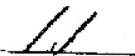
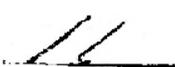


**ALL INDIA TRADE TEST - 2024 FOR CRAFTSMEN
TRAINING SCHEME (CTS)
Trade Name: Secretarial Practice (English)
Year: 1st Year**

Exam Date :
Exam Time :

Note:

1. Tick the correct option out of four alternatives provided
2. All questions carry equal marks (2 Marks each)
3. There is no negative marking

Sr. No.	Q ID	Question Body and Alternatives	Marks	Negative Marks
Trade Theory				
1	1	How many are the consonants according to Pitman's shorthand? A1 : 22 A2 : 24 A3 : 26 A4 : 28	2.0	0.00
Trade Theory				
2	2	What are consonants? A1 : Sounds produced when air escapes freely through the mouth A2 : Sounds produced with audible friction in mouth / throat passage A3 : Sounds produced with no audible friction A4 : Sounds produced with friction in throat passage	2.0	0.00
Trade Theory				
3	3	Which strokes are written upward? A1 : W/Y/R/L/G A2 : W/Y/R/L/H A3 : W/Y/M/L/H A4 : W/Y/R/Ch/H	2.0	0.00
Trade Theory				
4	4	Which joined strokes of Ray and Y is correct? A1 :  A2 : 	2.0	0.00

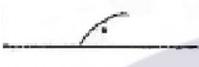
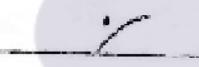
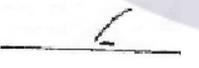
A3 : 

A4 : 

Trade Theory

5	5	<p>When is a vowel produced?</p> <p>A1 : When the mouth passage is closed</p> <p>A2 : When there is audible friction in the mouth passage</p> <p>A3 : When the mouth passage is open</p> <p>A4 : When the mouth passage is half open</p>	2.0	0.00
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Trade Theory

6	6	<p>Which option reads 'ail/ale'?</p> <p>A1 : </p> <p>A2 : </p> <p>A3 : </p> <p>A4 : </p>	2.0	0.00
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Trade Theory

7	7	<p>What are grammalogues?</p> <p>A1 : Shorthand characters for common words</p> <p>A2 : Frequently occurring words in language</p> <p>A3 : Commonly occurring words in language</p> <p>A4 : Frequently occurring words represented by single consonantal strokes</p>	2.0	0.00
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Trade Theory

8	8	<p>When is tick 'the' used?</p> <p>A1 : At the beginning of a phrase</p> <p>A2 : In the middle of a phrase</p> <p>A3 : At the end of a word/phrase</p> <p>A4 : At the beginning of a sentence</p>	2.0	0.00
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Trade Theory

9	9	<p>What are the uses of shorthand?</p>	2.0	0.00
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		<p>A1 : Helps in recording our thoughts quickly</p> <p>A2 : Helps in recording our thoughts accurately</p> <p>A3 : Helps in translating our thoughts</p> <p>A4 : Helps in quick and accurate recording of spoken words</p>		
Trade Theory				
10	10	<p>Which diphthong sign is abbreviated and joined to stroke N at the end?</p> <p>A1 : OW</p> <p>A2 : OI</p> <p>A3 : I</p> <p>A4 : U</p>	2.0	0.00
Trade Theory				
11	11	<p>How are logograms represented?</p> <p>A1 : By dots</p> <p>A2 : By dashes</p> <p>A3 : By small imaginary symbols</p> <p>A4 : By strokes</p>	2.0	0.00
Trade Theory				
12	12	<p>What is a diphthong?</p> <p>A1 : Diphthong is formed when two vowels in two syllables unite</p> <p>A2 : Diphthong is formed when two vowels unite in one syllable</p> <p>A3 : Diphthong is formed when two vowels occur side by side</p> <p>A4 : Diphthong is formed when three vowels occur together</p>	2.0	0.00
Trade Theory				
13	13	<p>What sign represents the sound 'ah'?</p> <p>A1 : Light dash in the first place</p> <p>A2 : Heavy dash in the first place</p> <p>A3 : Heavy dot in the first place</p> <p>A4 : Light dot in the first place</p>	2.0	0.00
Trade Theory				
14	14	<p>What is the chief aim of 'Secretarial Practice' trade?</p> <p>A1 : Welcoming visitors to office</p> <p>A2 : Making and receiving calls</p> <p>A3 : Typing letters and taking notes in shorthand</p>	2.0	0.00

A4 : Training in office processes and procedures

Trade Theory

15	15	What is the most important asset for a shorthand writer? A1 : Ability to write legible outlines A2 : Writing mechanically A3 : Inserting vowels A4 : Writing heavy strokes heavier	2.0	0.00
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Trade Theory

16	16	How many vowel places are there? A1 : 3 vowel places on left side of a stroke A2 : 3 vowel places above a stroke A3 : 3 vowel places below a stroke A4 : 3 vowel places on both sides of a stroke	2.0	0.00
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Trade Theory

17	17	Which sound does a light dash in the second place indicate? A1 : ö A2 : ő A3 : ű A4 : ā	2.0	0.00
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Trade Theory

18	18	Name the second place vowel. A1 : ah A2 : ě A3 : ö A4 : ō	2.0	0.00
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Trade Theory

19	19	What are the first place vowels? A1 : ā, ē, ō, ű A2 : ah, ă, aw, ő A3 : ōō, ă, ē, ĩ	2.0	0.00
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A4
: **ah, ě, ǎ, ā**

Trade Theory

20	20	What are the vowel places for Triphones? A1 : First and second place A2 : First place, second place and third place A3 : Second place and third place A4 : First place and third place	2.0	0.00
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Trade Theory

21	21	What is a following vowel? A1 : Vowel occurring before upstroke A2 : Vowel occurring above horizontal stroke A3 : Vowel occurring after upstroke /downstroke or below horizontal stroke A4 : Vowel occurring before downstroke	2.0	0.00
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Trade Theory

22	22	Can you represent capitals in shorthand, if so, when and how? A1 : By two short slanting ticks before a word A2 : By two short slanting ticks beneath a word A3 : At the beginning of every sentence A4 : Not necessary to represent capitals	2.0	0.00
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Trade Theory

23	23	Initial horizontal strokes are written on _____. A1 : I and II positions A2 : I and III positions A3 : II and III positions A4 : I, II and III positions	2.0	0.00
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Trade Theory

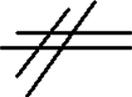
24	24	What are the common factors between 'chay' and ray? A1 : Both are written upward A2 : Makes 30° angle to horizontal strokes A3 : Both are light strokes A4 : Written with same direction	2.0	0.00
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Trade Theory

