

SECOND YEAR KGCE EXAMINATION

EMPLOYABILITY SKILLS

MODEL QUESTION PAPER ANSWER KEY
COMMON TO ALL KGCE PROGRAMS

(Time: 1.5 hours)

(Maximum Marks: 60)

- I. Answer the following questions by choosing the correct answer from the options given below.
Each question carries 2 marks.

Q No	Question	Answer
1	Maintaining tool in good condition is_____?	b) Essential
2	Which of the following expressions can be used to make requests?	c) Please
3	Reading a comprehension means understanding a _____text?	b) Written
4	What is the correct question to ask to get this response? – 'It is 2 kms from the railway station.'	b) How far is the institute from the railway station?
5	Which punctuation mark should be used in the following sentence? <i>Is there any site engineer here</i>	a) ? (question mark)
6	The word 'when' denotes?	d) Time
7	Which expression would you choose to agree with someone?	b) You're absolutely right.
8	When a person is talking, a good communicator will always?	d) Both A&B (Listen carefully, Be patient)
9	When you are participating in a group discussion, _____?	b) Speak clearly and sensibly
10	It is important to consider proper_____when you are giving your presentation?	b) Lighting
11	When you give a speech, it is always better to _____	d) Stand straight and walk a little on the stage casually.
12	As part of grooming, which of the following are essential for attending interviews?	d) Formal clothes
13	Which one is a "Do's" of discussion etiquettes?	b) Listen to others
14	In a computer,_____performs calculations and takes all the decisions?	a) CPU
15	The_____serves as an interface between the computer and the user?	b) Operating system
16	Which among the following is a primary storage device?	d) RAM & ROM
17	Which shortcut is used to save a word file in MS Word?	c) Ctrl + S

18	To enter any formula in MS Excel sheet, which symbol is used?	d) =
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Q No	Question	Answer
19	Where do you type the address when you are looking for a website?	c) Address bar
20	LAN stands for?	b) Local Area Network
21	A wireless technology that connects laptop to the internet is called?	b) Wi Fi
22	Which action should be avoided during online transactions?	c) Sharing personal information
23	_____is an electronic message transmitted over internet?	c) E-Mail
24	MSME stands for?	a) Ministry of Micro Small and Medium Enterprises
25	What is essential for an Entrepreneur?	d) All of the above
26	A statement that sets out what the organization wishes to achieve in the long term is referred to as_____?	b) Vision
27	Members in partnerships are?	b) Two or more than two
28	An individual who starts, creates and manages a new business can be called?	d) An entrepreneur
29	While carrying out business, doing the morally right thing is considered as?	c) Business ethics
30	Which is NOT an entrepreneurial mind set?	a) Not taking risk