectiveness of organizing support for each paragraph, using time order or listing order.
 - A series of sentences about one main idea, or point.

81. The vase _____ I bought in Walmart broke when I dropped it.
 a) who b) whose c) which d) where
82. The brides were much _____ than the grooms.
 a) young b) younger c) youngest d) None of these
83. The Ship _____ to the bottom of the sea.
 a) sank b) sink c) sinking d) sunking
84. It was pitch dark, however, there _____ a ray of light that came from the farmer's hut.
 a) was b) is c) can be d) could be
85. Terry _____ sleeps in the afternoon. He considers it a waste of time.
 a) usually b) often c) sometimes d) never
86. _____ I don't like this vegetable
 a) Uh ! b) Oh ! c) Ugh ! d) Whew !
87. The local team scored 3 goals _____ the first half of the match.
 a) at b) for c) in d) on
88. _____, you've got a chance you might as well make full use of it.
 a) As soon as b) Now that c) Although d) After
89. Interpersonal Communication :
 a) Entails communication with another person.
 b) denotes communication with one's self.
 c) is a process in which individuals connect with animals
 d) all of the above
90. What is true about body language?
 a) Its often considered the most 'honest' form of communication.
 b) It's the same in all culture.
 c) Most people don't pay attention to others body language.
 d) All of the above.
91. The tone of the Speaker should be
 a) loud b) clear c) low d) soft
92. Which of the qualities are important in Group discussion?
 a) Emotional stability b) Hostility c) Ignorance d) Aggressiveness
93. Facial expressions are a part of _____?
 a) Gestures b) Sign language
 c) Body language d) Verbal communication
94. The first objective in group discussion is to :
 a) catch the group's attention b) prove your superiority
 c) act as a self - appointed leader of the group
 d) create sub - group

95. How should you start to write email body?
a) state the point of discussion b) be courteous
c) write warm – up sentences d) Both B & C
96. What is the order of interview process?
A. Personal Interview B. Screening of Application
C. Aptitude test D. Group Discussion
a) d c a b b) b c d a c) c a d b d) a b c d
97. Why do they conduct Aptitude Round?
a) to understand your technical knowledge b) to understand your behavior
c) to understand your logical ability d) All of the above
98. How should you prepare successfully for your interview?
a) know the company profile b) know yourself – strengths / weakness
c) review common Interview questions d) All of the above
99. What is the most common form of condensation in Professional situations?
a) Summary b) Conclusion c) Para phrasing d) Precise writing
100. Content listening is also called as _____
a) Informative listening b) Empathetic listening
c) Appreciative listening d) Analytical listening.