25	25	What is the standard size of a shorthand consonant/character?	2.0	0.00
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		A1 : 1 cm A2 : 1/2" A3 : 2/6" A4 : 2/3 of line space		
Trade Theory				
26	26	How the consonants are joined ? A1 : According to their direction A2 : According to their thickness and thinness A3 : According to their length A4 : According to their nature	2.0	0.00
Trade Theory				
27	27	How many long and short sounded vowels are there in Pitman Shorthand? A1 : 6 A2 : 12 A3 : 8 A4 : 4	2.0	0.00
Trade Theory				
28	28	Which vowel decides the position of writing first consonant? A1 : Any vowel in a word A2 : First sounded vowel A3 : Preceding vowel A4 : Following vowel	2.0	0.00
Trade Theory				
29	29	Which is the correct position of the word "Book"? A1 : Above the line A2 : On the line A3 : Through the line A4 : Below the line	2.0	0.00
Trade Theory				
30	30	How many positions are there for writing short forms? A1 : One A2 : Two A3 : Three	2.0	0.00

		A4 : Four		
Trade Theory				
31	31	Which outline is used to represent 'Colon' in shorthand? A1 : : A2 : x x A3 : x ' A4 : И	2.0	0.00
Trade Theory				
32	32	What is the name of first group of eight consonants? A1 : Continuants A2 : Nasals A3 : Explodents A4 : Aspirale	2.0	0.00
Trade Theory				
33	33	What is the use of small cross sign (x) at the end of sentence? A1 : Capital letter representation A2 : Dot sign representation A3 : Full stop representation A4 : Question mark representation	2.0	0.00
Trade Theory				
34	34	Which of the following sign is used to represent brackets in shorthand? A1 :  A2 :  A3 :  A4 : 	2.0	0.00
Trade Theory				
35	35	Which outline represents New paragraph in shorthand? A1 : 	2.0	0.00

		A2 :			
		A3 :			
		A4 :			
Trade Theory					
36	36	What is the Position/ Place for 'OW' diphthong?		2.0	0.00
		A1 : I			
		A2 : II			
		A3 : III			
		A4 : I & III			
Trade Theory					
37	37	How many diphthong signs are there in Pitman Shorthand?		2.0	0.00
		A1 : 2			
		A2 : 4			
		A3 : 6			
		A4 : 12			
Trade Theory					
38	38	What is the method of adding a consecutive vowel after a diphthong sign?		2.0	0.00
		A1 : By attaching small tick to diphthong sign			
		A2 : By placing dot near the diphthong sign			
		A3 : By placing dash near the diphthong sign			
		A4 : By omitting the vowel			
Trade Theory					
39	39	What type of shortform is used to represent the word "As"?		2.0	0.00
		A1 : Phraseogram			
		A2 : Grammalogue			
		A3 : Logogram			
		A4 : Contraction			
Trade Theory					
40	40	Which is one of the primary devices used to input data and commands?		2.0	0.00
		A1 : Mouse			

- A2 : Keypad
- A3 : Scanner
- A4 : Microphone

Trade Theory

41	41	Which computer application allows sending and receiving information? A1 : Robotics A2 : News A3 : Internet A4 : Telecommunications	2.0	0.00
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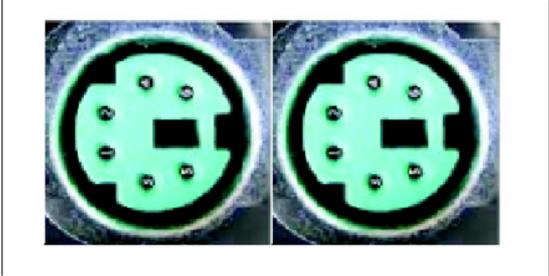
Trade Theory

42	42	What is the name of all physical components of a computer collectively called? A1 : Software A2 : Hardware A3 : Malware A4 : Junk ware	2.0	0.00
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Trade Theory

43	43	What is the name of this input device?  A1 : Hand camera A2 : Scanner A3 : Barcode reader A4 : Hair dryer	2.0	0.00
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Trade Theory

44	44	Name this port.  A1 : Network cable port A2 : PS/2 port	2.0	0.00
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		A3 : USB cable port		
		A4 : Interface cable port		
Trade Theory				
45	45	What is the name of computers used for online data storage through the internet?	2.0	0.00
		A1 : Mainframe computer		
		A2 : Micro - computer		
		A3 : Cloud computer		
		A4 : Laptop		
Trade Theory				
46	46	Which operating system has the largest number of installations for desktop computers?	2.0	0.00
		A1 : UNIX		
		A2 : MAC OS X		
		A3 : Android		
		A4 : Windows		
Trade Theory				
47	47	What is required to access applications (programs) on the computer?	2.0	0.00
		A1 : A computer and a printer		
		A2 : A computer and internet connection		
		A3 : A computer with installed system software		
		A4 : A computer with application software		
Trade Theory				
48	48	What is the name of the text or image which appears faintly in the background of a page?	2.0	0.00
		A1 : Water mark		
		A2 : Trade mark		
		A3 : Copy right		
		A4 : Embossing		
Trade Theory				
49	49	What is a computer in simple terms?	2.0	0.00
		A1 : A calculating machine		
		A2 : An electronic digital device		
		A3 : An electronic typing machine		
		A4 : An electronic hardware		
Trade Theory				

50	50	Who invented the first computer? A1 : Thomas Alva Edison A2 : Bill Gates A3 : Charles Babbage A4 : Microsoft	2.0	0.00
Employability Skills				
51	51	To be in a job or work is ____ A1 : Employ A2 : Skill A3 : Knowledge A4 : Aptitude	2.0	0.00
Employability Skills				
52	52	Information like date of birth, permanent address form a part of one's ____ in the resume. A1 : Career objectives : A2 : Personal details : A3 : Achievements : A4 : Qualifications :	2.0	0.00
Employability Skills				
53	53	A person with a growth mindset is always willing to ____ A1 : relax A2 : grow, change, learn A3 : keep quiet A4 : become rich	2.0	0.00
Employability Skills				
54	54	Jobs that have become outdated in the past 5 years ____ A1 : STD booth A2 : ola A3 : uber A4 : swiggy	2.0	0.00
Employability Skills				
55	55	Ethics means ____ A1 : decide what is right and wrong for a human conduct	2.0	0.00

