



INDIAN SCHOOL AL WADI AL KABIR

DEPARTMENT OF COMMERCE

### MCQ's EMPLOYABILITY SKILLS (UNIT 1 TO 3)

1. Which of the following is not a stage of active listening?
  - (a) Receiving
  - (b) Understanding
  - (c) Non-responding
  - (d) Evaluating
  
2. What are the characteristics of an ideal message?
  - (a) Clear
  - (b) Concise
  - (c) Accurate
  - (d) All of the above
  
3. Identify the subject in the sentence, "The children played football".
  - (a) The children
  - (b) children played
  - (c) played
  - (d) football
  
4. Identify the object in the sentence, "The children played football."
  - (a) The children
  - (b) children played
  - (c) played
  - (d) football
  
5. Which of these sentences has/have both indirect and direct objects?
  - (a) I am working on a presentation.
  - (b) She bought a blue pen.
  - (c) The girls played cricket.
  - (d) He wrote a letter to his sister.

6. Which of the following is not a parameter to describe an individual's personality?

- (a) Self-confidence
- (b) Openness
- (c) Neuroticism
- (d) Agreeableness

7. Which of the following is characterised by an extreme feeling of self-importance?

- (a) Narcissistic personality disorder
- (b) Borderline personality disorder
- (c) Dependent personality disorder
- (d) None of the above

8. Ravi has feelings of emptiness, abandonment and suicide. What type of personality disorder is this?

- (a) Borderline
- (b) Dependent
- (c) Avoidant
- (d) Obsessive

9. Mona is helping her sister to overcome a personality disorder. What should she do?

- (a) Talk to her sister
- (b) Engage her in hobbies
- (c) Help her build confidence
- (d) All of the above

10. A \_\_\_\_\_ is an electronic document used to store data in a systematic way and perform calculations just like an expense sheet.

- (a) spreadsheet
- (b) worksheet
- (c) workbook
- (d) name box

11. A \_\_\_\_\_ is an arrangement of cells in a horizontal manner.

- (a) column
- (b) row
- (c) cell

(d) worksheet

12. What is the default alignment of numbers in a cell?

- (a) Left aligned
- (b) Right aligned
- (c) Center aligned
- (d) Randomly aligned

13. What is the shortcut key to underline text in a spreadsheet?

- (a) Ctrl+b
- (b) Ctrl+i
- (c) Ctrl+l
- (d) Ctrl+u

14. Which of the following features is used to perform addition in spreadsheets?

- (a) Format option
- (b) Charts
- (c) Graphs
- (d) Formula

15. Which of the following signs define a formula?

- (a) +
- (b) /
- (c) =
- (d) +

16. Sunny is a student in a high school. Whenever he gets low marks, he is depressed and fights with his friends. He, also, does not try to learn from mistakes. His parents and teachers have tried talking with him but he feels angry, worthless and shouts at them. - identify the personality disorder of Sunny.

- a) Suspicious
- b) Emotional and impulsive
- c) Anxious
- d) Obsessive-compulsive personality disorder

17. \_\_\_\_\_ is a state of feeling upset, annoyed and hopeless. There are times when we feel nothing is working right, we are not able to achieve our goals and feel hopeless.

- a) Stress

- b) Depression
- c) Anxiety
- d) Joy

18. \_\_\_\_\_ stored in a spreadsheet can be used in calculations, graphical representation and display of information.

- a) Data
- b) Picture
- c) Video
- d) Screenshot

19. People with \_\_\_\_\_ lack empathy for other people and tend to exaggerate their own achievements.

- a) Histrionic personality disorder
- b) Narcissistic personality disorder
- c) Antisocial personality disorder
- d) Borderline personality disorder

20. A \_\_\_\_\_ is a group of words, which together expresses a complete idea that has meaning.

- a) Sentence
- b) Line
- c) Paragraph
- d) Poem