		A2 : name of a city A3 : employability skills A4 : not relevant to society		
Employability Skills				
56	56	Values are _____ A1 : not punctual A2 : Motivates our attitude and action A3 : very costly A4 : all have same value	2.0	0.00
Employability Skills				
57	57	_____ is a brief statement about purpose and principles of the Constitution. A1 : Syllabus A2 : Module A3 : The Preamble A4 : Unit	2.0	0.00
Employability Skills				
58	58	Identify the improper term _____ A1 : green pollution A2 : water pollution A3 : air pollution A4 : sound pollution	2.0	0.00
Employability Skills				
59	59	NAPS Stands for _____ A1 : National Apprenticeship Promotion Scheme A2 : National Appointment Promoting Scheme A3 : Non Apprenticeship Promotion Scheme A4 : National Advertising Promotion Scheme	2.0	0.00
Employability Skills				
60	60	_____ is major changes takes place in manufacturing. A1 : Green revolution A2 : Industry revolution	2.0	0.00

		A3 : Water revolution A4 : Food revolution		
Employability Skills				
61	61	1st industrial revolution started in ____ A1 : 18th century A2 : 19th century A3 : 20th century A4 : 21st century	2.0	0.00
Employability Skills				
62	62	Hard Skill ____ A1 : quick learner A2 : time management A3 : 60 WPM typing speed A4 : spoken English	2.0	0.00
Employability Skills				
63	63	To grow yourself you must ____ A1 : know your office A2 : know yourself A3 : know your institute A4 : know your country	2.0	0.00
Employability Skills				
64	64	Time management ____ A1 : complete your task on time A2 : managing time A3 : hard skill A4 : problem solving	2.0	0.00
Employability Skills				
65	65	A resume should be _____. A1 : short and precise A2 : fancy and colourful A3 : having long and detailed information A4 : having acronyms and abbreviation	2.0	0.00
Employability Skills				
66	66	A written description of duties and responsibilities to be carried out in a job is called _____.	2.0	0.00

		A1 : CV A2 : job description A3 : resume A4 : job application		
Employability Skills				
67	67	After receiving interview call, what is the next step? A1 : Send application letter A2 : Prepare the resume A3 : Appear at interview A4 : Send resume	2.0	0.00
Employability Skills				
68	68	Choose suitable "wh" word for the given sentence. " _____ animal do you like?" A1 : Which A2 : Why A3 : Where A4 : When	2.0	0.00
Employability Skills				
69	69	Choose the correct punctuation mark after the word "Rohan" in the given sentence. "Rohan David and Ram are playing hide and seek" A1 : Comma (,) A2 : Period (.) A3 : Slash (/) A4 : Hyphen (-)	2.0	0.00
Employability Skills				
70	70	Choose the correct response for the given question. "How have you been?" A1 : Very well, And you? A2 : Thank you_ And you? A3 : Same to you A4 : On vacation_ And you?	2.0	0.00
Employability Skills				
71	71	Choose the correct response of the given question. "When did the accident happen?" A1 : in the hotel A2 : during travelling	2.0	0.00

		A3 : At 10:30 last night A4 : On the table		
Employability Skills				
72	72	Choose the correct tense of the verb. "I _____ music when I was child" A1 : learn A2 : am learning A3 : will learn A4 : had learnt	2.0	0.00
Employability Skills				
73	73	Curriculum vitae is also known as _____ . A1 : circular A2 : resume A3 : job application form A4 : leave application	2.0	0.00
Employability Skills				
74	74	Fill in the blank with comparative adjective. "Your pencil is _____ than mine" A1 : sharp A2 : sharper A3 : blunt A4 : thick	2.0	0.00
Employability Skills				
75	75	Fill in the blank with correct future tense of verb. "We _____ to the zoo after Breakfast " A1 : went A2 : are going A3 : had gone A4 : will go	2.0	0.00

Secretarial Practice (English) - 1 Year - Set 1

S.No.	Correct Answer Key
1	A2
2	A2
3	A2
4	A4
5	A3
6	A3
7	A4
8	A3
9	A4
10	A1
11	A3
12	A2
13	A3
14	A3
15	A1
16	A4
17	A3
18	A2
19	A2
20	A4
21	A3
22	A2
23	A1
24	A3
25	A4
26	A1
27	A2
28	A2
29	A3
30	A4
31	A2
32	A3
33	A3
34	A4
35	A1
36	A3
37	A2
38	A1

S.No.	Correct Answer Key
39	A3
40	A2
41	A3
42	A2
43	A3
44	A2
45	A3
46	A4
47	A3
48	A1
49	A2
50	A3
51	A1
52	A2
53	A2
54	A1
55	A1
56	A2
57	A3
58	A1
59	A1
60	A2
61	A1
62	A3
63	A2
64	A1
65	A1
66	A2
67	A3
68	A1
69	A1
70	A1
71	A3
72	A4
73	A2
74	A2
75	A4

Note:

"In case answers found to be inaccurate due to typographical error or any other reason please sent mail to qbnimigrievance@gmail.com"

**ALL INDIA TRADE TEST - 2024 FOR CRAFTSMEN
TRAINING SCHEME (CTS)
Trade Name: Secretarial Practice (English)
Year: 1st Year**

Exam Date :
Exam Time :

Note:

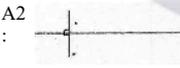
1. Tick the correct option out of four alternatives provided
2. All questions carry equal marks (2 Marks each)
3. There is no negative marking

Sr. No.	Q ID	Question Body and Alternatives	Marks	Negative Marks
Trade Theory				
1	1	<p>What is the name of the component of a computer which is not physically accessible, but can be realized through its working?</p> <p>A1 : Hardware</p> <p>A2 : Software</p> <p>A3 : RAM</p> <p>A4 : Port</p>	2.0	0.00
Trade Theory				
2	2	<p>How Personal Computer (PC) is designed?</p> <p>A1 : Many people at a time</p> <p>A2 : Only for one person</p> <p>A3 : Government offices</p> <p>A4 : Only one person at a time</p>	2.0	0.00
Trade Theory				
3	3	<p>Which computer software authenticates the user, and dispense cash?</p> <p>A1 : Banks</p> <p>A2 : Gambling</p> <p>A3 : ATM machines</p> <p>A4 : Mathematical calculations</p>	2.0	0.00
Trade Theory				
4	4	<p>What is the purpose of using input devices?</p> <p>A1 : To enter data or instructions into a computer</p> <p>A2 : To operate the computer</p> <p>A3 : To start the computer</p> <p>A4 : To know different functions</p>	2.0	0.00

Trade Theory				
5	5	Which type of computers used in banks to store and retrieve core banking transactions? A1 : Mobile phones A2 : Centralized server computers A3 : Tablet computers A4 : Micro-computers	2.0	0.00
Trade Theory				
6	6	Which one is the system software? A1 : MS - Office A2 : MS - Word A3 : Windows A4 : TP - Link	2.0	0.00
Trade Theory				
7	7	Which software coordinates the activities and functions of hardware and software? A1 : Application software A2 : Common utility program software A3 : System software A4 : Antivirus software	2.0	0.00
Trade Theory				
8	8	What is windows in computer term? A1 : Application software A2 : A collection of programs known as an operating system A3 : Hardware A4 : Hardware and software	2.0	0.00
Trade Theory				
9	9	What is the name of thin strip (usually placed at the bottom) of windows desktop containing several important icon? A1 : Menu bar A2 : Title bar A3 : Status bar A4 : Task bar	2.0	0.00
Trade Theory				
10	10	Which component of a computer can be considered as the backbone of the computer? A1 : Central Processing Unit (CPU) A2 : Motherboard	2.0	0.00

		A3 : Processor		
		A4 : Random Access Memory (RAM)		
Trade Theory				
11	11	What sign highlights gramatic errors in MS Word?	2.0	0.00
		A1 : Bold letters		
		A2 : Green underline		
		A3 : Red underline		
		A4 : Italic text		
Trade Theory				
12	12	What helps users quickly identify the type of file represents in the monitor?	2.0	0.00
		A1 : Program		
		A2 : Status bar		
		A3 : Icons		
		A4 : Date and time		
Trade Theory				
13	13	Who developed Internet Explorer?	2.0	0.00
		A1 : Microsoft		
		A2 : Google		
		A3 : IBM		
		A4 : Apple		
Trade Theory				
14	14	What is the name of keys on a keyboard that consists of letters or numbers and some times other symbols. They include the letters A to Z as well as the numbers 0 through 9?	2.0	0.00
		A1 : Numeric keys		
		A2 : Function keys		
		A3 : Alphanumeric keys		
		A4 : Arrow keys		
Trade Theory				
15	15	By which signs are diphones represented?	2.0	0.00
		A1 : Dashes		
		A2 : Dots		
		A3 : Angular signs		
		A4 : Semi circles		

Trade Theory				
16	16	In which places are diphones written? A1 : First place, Third place A2 : Second place, Third place A3 : First place , Second place A4 : First place, Second place, Third place	2.0	0.00
Trade Theory				
17	17	When is downward 'H' employed? A1 : With F/V and N hooks A2 : Before Kr,Gr,Mr,Nr A3 : In phrases A4 : After curved strokes	2.0	0.00
Trade Theory				
18	18	What does 'facility' of a phraseogram mean? A1 : Difficult to write A2 : Easy to read and write A3 : Easy to read A4 : Easy to write	2.0	0.00
Trade Theory				
19	19	When is circle 'S' used? A1 : Initial 'S' is not preceded by a vowel A2 : Final 'S' is followed by a vowel A3 : Final 'S' is preceded by-ous A4 : Initial 'S' is followed by a triphone	2.0	0.00
Trade Theory				
20	20	How is 'L' written to a circle attached to a curve? A1 : Upward when following the circle A2 : Downward when following the circle A3 : Upward when preceding the circle A4 : In the same motion as the circle	2.0	0.00
Trade Theory				
21	21	Before which strokes is downward H used? A1 : Before upward L A2 : Before M	2.0	0.00

		A3 : Before K/G		
		A4 : Before N		
Trade Theory				
22	22	How is 'H' represented when it follows initial circle 'S'?	2.0	0.00
		A1 : By enlarging the circle of stroke 'H'		
		A2 : By doubling the circle of 'S'		
		A3 : 'H' should be written downward only		
		A4 : 'H' should be written upward only		
Trade Theory				
23	23	What sounds does circle 'S' represent?	2.0	0.00
		A1 : 'Z' initially		
		A2 : 'Z' medially and finally		
		A3 : 'S' medially and finally		
		A4 : S/Z medially and finally		
Trade Theory				
24	24	Which outline is correct?	2.0	0.00
		A1 :  Cask		
		A2 :  Tasty		
		A3 :  Design		
		A4 :  Desk		
Trade Theory				
25	25	How are circles attached to strokes read?	2.0	0.00
		A1 : Initial circle is read first as 'S'		
		A2 : Initial circle is read after the initial vowel		
		A3 : Medial circle is read as 'S' only		
		A4 : Medial circle is read as 'Z' only		
Trade Theory				
26	26	Where is circle 'S' written?	2.0	0.00
		A1 : Inside the angle formed by two straight strokes		
		A2 : Outside the angle formed by two straight strokes		

		A3 : At the end of straight strokes with right motion		
		A4 : Outside the curved strokes		
Trade Theory				
27	27	Identify the direction of initial 'R' before T/ D/ CH/ J/ ith/ KL/ GL/ W?	2.0	0.00
		A1 : Upward		
		A2 : Downward		
		A3 : Hooked form		
		A4 : Thickened form		
Trade Theory				
28	28	Where upward 'R' is used in the following word?	2.0	0.00
		A1 : Pure		
		A2 : Poor		
		A3 : Appear		
		A4 : Pray		
Trade Theory				
29	29	Which form of 'R' is used in the word 'Powerful'?	2.0	0.00
		A1 : Downward		
		A2 : Upward		
		A3 : Horizontal		
		A4 : Hooked form		
Trade Theory				
30	30	How final 'R' is written after two down strokes?	2.0	0.00
		A1 : Downward		
		A2 : Hooked form		
		A3 : Upward		
		A4 : Thickened form		
Trade Theory				
31	31	Which form of 'H' is written before M, L & R?	2.0	0.00
		A1 : Upward H		
		A2 : Downward H		
		A3 : Dot H		
		A4 : Tick H		
Trade Theory				
32	32	How standing alone aspirate sound is represented in shorthand?	2.0	0.00

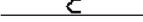
A1 : Downward H

A2 : Upward H

A3 : Dot H

A4 : Tick H

Trade Theory

33	33	Which sign represents the sound of 'W' before the consonants K, G, M, R?	2.0	0.00
		A1 : 		
		A2 : 		
		A3 : 		
		A4 : 		

Trade Theory

34	34	How the sound of two consecutive vowels is represented in shorthand?	2.0	0.00
		A1 : By Diphthong sign		
		A2 : By Triphones		
		A3 : By Dipthonic signs		
		A4 : By abbreviated W		

Trade Theory

35	35	What is the name given to the resulting outline formed by joining of two or more words?	2.0	0.00
		A1 : Logogram		
		A2 : Grammalogue		
		A3 : Diphthong		
		A4 : Phraseogram		

Trade Theory

36	36	When word starts with a vowel, initial S is represented by?	2.0	0.00
		A1 : small circle		
		A2 : S' stroke/ consonant		
		A3 : large circle		
		A4 : ST loop		

Trade Theory

37	37	<p>What is the percentage(%) of Zoom option available in MS Word?</p> <p>A1 : 0% to 100%</p> <p>A2 : 10% to 100%</p> <p>A3 : 10% to 500%</p> <p>A4 : 10% to 200%</p>	2.0	0.00
Trade Theory				
38	38	<p>What is called as moving around the document?</p> <p>A1 : Editing</p> <p>A2 : Exploring</p> <p>A3 : Navigation</p> <p>A4 : Orientation</p>	2.0	0.00
Trade Theory				
39	39	<p>Which tool bar we can include the commands that we use frequently?</p> <p>A1 : Task bar</p> <p>A2 : Quick Access tool bar</p> <p>A3 : Tool bar</p> <p>A4 : Standard tool bar</p>	2.0	0.00
Trade Theory				
40	40	<p>Which area of the window displays the page number of the current page, total number of pages and words in the document?</p> <p>A1 : Document window</p> <p>A2 : Task bar</p> <p>A3 : Scroll bar</p> <p>A4 : Links</p>	2.0	0.00
Trade Theory				
41	41	<p>What is the indication of a spelling error in the text document?</p> <p>A1 : A green wavy line under the word in the text typed</p> <p>A2 : A red wavy line under the word in the text typed</p> <p>A3 : The word get highlighted</p> <p>A4 : The word becomes bold letters</p>	2.0	0.00
Trade Theory				
42	42	<p>What is nested paragraph?</p> <p>A1 : A paragraph within a paragraph</p> <p>A2 : A new paragraph</p>	2.0	0.00

		A3 : A Paragraph with different type font		
		A4 : Paragraph starts with bold letters		
Trade Theory				
43	43	What is the shortcut key to go to the top of the document? A1 : Ctrl + C A2 : Ctrl + V A3 : Ctrl + P A4 : Ctrl + Home	2.0	0.00
Trade Theory				
44	44	What is the shortcut key for bold letters? A1 : Shift + B A2 : Alt + B A3 : Tab + B A4 : Ctrl + B	2.0	0.00
Trade Theory				
45	45	Which feature allows that a word never split between lines? A1 : Word count A2 : Word Art A3 : Word perfect A4 : Word wrap	2.0	0.00
Trade Theory				
46	46	What is the maximum number of copies can be printed at a time? A1 : 99 A2 : No limit A3 : 199 A4 : 999	2.0	0.00
Trade Theory				
47	47	What is GS stands for in computer typing speed? A1 : Great Speed A2 : Good Speed A3 : Gross Speed A4 : General Speed	2.0	0.00
Trade Theory				
48	48	What sound/ sounds does a small loop represent?	2.0	0.00

		A1 : SD/ZD sound initially A2 : ST sound medially A3 : 'SES' sound initially A4 : 'SD/ZD' sound finally		
Trade Theory				
49	49	What sound does a large loop represent? A1 : STR sound medially and initially A2 : STR sound initially A3 : STR sound medially and finally A4 : STR sound initially and finally	2.0	0.00
Trade Theory				
50	50	When do you employ ST loop? A1 : When a vowel follows initial ST A2 : When a vowel proceeds initial ST A3 : When a vowel follows final ST A4 : When a vowel occurs between S and T	2.0	0.00
Employability Skills				
51	51	Fill in the blank with correct word. "They _____ good friends" A1 : is A2 : am A3 : are A4 : was	2.0	0.00
Employability Skills				
52	52	Fill in the blank with present progressive tense of the verb. "The train _____ through the tunnel" A1 : passed A2 : is passing A3 : had passed A4 : was passing	2.0	0.00
Employability Skills				
53	53	Fill in the blank with proper interrogative adjective. _____ are you going? A1 : Who A2 : Where A3 : Which	2.0	0.00

A4 : What

Employability Skills

54	54	Fill in the blank with proper pronoun. "I made this cake _____"	2.0	0.00
		A1 : myself		
		A2 : yourself		
		A3 : himself		
		A4 : itself		

Employability Skills

55	55	Fill in the blank with proper pronoun. "She made this cake _____"	2.0	0.00
		A1 : itself		
		A2 : myself		
		A3 : herself		
		A4 : himself		

Employability Skills

56	56	Fill in the blank with proper reflexive pronoun. "She has hurt _____"	2.0	0.00
		A1 : myself		
		A2 : herself		
		A3 : himself		
		A4 : itself		

Employability Skills

57	57	Fill in the blank with suitable adjective for the given sentence "The little girl's..... eyes revealed her mischief"	2.0	0.00
		A1 : chubby		
		A2 : weak		
		A3 : short sighted		
		A4 : twinkling		

Employability Skills

58	58	Fill in the blank with suitable place preposition. "My house is _____ the third floor"	2.0	0.00
		A1 : at		
		A2 : in		
		A3 : on		
		A4 : under		

Employability Skills

59	59	Fill in the correct question word. "_____ is the speaker at the function?"	2.0	0.00
----	----	--	-----	------

		A1 : What A2 : When A3 : Why A4 : Who		
Employability Skills				
60	60	Low level language is also called _____. A1 : source code A2 : middle ware A3 : machine language A4 : assembly language	2.0	0.00
Employability Skills				
61	61	Pronunciation refers to _____. A1 : diphthong A2 : consonant A3 : punctuation A4 : production of sound	2.0	0.00
Employability Skills				
62	62	Re-arrange the following set of words into meaningful sentence. "teacher / school / worked / she / a / as". A1 : School worked as a she teacher A2 : She worked as a school teacher A3 : She teacher worked as a school A4 : Worked she as a school teacher	2.0	0.00
Employability Skills				
63	63	Rise and fall of pitch of voice is called _____. A1 : vowel A2 : intonation A3 : consonant A4 : pronunciation	2.0	0.00
Employability Skills				
64	64	The word that expresses a sudden and strong feeling is called _____. A1 : punctuation A2 : interjection A3 : conjunction	2.0	0.00

		A4 : apostrophe		
Employability Skills				
65	65	When you greet higher official's such as Teacher, Instructor or Supervisor, you should use _____.	2.0	0.00
		A1 : Good morning		
		A2 : Hello		
		A3 : Hey		
		A4 : Hi		
Employability Skills				
66	66	Which is a silent letter in the word "ANSWER"?	2.0	0.00
		A1 : R		
		A2 : E		
		A3 : S		
		A4 : W		
Employability Skills				
67	67	Which one is a "Do's" of discussion etiquettes?	2.0	0.00
		A1 : Loose your temper		
		A2 : Listen to others		
		A3 : Talk about irrelevant details		
		A4 : Use impolite or rude language		
Employability Skills				
68	68	Which one is a "Don't" of discussion etiquette?	2.0	0.00
		A1 : Be open minded		
		A2 : Use moderate tone		
		A3 : Listen to others		
		A4 : Argue unnecessary		
Employability Skills				
69	69	Which one is a brain of computer?	2.0	0.00
		A1 : Keyboard		
		A2 : CPU		
		A3 : Monitor		
		A4 : Hard disk		
Employability Skills				
70	70	Which one is an exclamatory sentence?	2.0	0.00
		A1 : What a beautiful house it is!		

A2 : It is a beautiful house.

A3 : Is it a beautiful house?

A4 : Your house is beautiful.

Employability Skills

71 71 Which one is in active voice? 2.0 0.00

A1 : Ram has passed the exam.

A2 : The ball was caught by him.

A3 : The book was being read by her.

A4 : We were driven home by dad.

Employability Skills

72 72 Which one is in passive voice? 2.0 0.00

A1 : Mohan is painting a house.

A2 : She was reading a book.

A3 : Her birthday was celebrated by us.

A4 : I have seen that movie.

Employability Skills

73 73 Which one is NOT a conjunction? 2.0 0.00

A1 : And

A2 : Or

A3 : But

A4 : On

Employability Skills

74 74 Which one is NOT a benefit of the role playing? 2.0 0.00

A1 : Builds confidence

A2 : Develops listening skill

A3 : Develops creative problem-solving skill

A4 : Develops boredom

Employability Skills

75 75 Which one is NOT a vowel? 2.0 0.00

A1 : a

A2 : e

A3 : f

A4 : i



SAMPLE QUESTION PAPER SET 2



Secretarial Practice (English) - 1 Year - Set 2

S.No.	Correct Answer Key
1	A2
2	A4
3	A3
4	A1
5	A2
6	A3
7	A3
8	A2
9	A4
10	A2
11	A2
12	A3
13	A1
14	A3
15	A3
16	A4
17	A4
18	A4
19	A1
20	A4
21	A3
22	A1
23	A4
24	A3
25	A1
26	A2
27	A1
28	A1
29	A1
30	A3
31	A4
32	A1
33	A2
34	A1
35	A4
36	A2
37	A3
38	A3

S.No.	Correct Answer Key
39	A2
40	A2
41	A2
42	A1
43	A4
44	A4
45	A4
46	A2
47	A3
48	A4
49	A3
50	A1
51	A3
52	A2
53	A2
54	A1
55	A3
56	A2
57	A4
58	A3
59	A4
60	A3
61	A4
62	A2
63	A2
64	A2
65	A1
66	A4
67	A2
68	A4
69	A2
70	A1
71	A1
72	A3
73	A4
74	A4
75	A3

Note:

"In case answers found to be inaccurate due to typographical error or any other reason please sent mail to qbnimigrievance@gmail.com"

**ALL INDIA TRADE TEST - 2024 FOR CRAFTSMEN
TRAINING SCHEME (CTS)
Trade Name: Secretarial Practice (English)
Year: 1st Year**

Exam Date :
Exam Time :

Note:

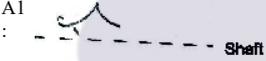
1. Tick the correct option out of four alternatives provided
2. All questions carry equal marks (2 Marks each)
3. There is no negative marking

Sr. No.	Q ID	Question Body and Alternatives	Marks	Negative Marks
Trade Theory				
1	1	Which bundled application software MS word program available? A1 : MS Office A2 : MS Excel A3 : MS Access A4 : MS Windows	2.0	0.00
Trade Theory				
2	2	Which program helps to check spelling, grammar, word count, page Nos, etc.? A1 : MS Access A2 : MS Excel A3 : MS Word A4 : MS Power Point	2.0	0.00
Trade Theory				
3	3	What is the name of electronic file that we create using word program? A1 : Documents A2 : Spread sheet A3 : Email A4 : Internet	2.0	0.00
Trade Theory				
4	4	Which group in cut - Ctrl + X, copy - Ctrl + C, Paste Ctrl + V short cut commands included? A1 : Editing group A2 : Clipboard group A3 : Font group A4 : Formatting group	2.0	0.00

Trade Theory				
5	5	Where you can find the Undo, Redo commands? A1 : In the ribbon A2 : Quick access tool bar A3 : View button A4 : Home button	2.0	0.00
Trade Theory				
6	6	What appears as file name, if you save a document without giving any file name? A1 : Document A2 : New document A3 : First line or several words of the document A4 : Blank space	2.0	0.00
Trade Theory				
7	7	What is white area in windows where we enter input data? A1 : Word pad A2 : Document area A3 : White area A4 : Print area	2.0	0.00
Trade Theory				
8	8	What is WYSIWYG stands for in graphical user interface(GUI) based programs? A1 : Whatever you see is wherever you get A2 : What you see is what you get A3 : Which ever you see is what you get A4 : Wherever you see is What you get	2.0	0.00
Trade Theory				
9	9	Which tab holds the 'headers and footers' function? A1 : Home tab A2 : Page layout A3 : Insert A4 : Links	2.0	0.00
Trade Theory				
10	10	What is the universally accepted penalty for each error? A1 : 2 Words A2 : 1 Word	2.0	0.00

		A3 : 3 Words		
		A4 : One and hlaf words		
Trade Theory				
11	11	When is large circle 'SW' employed? A1 : When a vowel occurs between "S" and "W" A2 : When a vowel precedes 'SW' A3 : When 'SW' alone occurs in a word A4 : When 'SW' occurs initially to curved strokes	2.0	0.00
Trade Theory				
12	12	Which circle will wed for writing the word 'emphasizing'? A1 : Small circle A2 : Large circle A3 : Circle stroke A4 : Stroke circle	2.0	0.00
Trade Theory				
13	13	Which circle is retained in plurals and possessives? A1 : Small circle A2 : Large circle A3 : Consonant A4 : The form which is used in the root word	2.0	0.00
Trade Theory				
14	14	How 'as we' is represented in phraseography? A1 : By small circle A2 : By large circle A3 : By st loop A4 : By str loop	2.0	0.00
Trade Theory				
15	15	How we indicate a vowel sound other than "ē" in between large circle? A1 : Outside the circle A2 : Close to the large circle A3 : Inside the circle A4 : As pre vowel position	2.0	0.00
Trade Theory				

16	16	Which sound is represented by large circle initially? A1 : SS A2 : SW A3 : SZ A4 : ZS	2.0	0.00
Trade Theory				
17	17	How is 'L' hook written to curved strokes? A1 : Large initial hook written inside the curve A2 : Small initial hook written with left motion A3 : Large initial hook written with left motion A4 : Large final hook written inside the curve	2.0	0.00
Trade Theory				
18	18	Which of the following is correct with regard to employment of N hook? A1 : Cannot be written to curved strokes A2 : Can be written a vowel follows N A3 : Cannot be written to straight strokes A4 : Can be written to straight strokes	2.0	0.00
Trade Theory				
19	19	When and how is N hook written? A1 : Written finally with right motion to straight strokes A2 : Written finally with left motion to straight strokes A3 : Not written in the middle of a word A4 : Not written to curved strokes	2.0	0.00
Trade Theory				
20	20	How is F/V Hook written to curved strokes? A1 : Small final hook to straight strokes with right motion A2 : Large final hook to straight strokes with left motion A3 : Not written to curved strokes A4 : Written finally inside curved strokes	2.0	0.00
Trade Theory				
21	21	How is circle 'NS' written? A1 : Finally with right motion to straight strokes A2 : Finally with left motion to straight strokes	2.0	0.00

		A3 : Medially inside 'N' hook A4 : Finally circle 'S' is written inside 'N' hook		
Trade Theory				
22	22	Which vowels occurring between S/NS circle and Shun hook are written? A1 : Second - place dot vowels A2 : First - place dot vowels A3 : Third - place dot vowels A4 : Dash vowels	2.0	0.00
Trade Theory				
23	23	Which curved hooked strokes has only one form? A1 : Fr A2 : Thr A3 : Vl A4 : Thl	2.0	0.00
Trade Theory				
24	24	Which outline is correct? A1 :  Shaft A2 :  Shelf A3 :  Official A4 :  Pressure	2.0	0.00
Trade Theory				
25	25	What does a large initial hook to 'L' represent? A1 : W A2 : WH A3 : H A4 : R	2.0	0.00
Trade Theory				
26	26	In which outline, 'L' hook is extended? A1 :  assertively	2.0	0.00

A2
:  likely

A3
:  tamely

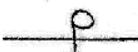
A4
:  poorly

Trade Theory

27 27 Which is the correct outline for sweater? 2.0 0.00

A1
: 

A2
: 

A3
: 

A4
: 

Trade Theory

28 28 Which is the correct stroke for 'Prosper'? 2.0 0.00

A1
: 

A2
: 

A3
: 

A4
: 

Trade Theory

29 29 When is 'RER' used in a word? 2.0 0.00

A1 : Finally

A2 : Medially

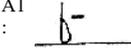
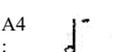
A3 : If its root word has no downward R

A4 : When final 'R' is followed by vowel

Trade Theory

30	30	How is 'WHL' written? A1 : By adding a large initial hook to downward L A2 : By adding a large initial hook to upward L A3 : By adding a small initial hook to downward L A4 : By adding a small initial hook to upward L	2.0	0.00
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Trade Theory

31	31	Which outline represents the word 'dunster'? A1 :  A2 :  A3 :  A4 : 	2.0	0.00
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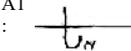
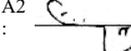
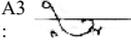
Trade Theory

32	32	When are hooks not employed? A1 : N hook medially A2 : F/V hook medially A3 : Finally A4 : Finally when followed by vowels	2.0	0.00
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Trade Theory

33	33	When and where is shun hook written to a straight stroke? A1 : When it is preceded by a Triphone A2 : On the same side as the initial attachment A3 : On the opposite side to an initial attachment A4 : Cannot be written if there is no initial attachment	2.0	0.00
----	----	--	-----	------

Trade Theory

34	34	Which word is written with the correct outline employing 'Shun hook/ stroke'? A1 :  Tuition A2 :  Fluctuation A3 :  Superannuation	2.0	0.00
----	----	---	-----	------

A4 :  Extenuation

Trade Theory

35	35	Which initial hooks add 'L' to curve stroke? A1 : Small A2 : Large A3 : Upward L A4 : Downward L	2.0	0.00
----	----	--	-----	------

Trade Theory

36	36	Which of the following sound is represented by initial hook? A1 : N/ F - V A2 : R&L A3 : SHUN A4 : ZHUN	2.0	0.00
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Trade Theory

37	37	What is the direction of 'SHL'? A1 : Downward A2 : Upward A3 : Horizontal A4 : Through the line	2.0	0.00
----	----	---	-----	------

Trade Theory

38	38	How 'L' hook is written to straight strokes? A1 : With left motion A2 : With right motion A3 : With curve hook A4 : With straight hook	2.0	0.00
----	----	--	-----	------

Trade Theory

39	39	Which of the following constitutes alternative forms? A1 : fr, vr, thr, Thr A2 : Pr, Br, Tr, Dr A3 : PL, BL, TL, DL A4 : ML, NL, NGL	2.0	0.00
----	----	--	-----	------

Trade Theory

40	40	“Left curve of fr, vr, thr, Thr, is used _____”	2.0	0.00
----	----	---	-----	------

		A1 : When standing alone A2 : When standing alone and preceded by vowel A3 : When followed by a vowel A4 : When joined to another stroke		
Trade Theory				
41	41	Which sign represents intervening dash vowel between initial hook and consonant? A1 : Tick A2 : Dot A3 : Circle A4 : Intersecting by dash at vowel place	2.0	0.00
Trade Theory				
42	42	Which sign represents intervening dot vowel between initial hook and consonant? A1 : Small circle A2 : Dot A3 : Dash A4 : Large circle	2.0	0.00
Trade Theory				
43	43	Which form is used, if a vowel occurs between 'M - P' or 'M - B'? A1 : M is thickened A2 : Both strokes are written A3 : M is not thickened A4 : M is doubled	2.0	0.00
Trade Theory				
44	44	Which syllable is produced by adding a large initial hook at the beginning of K? A1 : KW A2 : WHL A3 : WH A4 : SW	2.0	0.00
Trade Theory				
45	45	Which form of 'NER' is used in the word 'opener'? A1 : N Hook + downward R A2 : N stroke hooked for R A3 : N stroke + Downward R	2.0	0.00

		A4 : N Hook + Upward R		
Trade Theory				
46	46	How small hook of shun is represented? A1 : After NS circle A2 : After NST loop A3 : After STR loop A4 : After SS circle	2.0	0.00
Trade Theory				
47	47	Which sound is represented by a large final hook to curved strokes? A1 : N A2 : F A3 : SHUN A4 : V	2.0	0.00
Trade Theory				
48	48	Which compound consonant is not used in word 'awhile'? A1 : WH A2 : WHL A3 : WL A4 : LR	2.0	0.00
Trade Theory				
49	49	Which sound adds for small hook to 'L' stroke? A1 : W A2 : WH A3 : H A4 : R	2.0	0.00
Trade Theory				
50	50	Which attachment of the short form can be added inside the initial hook, except straight stroke having initial hook of R ? A1 : Circle S A2 : Large circle SW A3 : Loop ST A4 : Loop STR	2.0	0.00
Employability Skills				
51	51	Which one of the following is a good office etiquette?	2.0	0.00

		<p>A1 : One should dress formally</p> <p>A2 : One should not be punctual to work</p> <p>A3 : One should have fancy mobile ring tone</p> <p>A4 : One should litter one's work place</p>		
Employability Skills				
52	52	<p>Word that is pronounced the same as another word but differs in meaning is called _____</p> <p>A1 : homophone</p> <p>A2 : homograph</p> <p>A3 : diphthong</p> <p>A4 : syllable</p>	2.0	0.00
Employability Skills				
53	53	<p>_____ can help me learn English.</p> <p>A1 : dedication</p> <p>A2 : fear</p> <p>A3 : anger</p> <p>A4 : shyness</p>	2.0	0.00
Employability Skills				
54	54	<p>Which punctuation mark should be used in the following sentence? Is there any site engineer here</p> <p>A1 : ? (question mark)</p> <p>A2 : , (comma)</p> <p>A3 : . (full stop)</p> <p>A4 : ! (exclamation)</p>	2.0	0.00
Employability Skills				
55	55	<p>When is capital letter used?</p> <p>A1 : Beginning of a sentence</p> <p>A2 : Names of persons</p> <p>A3 : Names of places</p> <p>A4 : All the above</p>	2.0	0.00
Employability Skills				
56	56	<p>Which one of the following is a describing word?</p> <p>A1 : eat</p> <p>A2 : repair</p> <p>A3 : hot</p>	2.0	0.00

		A4 : soup		
Employability Skills				
57	57	When someone says 'Thank you' we should reply and say _____.	2.0	0.00
		A1 : Thank you.		
		A2 : You're welcome.		
		A3 : Bye-bye		
		A4 : How are you?		
Employability Skills				
58	58	Choose the odd word.	2.0	0.00
		A1 : please		
		A2 : sorry		
		A3 : paper		
		A4 : thanks		
Employability Skills				
59	59	I am a welder. I work with _____	2.0	0.00
		A1 : nail polish		
		A2 : robots		
		A3 : welding tools		
		A4 : laptops		
Employability Skills				
60	60	Today's weather is going to be _____.	2.0	0.00
		A1 : Hopeful		
		A2 : Warm		
		A3 : Blue		
		A4 : Urgent		
Employability Skills				
61	61	The word 'when' denotes _____	2.0	0.00
		A1 : place		
		A2 : thing		
		A3 : person		
		A4 : time		
Employability Skills				
62	62	Rahul enjoys _____ with his pet dog.	2.0	0.00

		A1 : playing A2 : writing A3 : doing A4 : washing		
Employability Skills				
63	63	Having a clear idea of our personality including strengths, weaknesses, thoughts, beliefs, motivation, values etc is called _____. A1 : Belief A2 : Self Awareness A3 : Myth A4 : Threat	2.0	0.00
Employability Skills				
64	64	_____ are the abilities and qualities you have as a person that helps you grow well in life and career. A1 : Personal Strengths A2 : Personal weaknesses A3 : Opportunities A4 : Threats	2.0	0.00
Employability Skills				
65	65	_____ are the qualities that are considered negative, and need to be worked on. A1 : Personal Strengths A2 : Personal weaknesses A3 : Opportunities A4 : Threats	2.0	0.00
Employability Skills				
66	66	Which of the following is an example of personal weakness? A1 : Confidence A2 : Being lazy A3 : Hard working A4 : Active	2.0	0.00
Employability Skills				
67	67	Goals are of 2 types _____ A1 : Good and bad goals A2 : Long-term and short-term goals A3 : Rich and poor goals	2.0	0.00

A4 : Fixed-term and non-fixed term goals

Employability Skills

68	68	What is stress? A1 : Feeling of joy A2 : Feeling of surprise A3 : Feeling of delight A4 : Feeling of frustration / disappointment	2.0	0.00
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Employability Skills

69	69	Which of these is a sign of good stress? A1 : It prevents you from pursuing your goals. A2 : It makes you doubt yourself. A3 : Does not lead to long-term tension, loss of sleep. A4 : Makes you physically ill or causes pain.	2.0	0.00
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Employability Skills

70	70	An activity that stops or reduces stress is called a stress buster. Which of the following according to you is not a stress buster? A1 : Spending long hours thinking about the problem. A2 : Going to bed on time. A3 : Listening to music. A4 : Gardening	2.0	0.00
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Employability Skills

71	71	What is mindfulness? A1 : It is the technique of not minding anything. A2 : It is about sharpening your brain. A3 : It is the ability to be fully present in a moment. A4 : It is the word used to describe people who are full of thoughts.	2.0	0.00
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Employability Skills

72	72	Which of the following is true about stress? A1 : Stress can be managed A2 : Stress cannot be controlled A3 : Stress can not be decreased A4 : All of the above	2.0	0.00
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Employability Skills

73	73	Which of the following statements is true?	2.0	0.00
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		<p>A1 : Only experts can solve any problem</p> <p>A2 : The more problems you solve, the better you will get at problem solving!</p> <p>A3 : We need to pursue a course to even solve a simple problem</p> <p>A4 : It is not important to solve any problem</p>		
Employability Skills				
74	74	<p>Which of these should be considered while making decisions?</p> <p>A1 : Your mood</p> <p>A2 : The choices of your friends</p> <p>A3 : The rules of your community</p> <p>A4 : Your personal priorities.</p>	2.0	0.00
Employability Skills				
75	75	<p>Which of these is the full form of SWOT?</p> <p>A1 : Special Wellness Organization Theme</p> <p>A2 : Speak Work Openly Together</p> <p>A3 : Strong World Olympic Team</p> <p>A4 : Strength Weakness Opportunity Threat</p>	2.0	0.00



 SAMPLE QUESTION PAPER SET 3

Secretarial Practice (English) - 1 Year - Set 3

S.No.	Correct Answer Key
1	A1
2	A3
3	A1
4	A2
5	A2
6	A3
7	A2
8	A2
9	A3
10	A1
11	A4
12	A2
13	A4
14	A2
15	A3
16	A2
17	A1
18	A4
19	A1
20	A3
21	A1
22	A3
23	A4
24	A2
25	A2
26	A1
27	A4
28	A2
29	A1
30	A2
31	A3
32	A4
33	A3
34	A3
35	A2
36	A2
37	A2
38	A1

S.No.	Correct Answer Key
39	A1
40	A2
41	A4
42	A1
43	A3
44	A1
45	A2
46	A1
47	A3
48	A2
49	A1
50	A1
51	A1
52	A1
53	A1
54	A1
55	A4
56	A3
57	A2
58	A3
59	A3
60	A2
61	A4
62	A1
63	A2
64	A1
65	A2
66	A2
67	A2
68	A4
69	A3
70	A1
71	A3
72	A1
73	A2
74	A4
75	A4

Note:

"In case answers found to be inaccurate due to typographical error or any other reason please sent mail to qbnimigrievance@gmail.com"